

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-138-OPE

REVISION TO THE COMPLETE AND RELEVANT CASE FOLDER/EVIDENCE PACKET CHECKLIST AND FAIR HEARING SUMMARY (FORM M-186QQ)

Date:	Subtopic(s):
August 5, 2004	Fair Hearing Forms
This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Fair Hearing and Conference (FH&C) Unit staff that the Complete and Relevant Case Folder/Evidence Packet Checklist & Fair Hearing Summary (form M-186qq) has been revised.
Form M-186qq	The M-186qq was previously four pages in length and is now two pages. The following items were removed:
	 The "Fair Hearing Issue" and the "Evidence Required" columns. The text explaining instances of when it is inappropriate to withdraw/stipulate due to a missing Notice of Intent (NOI) or other relevant documentation. Instructions on preparing the Fair Hearing Resolution Form (M 1964) when the issue has been received and all heapfite were
	(M-186y) when the issue has been resolved and all benefits were received prior to the scheduling of the Fair Hearing.
New format	Page one, previously page four, reminds the Fair Hearing Representative that the statute of limitations must be cited for Fair Hearing requests as follows:
	• For public assistance issues more than 60 days from the date of the notice of intent.
	 For Food Stamp issues more than 90 days from the date of the notice of intent.
	 For contesting employability issues more than 10 days following the issuance of the Notification of Work Requirement and Right to Contest (W-574YY) form.
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	FH&C staff must indicate on the M-186qq the documentation required to defend or resolve a particular issue. The relevant documents must be included in the packet. In addition, the specific action taken must be annotated at the bottom of page one.			
	Page two must be completed by the FH&C AJOS I to document when an employment infraction has occurred. S/he must indicate th contents of the Employment Evidence Packet on the bottom portion of the page.			
Recycle prior versions	FH&C staff must ensure that all previous versions of the M-186qq are recycled.			
	Effective Imme	ediately		
Please use Print on	Attachment:			
Demand to obtain copies of forms.	M-186qq	Complete and Relevant Case Folder/Evidence Packet Checklist and Fair Hearing Summary (Rev. 8/5/04)		

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	Human	Resources	Admi	nistration
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Job Center:

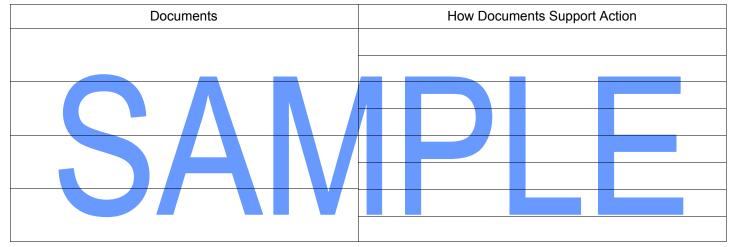
Case Name: ____ Case Number:

Fair Hearing Number:

Complete and Relevant Case Folder/Evidence Packet Checklist and Fair Hearing Summary

- Cite *Statute of Limitations* if the Fair Hearing request date is over 60 days for Public Assistance, or 90 days for Food Stamps, from the date on the Notice of Intent.
- Cite Statute of Limitations if the Fair Hearing was requested more than 10 days after the issuance of the Notification of Work Requirement and Right to Contest (W-574YY).
- All resolutions must be fully documented.

List below all documents included in the packet which support the Agency's action to defend or resolve the Fair Hearing issue(s):



Use this space to explain reasons for action taken.

AJOS/Supervisor	I (print name)	
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AJOS/Supervisor I Signature

Job Center:	Case Name:	Case Number:	Fair Hearing No.:
Employment	Infraction(s)		
Failed to Repor	t (FTR) to appointment on _	or Failed to Comply (FTC)	with appointment or
		Date	Date
Failed to Repor	t (FTR) to WEP/PRIDE/Job	Search Assignment on Date	
FTC WEP/Job	Search/PRIDE/Insufficient I	Hrs – work cycle beginning	
·····		Date	Dates Absent
	ledical Assessment	FTR/FTC Return Appointment	FTC Wellness Plan
Failed to Con	nply (FTC) with Drug/A	Icohol Program	
Failed to Repor	t (FTR) to SACC appointme	ent	
		Date	
Refused (FTC)	to accept CASAC recomme	Date	
Failed to Repor	t (FTR) to treatment progra		
Dia ah anna d'fra r		Date	
Discharged from	n treatment program	Date	
Appointmen Appointmen Notice of Co Activity Reco	istory Printout t Letter	Statute of Limitation (SOL) expired?	Yes Fair Hearing Request Date
	Inquiry/Attendance and Pa		
			Yes
Medical Rep			Fair Hearing Request Date
Wellness Pla			
	y Screens (Options 22, 04,	,	
WMS Budge	et Calculation Screens (Opt	ions 05 and 10)	
Other:			
AJOS/Supervisor	I Signature		Date

Fair Hearing Representative Signature