



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-172-OPE

REVISED ARE YOU DISABLED? PAMPHLET (FORM W-681A)


Date: September 28, 2004	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin is to inform staff that the Are You Disabled? Pamphlet (Form W-681A) has been revised. The W-681A is included in all Public Assistance and Non-Public Assistance Food Stamp Application and Recertification Kits.</p> <p>Changes to the pamphlet are as follows:</p> <ul style="list-style-type: none"> • Information related to possible eligibility for other benefits was deleted for lack of relevance. • Information regarding the scheduling of home visits for homebound individuals applying for or in receipt of public assistance has been added. • Information regarding the availability of telephone interviews, home visits or mail certifications for homebound individuals applying for or in receipt of Food Stamps has been added. • The form is now available as a multilingual form. • The language on the back page of the pamphlet has been revised as follows: <ul style="list-style-type: none"> ▪ Old language: "HRA shall provide assistance in filing the complaint for any reasonable accommodation to enable him/her to file the complaint." ▪ New language: "HRA shall provide reasonable accommodations to any disabled complainant who requires assistance in filing a complaint."

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*

Center Directors must ensure that all prior versions of the form, both English and Spanish, are recycled.

The **W-681A** is to be placed in all Application and Recertification Kits.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

W-681A Are You Disabled? (Rev. 9/28/04)

W-681A (S) Are You Disabled? (Spanish) (Rev. 9/28/04)



The City of New York
Human Resources Administration

HRA Grievance Procedure

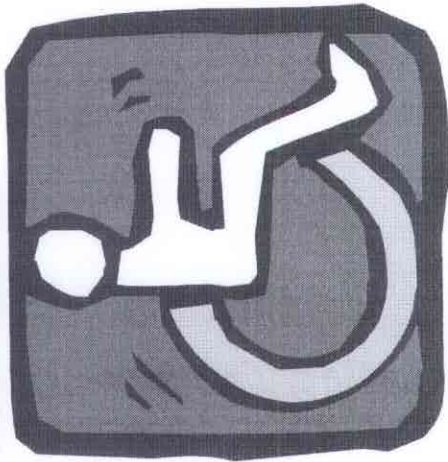
Anyone who believes that he/she has been discriminated against, based on a mental or physical disability, in any HRA program, may file a written complaint. The complaint shall contain information about the alleged discrimination including the name, address and telephone number of the complainant, and location, date and description of the problem. The complaint shall be submitted no later than 60 calendar days after the alleged violation to Director, Equal Employment Opportunity (EEO)/Disability Access and Compliance at 180 Water Street, 7th Floor, New York, NY 10038, or faxed to (212) 331-4332.

HRA shall provide reasonable accommodations to any disabled complainant who requires assistance in filing a complaint.

Are You Disabled?

Do you require assistance with your application or recertification?

SAMPLE



If you are physically or mentally disabled and as a result you need help in completing your forms or have difficulty waiting to be interviewed, please notify the Receptionist or your Worker.



Service Assistance

The Americans with Disabilities Act states that no "qualified individual with a disability" can be excluded, by reason of such disability, from programs or activities of a public entity.

You are a "qualified individual with a disability" if you meet the essential eligibility requirements of our program with or without reasonable modifications to our rules, policies or practices.

The Human Resources Administration (HRA) recognizes its responsibility under the law to make reasonable accommodations to the physical or mental limitations of individuals applying for or in receipt of social services, including but not limited to cash assistance, medical assistance and/or food stamps.

The Director's Designee in Job Centers and the Mail Processing Unit in Non-Public Assistance Food Stamp Centers (NPA FS) will assist applicants and participants when special help is needed.

Home visits may be arranged for homebound individuals who are applying for or in receipt of public assistance. Telephone interviews and, if necessary, mail certifications can be arranged for homebound individuals in receipt of or applying for food stamps. Contact the Receptionist or your Worker for more information.

If you feel that your request for assistance based upon your disability has not been addressed, you may contact the Fair Hearing and Conference Unit (FH&C) in a Job Center. In Non-Public Assistance Food Stamp (NPA FS) Centers, you can contact the Receptionist and request to speak to the Center Director or his/her designee.



Did You Know?

As a person with a disability, your rights with HRA are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws define a person with a disability as anyone with a physical or mental disability that substantially impairs or restricts one of the major life activities, such as walking, seeing, hearing, speaking, working, or learning.

