

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



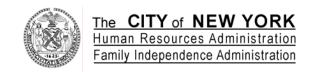
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POLICY BULLETIN #07-72-OPE

HANDLING OF NPA FOOD STAMP APPLICATIONS AT JOB CENTERS

Date: June 22, 2007	Subtopic(s): Food Stamps		
This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff at Job Centers and Non-Public Assistance (NPA) Food Stamp (FS) Offices of the rules that apply when individuals wish to file an NPA FS application at a Job Center.		
Job Center has a co-located NPA FS Office	When an individual attempts to file an NPA FS application at a Job Center that has a co-located NPA FS Office, s/he should be referred to the co-located NPA FS Office.		
Job Center does not have a co-located NPA FS Office	When an individual attempts to file an NPA FS application at a Job Center that <u>does not</u> have a co-located NPA FS Office, the Job Center receptionist must inform the individual that Job Centers do not process NPA FS applications. The individual should be given the Food Stamp Income Guidelines form (W-138Q) which contains the		
The Job Center must fax the NPA FS application on the same day it is received.	addresses of all the New York City FS Offices. If the individual does not want to visit an NPA FS Office to file his/her application, the Job Center receptionist should offer to fax the application to the appropriate NPA FS Office <u>on the same day</u> it is received.		
	If an individual chooses to have the Job Center fax his/her application to an NPA FS Office, s/he should be advised that the application is not considered filed and the processing standard does not begin until the application is received by the NPA FS Office. In order for an application to be faxed by the Job Center to an NPA FS office it must contain, at a minimum, the applicant's name, address (if s/he has one) and signature.		
	When the Job Center has faxed an individual's application to an NPA FS Office, the hard copy of the application is to be sent by messenger to the NPA FS Office.		

	Job Center staff are not required to screen NPA FS applications for expedited processing or call an NPA FS Office to schedule an interview.					
	In Model Centers, the Front Door Receptionist will route the NPA FS applicant to the Customer Service and Information Center (CSIC) for assistance. If CSIC faxes the individual's application to an NPA FS Office, the AJOS II responsible for CSIC should e-mail notification of the faxed application to the FS manager at the NPA FS Office.					
	Job Center Workers are to annotate the newly created NPA FS Application Control Log (W-700AA) when referring applicants to an NPA FS Office or when they have faxed an NPA FS application to an NPA FS Office.					
See <u>PD #06-16-ELI</u> for processing a mailed or faxed application.	When NPA FS Office staff receive an application that has been forwarded to their office by a Job Center, they are to follow the same rules as they would for receiving a mailed or faxed application.					
	Effective Immediately					
	Reference:					
	Food Stamp Source Book (FSSB), Section 4, page 19					
	Attachment:					
Please use Print on Demand to obtain copies of forms.	W-700AA NPA FS Application Control Log					



NPA FS Application Control Log

Case Name (Surname, First Name)	Date Application Received	Originating Center	Action Taken	Referral Yes/No
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