



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-165-OPE

*(This Policy Bulletin Obsoletes PB #08-142-OPE)*

### REVISIONS TO THE APPLICATION/RECERTIFICATION KIT FORMS

<b>Date:</b> December 31, 2008	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff of revisions to the Cash Assistance Application Kit Forms (<b>M-90c</b>), the Cash Assistance Recertification Kit Forms (<b>M-90d</b>), and the NCA FS Application/Recertification Kit Forms (<b>M-90e</b>).</p> <p>Changes to form <b>M-90c</b>:</p> <ul style="list-style-type: none"> <li>• The Self Sufficiency Supports (<b>PUB-4662</b>) form and the Please Read Important Information For Parents Who Use Legally Exempt Child Care Providers (<b>W-603AA</b>) form were removed because they were listed in error</li> <li>• The Helping Hands for People in Need (<b>PUB-4916</b>) form was put back on the form because it was inadvertently removed</li> <li>• The first footer now reads:</li> </ul> <p>*Denotes forms that are available in multiple languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.</p> <p>Changes to form <b>M-90d</b>:</p> <ul style="list-style-type: none"> <li>• The first footer now reads:</li> </ul> <p>*Denotes forms that are available in multiple languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Recertification Kit.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center*

Changes to form **M-90e**:

- The last footer now reads:

NCA FS Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA FS Application/Recertification Kit.

The Application Kit Unit (AKU) of the Office of Central Processing (OCP) prepares CA Application Kits in English and Spanish only. Job Center staff is responsible for preparing CA Application and Recertification Kits in the available multilingual equivalents.

NCA FS Center staff prepares all NCA FS Application and Recertification Kits in English as well as the multilingual equivalents.

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of these forms are removed from circulation and recycled.


Samples of the revised forms are attached.

*Effective Immediately*

**Attachments:**

- M-90c** Cash Assistance Application Kit Forms (Rev. 12/31/08)
- M-90d** Cash Assistance Recertification Kit Forms (Rev. 12/31/08)
- M-90e** NCA FS Application/Recertification Kit Forms (Rev. 12/31/08)

All CA Recertification Kits are prepared by Job Center staff.

 Please use Print on Demand to obtain copies of forms.

## Cash Assistance Application Kit Forms

Forms included in the standard Cash Assistance Application Kit:

Item	Title	Form Number	Agency
1	Growing Up Healthy	<a href="#">DOH-4133</a>	State
2	Statewide Common Application	<a href="#">LDSS-2921*</a>	State
3	Food Stamp Change Report Form	<a href="#">LDSS-3151*</a>	State
4	New York State What You Should Know About Your Rights And Responsibilities	<a href="#">LDSS-4148A*</a>	State
5	New York State What You Should Know About Social Services Programs	<a href="#">LDSS-4148B*</a>	State
6	New York State What You Should Know If You Have An Emergency	<a href="#">LDSS-4148C*</a>	State
7	Notice Of Responsibilities And Rights For Support	<a href="#">LDSS-4279**</a>	State
8	Domestic Violence Screening Form	<a href="#">LDSS-4583*</a>	State
9	Domestic Violence Palm Card	<a href="#">LDSS-4583A**</a>	State
10	Important Information about Child Care	<a href="#">LDSS-4647**</a>	State
11	DFR Legal Residence Statement	<a href="#">LDSS-4733</a>	State
12	Domestic Violence Information for all Temporary Assistance Applicants	<a href="#">LDSS-4905*</a>	State
13	New York State How To Complete The Temporary Assistance (TA) - Medical Assistance (MA) - Medical Savings Program (MSP) - Food Stamp Benefits (FS) - Services (S), including Foster Care (FC) - Child Care Assistance (CC) Application	<a href="#">PUB-1301*</a>	State
14	How To Use Your Benefit Card To Get Food Stamp and/or Cash Benefits	<a href="#">PUB-4596*</a>	State
15	Keep the Heat On With HEAP Pamphlet	<a href="#">PUB-4735**</a>	State
16	Helping Hands For People In Need	<a href="#">PUB-4916*</a>	State
17	Notice to All Applicants	<a href="#">EXP-75Q***</a>	FIA
18	Absent Parent Questionnaire	<a href="#">M-384k*</a>	FIA
19	Your Interview with the Office of Child Support Enforcement	<a href="#">M-384t**</a>	FIA
20	Child Care Guarantee Informational	<a href="#">M-528m</a>	FIA
21	Attention: Applicants/Participants	<a href="#">W-116U***</a>	FIA

\*Denotes forms that are available in multiple languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

\*\*Available in English and Spanish only.