A record of such an impairment, or being regarded as a person with such an impairment, is also recognized as a disability under these regulations.

Here is a partial list of disabling conditions:

- Cancer
- Hearing impairment
- Epilepsy
- AIDS/HIV-related conditions
- High blood pressure
- Mental illness
- Heart disease
- Cerebral palsy
- Orthopedic-related conditions
- Speech impairment
- Visual impairment

Procedimiento de Agravios de la HRA

Toda persona que se considere haber sido víctima de discriminación a causa de incapacidad física o mental en cualquier programa de la HRA, puede presentar una queja por escrito. Dicha queja debe presentar información sobre la discriminación alegada, e incluir nombre, dirección y número de teléfono del demandante, así como lugar, fecha y reseña del problema. La queja debe ser sometida al Director de Igualdad de Oportunidad de Empleo (Equal Employment Opportunity – EEO)/Cumplimiento y Acceso para Incapacitados (Disability Access and Compliance) al 180 Water Street, 7th Floor, New York, NY 10038, o por fax al (212) 331-4332.

La HRA le proporcionará adaptaciones adecuadas a cualquier persona incapacitada que requiera ayuda al presentar su queja.



The City of New York
Human Resources Administration

¿Está Usted Incapacitado?

¿Necesita ayuda con su solicitud de recertificación?



Si usted es una persona física o mentalmente incapacitada, y por consiguiente necesita ayuda para llenar los formularios, o si tiene dificultades en conseguir una entrevista, favor de avisar en la Recepción o a su Trabajador.



Servicios de Ayuda

La Ley de los Norteamericanos Incapacitados (Americans with Disabilities Act) estipula que ninguna "persona calificada" debe ser excluida, debido a su incapacidad, de programas y actividades de entidades públicas.

Se considera una "persona calificada" toda aquella persona incapacitada que cumple los requisitos de elegibilidad básicos de nuestro programa o las modificaciones moderadas de nuestras reglas, políticas o prácticas.

La Administración de Recursos Humanos (Human Resources Administration – HRA) reconoce su responsabilidad conforme a la ley de hacer los arreglos que puedan facilitar al solicitante incapacitado física o mentalmente su solicitud de servicios sociales, incluidos la ayuda en efectivo, ayuda médica y/o cupones para alimentos.

La persona designada por el Director en los Centros de Trabajo y la Unidad de Correos en los Centros de Cupones para Alimentos de No Asistencia Pública (Non-Public Assistance Food Stamps – NPA-FS) le prestará ayuda especial al solicitante y participante quien la necesite.

Las personas confinadas al hogar que soliciten o reciban asistencia pública pueden ser visitadas al domicilio. A las personas que soliciten o reciban cupones para alimentos se les pueden programar entrevistas por vía telefónica, y si es necesario, enviarles certificaciones por correo a las personas confinadas. Para más información comuníquese con la Recepción o su Trabajador.

Si usted estima que su solicitud de asistencia no ha sido atendida debido a su incapacidad, puede comunicarse con la Unidad de Conferencias y Audiencias Imparciales (Fair Hearing and Conference Unit – FH&C) en el Centro de Trabajo y en los Centros de Cupones para Alimentos de No Asistencia Pública. Puede dirigirse a la Recepción y pedir que le atienda el Director del Centro o la persona designada.

¿Sabía Usted?

La HRA protege los derechos de las personas incapacitadas conforme a la Ley de Rehabilitación de 1973 Sección 504 y la Ley de los Norteamericanos Incapacitados. Estas leyes definen a la persona incapacitada como toda aquella con impedimentos físicos o mentales que restringen considerablemente cualquiera de las actividades diarias principales como: caminar, ver, oír, hablar, trabajar, o aprender.

Bajo dichas reglas se reconoce también como persona incapacitada a toda aquélla que posea documentación con respecto a su padecimiento, o que se le considere incapacitada.

Listado parcial de impedimentos:

- Cáncer
- Sordera
- Epilepsia
- VIH/SIDA o enfermedades relacionadas
- Presión sanguínea alta
- Problemas mentales
- Problemas cardíacos
- Parálisis cerebral
- Enfermedades relacionadas con la ortopedia
- Impedimentos del habla
- Impedimentos de la vista

