



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-217-OPE

OBSOLETE FORMS

Date: December 23, 2004	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>M-251</p> <p>W-115R</p> <p>W-146Q</p> <p>W-205N</p> <p>W-210X</p> <p>Refer to PD #02-43-OPE and PB #02-182-OPE</p>	<p>The purpose of this policy bulletin is to inform staff that the following eight (8) forms are now obsolete:</p> <ul style="list-style-type: none"> • Reference letter for determining applicant eligibility (M-251) • Weekly Report of CMU Accepts/Reopenings (W-115R) • Likelihood of Becoming a Public Charge (W-146Q) • Citizenship/Alien Status Desk Guide (W-205N) • Primary Language Designation Form (W-210X) • Audit of Completed QRS Cases (W-912FF) • Monthly Audit of QRS Clerk (W-912GG) • Earned Income Monthly Report (W-912H) <p>The reference letter for determining applicant eligibility (M-251) is obsolete because the information contained in the M-251 has been incorporated into the LDSS-2921 and LDSS-3174.</p> <p>The Weekly Report of CMU Accepts/Reopenings (W-115R) is no longer necessary because the information can be obtained from POS.</p> <p>The Likelihood of Becoming a Public Charge (W-146Q) is obsolete because public charge determination now falls under the jurisdiction of the United States Citizenship and Immigration Services (USCIS).</p> <p>The Citizenship/Alien Status Desk Guide (W-205N) has been replaced by the Documentation/Verification Desk Guide (W-203Y).</p> <p>The Primary Language Designation Form (W-210X) has been replaced by the Language Questionnaire (W-680FF).</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*


**W-912FF, W-912GG
and W-912H**

Refer to PD #01-39-ELI

The Audit of Completed QRS Cases (**W-912FF**), Monthly Audit of QRS Clerk (**W-912GG**) and Earned Income Monthly Report (**W-912H**) are no longer necessary due to a change in the process of wage reporting and budgeting.

Center Directors must ensure that the obsolete forms are removed from circulation and recycled.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

Obsolete Forms

M-251	Reference letter for determining applicant eligibility
W-115R	Weekly Report of CMU Accepts/Reopenings
W-146Q	Likelihood of Becoming a Public Charge
W-205N	Citizenship/Alien Status Desk Guide
W-210X	Primary Language Designation Form
W-912FF	Audit of Completed QRS Cases
W-912GG	Monthly Audit of QRS Clerk
W-912H	Earned Income Monthly Report



The City of New York
HUMAN RESOURCES ADMINISTRATION
INCOME SUPPORT PROGRAMS

Date: _____

Dear Sir/Madam:
We are evaluating the eligibility of _____
(Name of Client)
who resides at _____
(Address)

who has applied for or is receiving public assistance. Your name has been given as a reference.

Please contact us at _____
(Telephone Number) in order to assist us in determining his/her

eligibility.

Sincerely,

(Name of Worker)

(vea al dorso)



The City of New York
HUMAN RESOURCES ADMINISTRATION
INCOME SUPPORT PROGRAMS

Fecha: _____

Estimado(a) Sr(a):
Estamos evaluando la elegibilidad de _____ (Nombre del Cliente),
quien reside en _____ (Dirección)

y quien ha llenado una solicitud para recibir o está recibiendo asistencia pública. Su nombre fue
dispuesto como referencia.

Por favor, llámenos al _____ para ayudarnos a determinar
(Número de Teléfono)

la elegibilidad de la persona mencionada arriba.

Sinceramente,

(Nombre del Trabajador)

(see other side)

WEEKLY REPORT OF CMU ACCEPTS/REOPENINGS

IS/JOB CENTER _____

WEEK ENDING _____

	MON.	TUES.	WED.	THURS.	FRI.	
NEW SUFFIX ACCEPT	OBSOLETE					TOTAL
REOPENINGS	OBSOLETE					TOTAL
						GRAND TOTAL

PREPARED BY _____

DATE _____

Routing: Support ADD
Center Director
Regional Manager
IS/Job Center Statistics

DIRECTOR _____

"LIKELIHOOD OF BECOMING A PUBLIC CHARGE"
("Posibilidad de Convertirse en un Cargo Público")

To the Applicant:

This notice is to advise you of a provision of the Immigration and Nationality Act (8 USCA 1182 (a) (15) which may affect your opportunity to have your alien status adjusted by the Immigration and Naturalization Service (INS) to that of a temporary resident alien or a permanent resident alien. In order to qualify for lawful temporary resident status or to adjust your immigration status to that of a permanent resident, the Immigration and Naturalization Service may question you about your receipt of public cash assistance: Supplemental Security Income, Aid to Dependent Children, or Home Relief.

