



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 #04-177-OPE

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REVISED RECERTIFICATION KIT

Date: September 29, 2004	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform staff of the forms that must be included in the Public Assistance (PA) Recertification Kit.</p> <p>The Recertification Kit will be printed through Print on Demand (POD) and given to a participant during his/her recertification interview.</p> <p>The Recertification Kit will be available in two separate formats. The standard kit will contain information for all public assistance households. The kit for households with children will include all of the forms from the standard kit and five additional forms that relate to child care and child support.</p> <p>The Recertification for: Public Assistance, Medical Assistance, Food Stamps (LDSS-3174), the Notice of Recertification Appointment (W-908T) form and the Notice of Recertification (W-908T Insert) are mailed to the participant and the Recertification Kit is given to the participant at the recertification interview.</p> <p>Note: Homebound participants will receive the Notice of Homebound Recertification Appointment (W-908SS) form.</p> <p>Center Directors must ensure that the appropriate kits are prepared and available for distribution.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>Attachment A – Forms Required for the PA Recertification Kit</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 212-331-4215/16/21 or
send an e-mail to *FIA Call Center*

Distribution: X

Forms Required for the PA Recertification Kit

Forms included in the standard PA Recertification Kit:

Type	Form Number	Form Title
STATE	03 ADM-10	Attachment A – Requirement to Report a Lump Sum Payment
STATE	LDSS-3151	Food Stamp Change Report Form
STATE	LDSS-4148A	What You Should Know About Your Rights and Responsibilities
STATE	LDSS-4148B	What You Should Know About Social Services Programs
STATE	LDSS-4148C	What You Should Know If You Have an Emergency
STATE	PUB 1313	How to Complete the Social Services Recertification Application
STATE	PUB 4735	HEAP Pamphlet
FIA	EXP-78F	What You Should Know About Your Rights If You Have A Disability
FIA	M-322c	Domestic Violence Informational Handout
FIA	M-322d	Domestic Violence Screening Form
FIA	W-116U	Attention: Applicants/Participants
FIA	W-126E*	Important: Using Common Benefit Identification Card (CBIC) for Medical Services
FIA	W-139E	Notice of DASIS Benefits and Services
BFI	W-151M	Welfare Fraud Pamphlet
FIA	W-299	Notice to Applicants and Participants Regarding Third Party Health Insurance
MAP	MAP-252	Explanation of the Medicaid Buy-in Program for Working People with Disabilities
FIA	W-515W	Interpretation Services Notice for the Application/Recertification Kits (Insert)
FIA	W-680FF*	Language Questionnaire
FIA	W-681A	Are You Disabled?
FIA	W-700W*	Become a U.S. Citizen
FIA	W-904DD	Notice to Applicants/Participants
FIA	W-912KK	Essential Persons

PA Recertification Kits for households with children include the above forms and those below:

FIA	M-384d*	Recertification Absent Parent Questionnaire
FIA	W-273B	Child Care Provider Application and Voucher Form
FIA	W-273D	How to Fill Out the Child Care Provider Application and Voucher Form
FIA	W-273E	HRA Will Pay for your Child Care
FIA	W-574EE*	Child Care Fact Sheet & Planner

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the recertification kit upon request.