\*\*\*Multiple languages are contained on one form.

## Cash Assistance Application Kit Forms

Forms included in the standard Cash Assistance Application Kit:

Item	Title	Form Number	Agency
22	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	<a href="#">W-126E*</a>	FIA
23	Cash Assistance Additional Allowances	<a href="#">W-137C*</a>	FIA
24	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	<a href="#">W-139E**</a>	FIA
25	Troubled? Frustrated? Angry? Don't Take It Out On Your Children!	<a href="#">W-273A**</a>	FIA
26	Did You Know That The City of New York Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?	<a href="#">CS-273E**</a>	ACS
27	Notice to Applicants and Participants Regarding Third Party Health Insurance	<a href="#">W-299I</a>	FIA
28	Welfare Fraud Pamphlet	<a href="#">W-151M**</a>	BFI
29	Interpretation Services Notice for the Application/Recertification Kits (Insert)	<a href="#">W-515W***</a>	FIA
30	Eligibility Verification Review Questionnaire	<a href="#">W-532T**</a>	FIA
31	Child Care Fact Sheet and Planner	<a href="#">CS-574EE**</a>	ACS
32	Language Questionnaire	<a href="#">W-680FF*</a>	FIA
33	Are You Disabled?	<a href="#">W-681A*</a>	FIA
34	Notice to Applicants/Participants	<a href="#">W-904DD*</a>	FIA
35	Essential Persons	<a href="#">W-912KK**</a>	FIA
36	Explanation of the Medicaid Buy-In Program For Working People with Disabilities (MBI-WPD)	<a href="#">MAP-252*</a>	MAP
37	Child/Teen Health Program (C/THP) Fact Sheet	<a href="#">MAP-1096*</a>	MAP
38	Your Guide To Public Health and Eligibility	<a href="#">MAP-2020N</a>	MAP

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## Cash Assistance Recertification Kit Forms

Forms included in the standard Cash Assistance Recertification Kit:

Item	Title	Form Number	Agency
1	Food Stamp Change Report Form	<a href="#">LDSS-3151</a> *	State
2	Recertification Form For: Temporary Assistance (TA) – Medical Assistance (MA) – Medicare Savings Program (MSP) – Food Stamp Benefits (FS)	<a href="#">LDSS-3174</a> * <sup>1</sup>	State
3	New York State What You Should Know About Your Rights And Responsibilities	<a href="#">LDSS-4148A</a> *	State
4	New York State What You Should Know About Social Services Programs	<a href="#">LDSS-4148B</a> *	State
5	New York State What You Should Know If You Have An Emergency	<a href="#">LDSS-4148C</a> *	State
6	Important Information about Child Care	<a href="#">LDSS-4647</a> **	State
7	Domestic Violence Information for all Temporary Assistance Applicants	<a href="#">LDSS-4905</a> *	State
8	How to Complete the Temporary Assistance (TA) – Medical Assistance (MA) – Medical Savings Program (MSP) – Food Stamp Benefits (FS) Recertification Form	<a href="#">PUB-1313</a> *	State
9	Helping Hands for People in Need	<a href="#">PUB-4916</a> *	State
10	Explanation of the Medicaid Buy-In Program For Working People with Disabilities (MBI-WPD)	<a href="#">MAP-252</a> *	MAP
11	Attention: Applicants/Participants	<a href="#">W-116U</a> ***	FIA
12	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	<a href="#">W-126E</a> *	FIA
13	Cash Assistance Additional Allowances	<a href="#">W-137C</a> *	FIA
14	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	<a href="#">W-139E</a> **	FIA
15	Welfare Fraud Pamphlet	<a href="#">W-151M</a> **	BFI
16	Notice to Applicants and Participants Regarding Third Party Health Insurance	<a href="#">W-299</a> *	FIA
17	Interpretation Services Notice for the Application/Recertification Kits (Insert)	<a href="#">W-515W</a> ***	FIA
18	Please Read Important Information For Parents Who Use Legally-Exempt Child Care Providers	<a href="#">W-603AA</a>	FIA
19	Language Questionnaire	<a href="#">W-680FF</a> *	FIA
20	Are You Disabled?	<a href="#">BRC-681A</a> *	FIA
21	Notice to Applicants/Participants	<a href="#">W-904DD</a> *	FIA
22	Essential Persons	<a href="#">W-912KK</a> **	FIA

