

## **FAMILY INDEPENDENCE ADMINISTRATION**

Seth W. Diamond, Executive Deputy Commissioner



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## **POLICY BULLETIN #09-34-OPE**

## **REVISIONS TO THE APPLICATION TRANSMITTAL (M-42a)**

Deter	Cubtonio(a).	
<b>Date:</b> March 30, 2009	Subtopic(s): Forms	
Water 66, 2005	Tomis	
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff of the Office of Project Support (OPS) that the Application Transmittal ( <b>M-42a</b> ) has been updated to include the:	
	<ul> <li>new NYC logo</li> <li>OPS Liaison address at 180 Water Street, New York, NY 10038</li> </ul>	
	The <b>M-42a</b> is a tracking form that is mailed with the Statewide Common Application ( <u>LDSS-2921</u> ) to the OPS Liaison at the following facilities:	
	<ul> <li>Rikers Island (Rose M. Singer Nursery)</li> <li>Bedford Hills Correctional Facility</li> <li>Taconic Correctional Facility</li> </ul>	
	The Office of Project Support Director must ensure that all previous versions of form <b>M-42a</b> are removed from circulation and recycled.	
	A sample of the revised form is attached.	
	Effective Immediately	
	Attachment:	
☐ Please use Print on Demand to obtain copies of forms.	M-42a Application Transmittal (Rev. 3/30/09)	

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

Form M-42a Rev. 3/30/09



## **Application Transmittal**

To: OPS Liaison – 180 Water St., New York, NY 10038

Child's DOB	Date Child Entered