



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #03-186-OPE

REVISION TO RECURRING APPLICATION TIMELINESS SCHEDULES

Date: December 19, 2003	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p> Forms can now be accessed through Print on Demand at all Job Centers.</p>	<p>The purpose of this bulletin is to inform staff that the following recurring case processing schedules providing JOS/Workers' eligibility decision due dates have been revised for January-June 2004:</p> <ul style="list-style-type: none"> • Eligibility Resolution Due Dates For Processing Discrepant Information by Lead Type (W-140W) • NPA Food Stamp Certification Schedule (W-203H) • The title of Form W-204T has been changed to Family Assistance and/or Food Stamp Application Timeliness Schedule. • The title of Form W-205R has been changed to Safety Net Assistance Application Timeliness Schedule. <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>W-140W Eligibility Resolution Due Dates For Processing Discrepant Information by Lead Type</p> <p>W-203H NPA Food Stamp Certification Schedule</p> <p>W-204T Family Assistance and NPA Food Stamp Application Timeliness Schedule</p> <p>W-205R Safety Net Assistance Application Timeliness Schedule</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*.

Distribution: X

NPA Food Stamp Certification Schedules

Food Stamp Application

Food Stamp Application Month	Regular Applications		One-Year Cases	
	6-Month Certification Period (From/To Dates) (Enter Dates on LDSS-3152)	Recertification Schedule Month	One-Year Certification Period (From/To Dates) (Enter Dates on LDSS-3152)	Recertification Schedule Month
01/04	01/ */04 to 06/30/04	05/04	01/ */04 to 12/31/04	11/04
02/04	02/ */04 to 07/31/04	06/04	02/ */04 to 01/31/05	12/03
03/04	03/ */04 to 08/31/04	07/04	03/ */04 to 02/29/05	01/05
04/04	04/ */04 to 09/30/04	08/04	04/ */04 to 03/31/05	02/05
05/04	05/ */04 to 10/31/04	09/04	05/ */04 to 04/30/05	03/05
06/04	06/ */04 to 11/30/04	10/04	06/ */04 to 05/31/05	04/05
07/04	07/ */04 to 12/31/04	11/04	07/ */04 to 06/30/05	05/05
08/04	08/ */04 to 01/31/05	12/04	08/ */04 to 07/31/05	06/05
09/04	09/ */04 to 02/29/05	01/05	09/ */04 to 08/31/05	07/05
10/04	10/ */04 to 03/31/05	02/05	10/ */04 to 09/30/05	08/05
11/04	11/ */04 to 04/30/05	03/05	11/ */04 to 10/31/05	09/05
12/04	12/ */04 to 05/31/05	04/05	12/ */04 to 11/30/05	10/05

Note: * Actual date of application

Food Stamp Recertification (For Food Stamp cases that remain active with no interruption of service only.)

Food Stamp Recertification Schedule Month	Regular Recerts	Next Recert Schedule Date	One-Year Cases	Next Recert Schedule Month
	6-Month Certification Period (From/To Dates) (Enter Dates on LDSS-3152)		One-Year Certification Period (From/To Dates) (Enter Dates on LDSS-3152)	
01/04	03/01/04 to 08/30/04	07/04	03/01/04 to 02/29/05	01/05
02/04	04/01/04 to 09/31/04	08/04	04/01/04 to 03/31/05	02/05
03/04	05/01/04 to 10/31/04	09/04	05/01/04 to 04/30/05	03/05
04/04	06/01/04 to 11/30/04	10/04	06/01/04 to 05/31/05	04/05
05/04	07/01/04 to 12/31/04	11/04	07/01/04 to 06/30/05	05/05
06/04	08/01/04 to 01/30/05	12/04	08/01/04 to 07/31/05	06/05
07/04	09/01/04 to 02/29/05	01/05	09/01/04 to 08/31/05	07/05
08/04	10/01/04 to 03/31/05	02/05	10/01/04 to 09/30/05	08/05
09/04	11/01/04 to 04/30/05	03/05	11/01/04 to 10/31/05	09/05
10/04	12/01/04 to 05/31/05	04/05	12/01/04 to 11/30/05	10/05
11/04	01/01/05 to 06/30/05	05/05	01/01/05 to 12/31/05	11/05
12/04	02/01/05 to 07/31/05	06/05	02/01/05 to 01/31/06	12/05