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\*\* Available in English and Spanish only.

\*\*\* Multiple languages are contained on one form.

<sup>1</sup> Included in the kit for homebound interviews and when POS is down.

## Cash Assistance Recertification Kit Forms

Recertification Kits for households with children include the forms on the first page and those listed below:

Item	Title	Form Number	Agency
1	Recertification Absent Parent Questionnaire	<a href="#">M-384d*</a>	FIA
2	Child Care Guarantee Informational	<a href="#">M-528m</a>	FIA
3	Did you know that The City of New York Will Pay For Your Child Care for your children under 13 and for children with special needs?	<a href="#">CS-273E</a>	ACS
4	Child Care Fact Sheet and Planner	<a href="#">CS-574EE**</a>	ACS
5	Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care	<a href="#">OCFS LDSS-4699**</a>	State
6	Employment of Minors Form	<a href="#">OCFS LDSS-4699.1**</a>	State
7	Employment of Minors Information	<a href="#">OCFS LDSS-4699.1A</a>	State
8	Legally-Exempt In-Home Child Care Provider Agreement Form	<a href="#">OCFS LDSS-4699.2**</a>	State
9	Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider	<a href="#">OCFS LDSS-4699.2A</a>	State
10	Enrollment Form for Provider of Legally-Exempt Group Child Care	<a href="#">OCFS LDSS-4700**</a>	State

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\*\*Available in English and Spanish only.

\*\*\*Multiple languages are contained on one form.

<sup>1</sup> Included in the kit for homebound interviews and when POS is down.

## NCA FS Application/Recertification Kit Forms

Forms included in the NCA FS Application/Recertification Kit:

Item	Title	Form Number	Agency
1	New York State What You Should Know About Your Rights And Responsibilities	<a href="#">LDSS-4148A*</a>	State
2	New York State What You Should Know About Social Services Programs	<a href="#">LDSS-4148B*</a>	State
3	New York State What You Should Know If You Have An Emergency	<a href="#">LDSS-4148C*</a>	State
4	Domestic Violence Palm Card	<a href="#">LDSS-4583A**</a>	State
5	Food Stamp Benefits Application/Recertification	<a href="#">LDSS-4826*</a>	State
6	How To Complete The Food Stamp Benefits Application/Recertification	<a href="#">LDSS-4826A*</a>	State
7	Helping Hands For People In Need	<a href="#">PUB-4916*</a>	State
8	Child/Teen Health Program (C/THP) Fact Sheet	<a href="#">MAP-1096*</a>	MAP
9	Notice to All Non Cash Assistance FS Applicants at POS Centers	<a href="#">EXP-75AA***</a>	FIA
10	Interpretation Services Notice for the Application/Recertification Kits (Insert)	<a href="#">W-515W***</a>	FIA
11	Finger Imaging Notice	<a href="#">W-519*</a>	FIA
12	Language Questionnaire	<a href="#">W-680FF*</a>	FIA
13	Are You Disabled?	<a href="#">BRC-681A*</a>	FIA

\*Available in multiple languages.

\*\*Available in English and Spanish only.

\*\*\*Multiple languages are contained on one form.

NCA FS Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA FS Application/Recertification Kit.