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POLICY BULLETIN #04-115-OPE

**REVISED PUBLIC ASSISTANCE, MEDICAL ASSISTANCE AND FOOD STAMP
CERTIFICATION DESK GUIDE (W-205W)**

<p>Date: June 30, 2004</p>	<p>Subtopic(s): Forms</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PB #04-55-OPE</p> <p>Refer to CD #97-100</p> <p><input type="checkbox"/> Forms can now be accessed through Print on Demand at all Job Centers.</p>	<p>This policy bulletin is to inform staff that the attached Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205W) has been revised to reflect the recertification schedule dates from January 2004 to December 2004.</p> <p>In addition to this revision:</p> <ul style="list-style-type: none"> • Any references to forms M-3 and M-3ca have been replaced by their State equivalent LDSS-4013A NYC, LDSS-4013B NYC, LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC and LDSS-4015B NYC forms. Staff should follow the same process that was used to complete the M-3 and M-3ca. • The WINRO502 also was removed from the form as other reports and outputs have superceded this report. <p>All prior schedules must be recycled.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>W-205W Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 6/28/04)</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



Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC, LDSS-4013B NYC/LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC

- Prepare Form LDSS-4013A-NYC and LDSS-4013B-NYC for every case you accept or reopen.
- Prepare Form LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC and LDSS-4015B NYC for every case you recertify. Even if there is no change, you must check the "CONTINUE" box and indicate the current grant amount for public assistance and food stamps.
- Using the tables below, enter the participant's certification period for public assistance and food stamps.
- On Form LDSS-4013A NYC and LDSS-4013B NYC, enter the certification information on the line "Accepted for the period from _____ to _____."
- On form LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC and LDSS-4015B NYC, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing Conference Unit (FH&C) telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering Food Stamp Expiration Date on Recertification Call-In Letter (W-908T).

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (WINRO32/WINRO32X) on which the participant's name appears.
- Enter the Food Stamp expiration date from column 2 on the designated line in the "Food Stamp" box of Form W-908T.

Recertifications and Cases Reopened Using Undercare Subsystem

Enter appropriate "From" and "To" Dates on forms LDSS-4013A NYC, LDSS-4013B NYC/LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC

From To or To

1 Recertification Schedule Date WINRO32/WINRO502/ WINRO32X	2 Food Stamp Benefits Expire	3 Next Certification Period Begins ("From" Date)	Next Certification Period Ends ("To" Date)	
			4 Low Risk Cases (One Year)	5 Earned Income & DASIS Cases Only (Six Months)
January 2004	2/29/2004	3/1/2004	2/28/2005	8/31/2004
February 2004	3/31/2004	4/1/2004	3/31/2005	9/30/2004
March 2004	4/30/2004	5/1/2004	4/30/2005	10/31/2004
April 2004	5/31/2004	6/1/2004	5/31/2005	11/30/2004
May 2004	6/30/2004	7/1/2004	6/30/2005	12/31/2004
June 2004	7/31/2004	8/1/2004	7/31/2005	1/31/2005
July 2004	8/31/2004	9/1/2004	8/31/2005	2/28/2005
August 2004	9/30/2004	10/1/2004	9/30/2005	3/31/2005
September 2004	10/31/2004	11/1/2004	10/31/2005	4/30/2005
October 2004	11/30/2004	12/1/2004	11/30/2005	5/31/2005
November 2004	12/31/2004	1/1/2005	12/31/2005	6/30/2005
December 2004	1/31/2005	2/1/2005	1/31/2006	7/31/2005

Certification Desk Guide

New Acceptances and Cases Reopened Using Eligibility Subsystem

Enter appropriate "From" and "To" Dates on Forms LDSS-4013A NYC, LDSS-4013B NYC		
<div style="display: flex; justify-content: space-around; align-items: center;"> From → To </div>		
6	Next Certification Period Ends ("To" Date)	
Month of Acceptance	7 Certification Period Begins ("From" Date)	8 Certification Period Ends ("To" Date)
January 2004	1*/2004	6/30/2004
February 2004	2*/2004	7/31/2004
March 2004	3*/2004	8/31/2004
April 2004	4*/2004	9/30/2004
May 2004	5*/2004	10/31/2004
June 2004	6*/2004	11/30/2004
July 2004	7*/2004	12/31/2004
August 2004	8*/2004	1/31/2005
September 2004	9*/2004	2/28/2005
October 2004	10*/2004	3/31/2005
November 2004	11*/2004	4/30/2005
December 2004	12*/2004	5/31/2005

*Food Stamp Application filing date