Family Assistance and NPA Food Stamp Applications Timeliness Schedule
January – June 2004

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
Holiday		2/2	2/26	3/1	3/25	4/1	4/23*	5/3	5/27	6/1	6/25		
1/2	1/26	2/3	2/27	3/2	3/26	4/2	4/26	5/4	5/28	6/2	6/25*		
1/5	1/29	2/4	2/27*	3/3	3/26*	4/5	4/29	5/5	5/28*	6/3	6/25*		
1/6	1/30	2/5	2/27*	3/4	3/26*	4/6	4/30	5/6	5/28*	6/4	6/28		
1/7	1/30*	2/6	3/1	3/5	3/29	4/7	4/30*	5/7	5/31	6/7	7/1		
1/8	1/30*	2/9	3/4	3/8	4/1	4/8	4/30*	5/10	6/3	6/8	7/2		
1/9	2/2	2/10	3/5	3/9	4/2	4/9	5/3	5/11	6/4	6/9	7/2*		
1/12	2/5	2/11	3/5*	3/10	4/2*	4/12	5/6	5/12	6/4*	6/10	7/2*		
1/13	2/6	2/12	3/5*	3/11	4/2*	4/13	5/7	5/13	6/4*	6/11	7/2*		
1/14	2/6*	2/13	3/8	3/12	4/5	4/14	5/7*	5/14	6/7	6/14	7/8		
1/15	2/6*	Holiday		3/15	4/8	4/15	5/7*	5/17	6/10	6/15	7/9		
1/16	2/9	2/17	3/12	3/16	4/9	4/16	5/10	5/18	6/11	6/16	7/9*		
Holiday		2/18	3/12*	3/17	4/9*	4/19	5/13	5/19	6/11*	6/17	7/9*		
1/20	2/13	2/19	3/12*	3/18	4/9*	4/20	5/14	5/20	6/11*	6/18	7/12		
1/21	2/13*	2/20	3/15	3/19	4/12	4/21	5/14*	5/21	6/14	6/18	7/12		
1/22	2/13*	2/23	3/18	3/22	4/15	4/22	5/14*	5/21	6/14	6/21	7/15		
1/23	2/13*	2/24	3/19	3/23	4/16	4/23	5/17	5/24	6/17	6/22	7/16		
1/26	2/19	2/25	3/19*	3/24	4/16*	4/26	5/20	5/25	6/18	6/23	7/16*		
1/27	2/20	2/26	3/19*	3/25	4/16*	4/27	5/21	5/26	6/18*	6/24	7/16*		
1/28	2/20*	2/27	3/22	3/26	4/19	4/28	5/21*	5/27	6/18*	6/25	7/19		
1/29	2/20*			3/29	4/22	4/29	5/21*	5/28	6/21	6/28	7/22		
1/30	2/23			3/30	4/23	4/30	5/24	Holiday		6/29	7/23		
				3/31	4/23*					6/30	7/23*		

*Due dates that fall on Saturday, Sunday, or holidays are listed for the preceding workday.



**Safety Net Assistance Application Timeliness Schedule
January – June 2004**

January

Application Date	Decision Date	First Benefit Date
Holiday		
1/2	1/26	2/15
1/5	1/29	2/18
1/6	1/30	2/19
1/7	1/30*	2/20
1/8	1/30*	2/21
1/9	2/2	2/22
1/12	2/5	2/25
1/13	2/6	2/26
1/14	2/6*	2/27
1/15	2/6*	2/28
1/16	2/9	2/29
Holiday		
1/20	2/13	3/4
1/21	2/13*	*3/5
1/22	2/13*	3/6
1/23	2/13*	3/7
1/26	2/19	3/10
1/27	2/20	3/11
1/28	2/20*	3/12
1/29	2/20*	3/13
1/30	2/23	3/14

