



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-04-OPE

REFERRING INDIVIDUALS POTENTIALLY ELIGIBLE FOR SSI TO THE DISABILITY SERVICES PROGRAM

Date: January 15, 2009	Subtopic(s): DSP Call-in
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Customized Assistance Services (CAS) Disability Services Program (DSP) (a combination of the former Disability Assessment Unit [DAU] and the Disability Review Division [DRD]) is implementing a new initiative. Beginning in February, 2009 DSP will call-in individuals on Cash Assistance (CA) who are 60 years of age or older whose initial applications for Supplemental Security Income (SSI) have been denied for medical reasons. DSP will assist these individuals to either file an appeal, or make a new application for SSI benefits, as appropriate. Participants who are homebound or in HIV/AIDS Services Administration (HASA) will be exempt from the call-in.</p> <p>A Disability Services Program Mandatory Assessment Interview (CAS W-333N) appointment notice has been created for this initiative (see the attached sample). This notice informs participants of the reason for the call-in and lists the documents that should be brought to the appointment. If the participant calls or reports to the Job Center with questions regarding this appointment notice, he/she should be instructed to call the telephone number provided in the notice.</p> <p>DSP Workers will conduct telephone outreach to participants who do not report to the call-in appointment.</p> <p>A second phase of this initiative will be implemented in the future.</p> <p><i>Effective Immediately</i></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*

Attachments:

🖨 Please use Print on Demand to obtain copies of forms.

CAS W-333N

Disability Services Program Mandatory Assessment Interview

Date:
DSP #:
Case #:
Action Code:

Disability Services Program Mandatory Assessment Interview

Our records indicate that your application for Supplemental Security Income (SSI) has been denied. In order to remain eligible for Cash Assistance (CA), you are being referred to the Disability Services Program (DSP) for assistance in filing an appeal, and if appropriate, a new initial application with the Social Security Administration. If you have already filed an appeal, please bring documentation with you to this appointment.

Your appointment with the Disability Services Program is indicated below:

Appointment Date:

Time:

Location Name:

If you cannot keep the appointment or need reasonable accommodation or have questions about which documents to bring, please call _____ for assistance before your scheduled appointment time.

Travel Directions:

Please bring this letter and the following documents to the appointment (if available):

- Copies of medical information/documentation
- A list of current medical prescriptions
- A copy of the filed SSI application
- All correspondence (letters) and receipts from Social Security Administration
- Proof of citizenship/alien status
- Social Security Card

This is a mandatory eligibility appointment. You must report to and cooperate with this mandatory assessment appointment as a condition of eligibility for Cash Assistance.