FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner Policy, Procedures, and Training	Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #09-58-SYS
(This Policy Bulletin Replaces PB #09-57-SYS)

REVISIONS TO THE TURN-AROUND DOCUMENT (TAD)

Date: May 26, 2009	**Subtopic(s):** Welfare Management System (WMS)
🖥 This procedure can now be accessed on the FIAweb.	**Revisions to Original Policy Bulletin:** This policy bulletin is being revised to correct the effective date of the revisions to the TAD. The correct effective date is June 23, 2009 not June 6, 2009. **Purpose** The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that the WMS/NYC Authorization Document, commonly referred to as the Turn-Around Document (TAD) (**LDSS-3517**), has been revised. The changes are as follows: • Addition of Element **061** "TI" (Trust Indicator). • Addition of Element **062** "APP SRC" (Application Source) • Addition of Element **365** "AD EX" (Disability Expiration Date). • Addition of Element **366** "BVI" (Birth Verification Indicator). Elements **061**, **365** and **366** are for Medicaid cases only. Element **062** is for NCA FS cases only, and will not be activated until the 2009.3 Welfare Management System (WMS) version change in September 2009. The two values that make up the field will be created to denote online applications.

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*

Distribution: X

- **E** – application registered through My Benefits (NYS system) – worker-entered or system-generated
- **N** – application registered through ACCESS NYC (NYC system) – system-generated only

The following fields have been removed from the TAD:

From the Suffix Level Information section (section 10)

- **60 MO** and **24 MO**

These fields were moved to Inquiry on the Current Case Composition – Historical Suffix Information (**NQCS3A**) and **NQCS3B** screens in the Welfare Management System (WMS).

From Individual Information section (section 15)

- **346 DGC** (Part D Good Cause)
- **Domestic Violence Waivers** for (**D/A** [Drug Alcohol], **IVD** [Child Support], **LF** [Learn Fare], **TL** [Time Limits] and **OTH** [Other]).

The Domestic Violence Waivers element was never used.

Revised

The HRA Warehouse will deliver a supply of new TADs to locations by Tuesday June 23, 2009. Job Center Directors and NCA FS Center Managers must ensure that all previous versions of the TAD form are removed from circulation and recycled.

Revised

Beginning Tuesday, June 23, 2009, the new TAD (Rev. 6/09) must be used.

POS will not update the POS TAD until the WMS 2009.3 software version change.

Revised

.

Effective June 23, 2009