February

Application Date	Decision Date	First Benefit Date
2/2	2/26	3/17
2/3	2/27	3/18
2/4	2/27*	3/19
2/5	2/27*	3/20
2/6	3/1	3/21
2/9	3/4	3/24
2/10	3/5	3/25
2/11	3/5*	3/26
2/12	3/5*	3/27
2/13	3/8	3/28
Holiday		
2/17	3/12	4/1
2/18	3/12*	4/2
2/19	3/12*	4/3
2/20	3/15	4/4
2/23	3/18	4/7
2/24	3/19	4/8
2/25	3/19*	4/9
2/26	3/19*	4/10
2/27	3/22	4/11

March

Application Date	Decision Date	First Benefit Date
3/1	3/25	4/14
3/2	3/26	4/15
3/3	3/26*	4/16
3/4	3/26*	4/17
3/5	3/29	4/18
3/8	4/1	4/21
3/9	4/2	4/22
3/10	4/2*	4/23
3/11	4/2*	4/24
3/12	4/5	4/25
3/15	4/8	4/28
3/16	4/9	4/29
3/17	4/9*	4/30
3/18	4/9*	5/1
3/19	4/12	5/2
3/22	4/15	5/5
3/23	4/16	5/6
3/24	4/16*	5/7
3/25	4/16*	5/8
3/26	4/19	5/9
3/29	4/22	5/12
3/30	4/23	5/13
3/31	4/23*	5/14

* Due dates that fall on Saturday, Sunday, or holidays are listed for the preceding workday.

Safety Net Assistance Application Timeliness Schedule
January – June 2004

April

Application Date	Decision Date	First Benefit Date
4/1	4/23*	5/15
4/2	4/26	5/16
4/5	4/29	5/19
4/6	4/30	5/20
4/7	4/30*	5/21
4/8	4/30*	5/22
4/9	5/3	5/23
4/12	5/6	5/26
4/13	5/7	5/27
4/14	5/7*	5/28
4/15	5/7*	5/29
4/16	5/10	5/30
4/19	5/13	6/2
4/20	5/14	6/3
4/21	5/14*	6/4
4/22	5/14*	6/5
4/23	5/17	6/6
4/26	5/20	6/9
4/27	5/21	6/10
4/28	5/21*	6/11
4/29	5/21*	6/12
4/30	5/24	6/13

May

Application Date	Decision Date	First Benefit Date
5/3	5/27	6/16
5/4	5/28	6/17
5/5	5/28*	6/18
5/6	5/28*	6/19
5/7	5/31	6/20
5/10	6/3	6/23
5/11	6/4	6/24
5/12	6/4*	6/25
5/13	6/4*	6/26
5/14	6/7	6/27
5/17	6/10	6/30
5/18	6/11	7/1
5/19	6/11*	7/2
5/20	6/11*	7/3
5/21	6/14	7/4
5/24	6/17	7/7
5/25	6/18	7/8
5/26	6/18*	7/9
5/27	6/18*	7/10
5/28	6/21	7/11
Holiday		

June

Application Date	Decision Date	First Benefit Date
6/1	6/25	7/15
6/2	6/25*	7/16
6/3	6/25*	7/17
6/4	6/28	7/18
6/7	7/1	7/21
6/8	7/2	7/22
6/9	7/2*	7/23
6/10	7/2*	7/24
6/11	7/2*	7/25
6/14	7/8	7/28
6/15	7/9	7/29
6/16	7/9*	7/30
6/17	7/9*	7/31
6/18	7/12	8/1
6/21	7/15	8/4
6/22	7/16	8/5
6/23	7/16*	8/6
6/24	7/16*	8/7
6/25	7/19	8/8
6/28	7/22	8/11
6/29	7/23	8/12
6/30	7/23*	8/13

* Due dates that fall on Saturday, Sunday, or holidays are listed for the preceding workday.