

M E M O R A N D U M

DATE: October 10, 2019

TO: Job Center Directors and Regional Managers

FROM: James K. Whelan, Executive Deputy Commissioner *JKW*
Office of Policy, Procedures, and Training

SUBJECT: Office of Child Support Services (OCSS) and the Administration for Children's Services (ACS) Preventive Services Initiative

The purpose of this Center Director (CD) Memorandum is to inform Job Center staff of a new initiative between the Office of Child Support Services (OCSS) and the Administration for Children's Services (ACS) Preventive Services. The new initiative will help families with an OCSS sanction resolve the sanction and ensure the household is in receipt of their full Cash Assistance (CA) and Medicaid (MA) benefits.

As part of this initiative, ACS Preventive Services will send OCSS a weekly spreadsheet with the participants identified as eligible for a 6-month waiver and signed Attestation forms.

The OCSS staff will post the Action Code **8100** (OCSE Request to stop/lift sanction) in New York City Work Accountability and You (NYCWAY) for each participant on the spreadsheet. The OCSS staff will develop a list for the participants and email the list to the Family Independence Administration (FIA) at acsinquiries@hra.nyc.gov on a weekly basis. The FIA Regional Managers will distribute the list to designated staff.

Upon receipt of the list, the designated staff must lift the OCSS sanction, reactivate the MA (if necessary), calculate a new budget, and issue CA retroactive benefits from the date that the Attestation form was signed. The Attestation form will be available in the HRA One Viewer.

Note: If there is another sanction type on the case (i.e. engagement), staff must not lift the other sanction.

Effective Immediately