

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 #04-102-OPE

REVISION TO THE FAIR HEARING UPDATE DATA ENTRY FORM (LDSS-3722)

	0.1:(1:(-)		
Date:	Subtopic(s):		
June 15, 2004	Fair Hearing, Forms		
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff that the Fair Hearing Update Data Entry Form (LDSS-3722) has been revised to include the following changes:		
	The new title for the LDSS-3722 is Fair Hearing/Case Update Data Entry Form.		
	The "Close" data entry box has been renamed "Close/Change." Workers should enter an "X" in this box only when a participant's Aid-to-Continue (ATC) status has either been lost or is being granted for the first time. The "Close/Change" box is used in conjunction with the "Aid Status" box.		
☐ Forms can now be accessed through Print on Demand at all Job Centers.	The "Recoup" data entry box has been renamed "FS Recoup." Workers should enter an "X" in this box to stop the Food Stamp recoupment action on a participant's case.		
	The "IM/MA Specialist" box has been renamed "Worker."		
	Staff are reminded that for all actions to Settle in Conference (SIC), the LDSS-3722 must be prepared and submitted to the Control Unit for data entry to stop the clock-down of the Notice of Intent (NOI) in WMS.		
	The revised version of the LDSS-3722 has been delivered to the HRA warehouse. Center Directors should ensure that all previous versions are recycled and new versions are ordered.		
	Effective Immediately		
	Attachment:		
	LDSS-3722 Fair Hearing/Case Update Data Entry Form (Rev. 4/04)		

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*

FAIR HEARING/CASE UPDATE DATA ENTRY FORM

NEW YORK STATE			OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
CASE NAME	•		ORIGINATING ID
FAIR HEAR	ING/CASE UPDATE UTHORIZATION NO.		
CASE NUMBER	ORIGINAL AUTHORIZATION NUMBER	AID STATUS	CLOSE/ FS RECOUP
1			
WORKER	DATE	SUPERVISOR'S SIGNATURE	DATE
CONTROL CLERK	DATE	CRT OPERATOR	DATE