

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 #04-184-OPE

REVISION OF THE ALIEN STATUS HISTORY SHEET (W-25H)

Date: October 19, 2004	Subtopic(s): Forms				
This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff that the Alien History Sheet (W-25H) has been revised to:				
Please refer to PB #04-53-ELI for additional information regarding the FAP program.	 Update the eligibility criteria for the Food Assistance Program (FAP), which has been extended through September 2005; Delete the alien immigration statuses that are eligible for federal Food Stamp (FS) Benefits; <u>and</u> Advise Workers that the Alien Desk Aid (W-205V) should be used to establish eligibility for federal FS Benefits. 				
	Center Directors must ensure that prior versions of the W-25H are recycled.				
	A sample of the revised form is attached.				
	Effective Immediately				
Please use Print on Demand to obtain copies	Attachment:				
of forms.	W-25H Alien Status History Sheet (Rev. 10/18/04)				



Alien Status History Sheet

	Application	Recertification/First Contact	Nonalien Case
Case Name:		Case	Number:
Case Reviewed f	or Alien Status on:	Numb	er of Aliens in Household (H/H):

Use this form along with the Alien Eligibility Desk Aid (W-205V) to identify and document aliens in the H/H who are eligible for federal Food Stamp Benefits or for Food Stamp Benefits under the State's Food Assistance Program (FAP).

Number of aliens eligible for Federal Food Stamp Benefits: _____ (List their names in the space provided below.)

First Name	M.I.	Last Name	Alien Number	LPR Date/Date Status Was Granted	Reason Code	

An alien may be eligible for FAP if s/he is a victim of domestic violence or 60 years of age or older, born after 8/22/31. (Note: Individuals born before 8/22/31 are eligible for federally funded Food Stamp [FS] Benefits.) The individual must also meet all of the following criteria:

- s/he is a qualified alien not eligible for federally funded Food Stamp (FS) Benefits solely because of alien rules. For example, an alien who has lived in the United States (U.S.) for seven years, but gained qualified status only a year ago;
- s/he resided in the U.S. as of 8/22/96;
- s/he has not been absent from the U.S. for more than 90 days within the 12-month period preceding the date of application; and
- s/he applied for citizenship within 30 days of applying for FAP Benefits or, if ineligible for citizenship at that time, within 30 days of becoming eligible to apply for citizenship.

Number of aliens eligible for the Food Assistance Program: _____ (List their names in the space provided below.)

First Name	MI	M.I. Last Name	Alien Number	LPR Date/Date	Reason Code	Applied for Citizenship?		
T inst Name	191.1.			Status Was Granted		Yes	No	Eligible

Note: For each individual determined eligible for FAP benefits, the FAP Indicator Data Entry form (LDSS-4840) must be completed to have code "F" data-entered into the Welfare Management System.

Number of aliens not eligible for the Food Assistance Program: _____ (List the names in the space provided below)

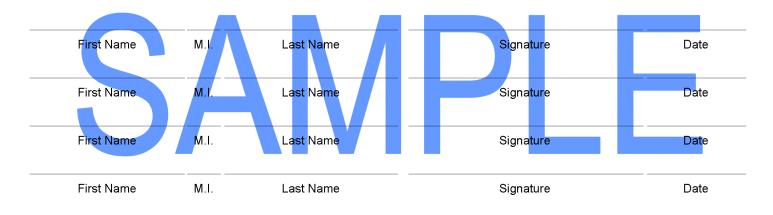
First Name	M.I.	Last Name	Date of Birth	Alien Number	LPR Date	Reason Not Eligible

JOS/Worker Signature	Date
JOS/Supervisor Signature	Date

AFFIRMATION

Each alien eligible for FAP must sign this affirmation.

I affirm that I have not been outside the U.S. for more than 90 days during the past 12 months.



AFIRMACIÓN

Todos los extranjeros elegibles respecto a FAP deben firmar la siguiente afirmación.

Yo afirmo que no he estado fuera de los Estados Unidos por más de 90 días durante los últimos 12 meses.

Nombre		Apellido	Firma	Fecha
Nombre	I	Apellido	Firma	Fecha
Nombre	I	Apellido	Firma	Fecha
Nombre	I	Apellido	Firma	Fecha