If the Immigration and Naturalization Service determines that you rely upon, or are likely to rely upon these types of public assistance to support yourself and members of your family who are not U.S. citizens, you may be denied the opportunity to become a temporary or permanent resident. Although you are eligible to receive certain benefits, obtaining them may raise questions from the Immigration and Naturalization Service.

Declarations made to INS by an alien applying for an adjustment in alien status that he or she has not been a recipient of public cash assistance are subject to verification of facts by INS. The applicant must agree to fully cooperate in the verification process conducted by INS.

Please be advised that this notice is intended only to provide information regarding a provision of the Immigration and Nationality Act and is not a denial of your application for public assistance.

If you need further information about your situation, you may consult the Bar Association, Legal Aid Society, or Community Legal Services Office in this area. Your application for assistance will not be denied solely because you decide not to seek additional advice.

I provided _____ with this notice.
(Applicant's Name)

Worker: _____ Date: _____

(vea al dorso)

"Posibilidad de Convertirse en un Cargo Público"

Al Solicitante:

Esta noticia es para advertirle de una provisión en el Acta de Inmigración y Naturalización (8 USCA 1182 (a) (15) que puede afectar la oportunidad de que el Servicio de Inmigración y Naturalización (INS) le ajuste su condición de extranjero a la de residente extranjero temporero o residente extranjero permanente. A fin de cualificar para una condición de residente extranjero temporero legal o ajustar su condición de inmigrante a la de residente permanente, el Servicio de Inmigración y Naturalización le puede hacer preguntas sobre la asistencia pública en efectivo que usted recibe: Ingresos Suplementarios de Seguridad, Ayuda a Niños Dependientes o Ayuda Hogareña (Home Relief).

Si el Servicio de Inmigración y Naturalización determina que usted depende, o puede que dependa, de estos tipos de asistencia pública para mantenerse a si mismo(a) y a los miembros de su familia que no son ciudadanos americanos, puede que se le niegue la oportunidad de convertirse en residente permanente o temporero. Aunque sea elegible para ciertos beneficios, el obtenerlos puede engendrar preguntas de parte del Servicio de Inmigración y Naturalización.

Declaraciones hechas al INS por un extranjero solicitando un ajuste en su condición, en las cuales dice no haber recibido beneficios de asistencia pública en efectivo, están sujetas a una verificación de hechos de parte de INS. El solicitante debe concordar en cooperar completamente en el proceso de verificación llevado a cabo por el INS.

Por favor, quede informado(a) de que esta noticia tiene el único propósito de proveer información referente a una provisión del Acta de Inmigración y Naturalización y no es un rechazo de su solicitud de asistencia pública.

Si necesita más información sobre su situación, puede consultar al American Bar Association, La Sociedad de Ayuda Legal o una oficina de Servicios Legales de la Comunidad de esta área. Su solicitud de asistencia pública no será rechazada simplemente porque usted decidió no buscar consejos adicionales.

Yo le proveí a _____ con este aviso.
(Nombre del Solicitante)

Trabajador: _____ Fecha: _____

(see other side)

Citizenship/Alien Status Desk Guide

Citizenship Alien	Verification	PA Benefit	FS	Comments
<p>U.S. Citizen/ National</p>	<p>U.S. Birth Certificate U.S. Passport Naturalization Papers - N-550, N-570 Certificate of Citizenship - N-560 Hospital Record of Birth Reporting Birth of U.S. Citizen Abroad - FS-240, FS-545, DS-1350 Military Records Census Records</p>	<p>All Categories</p>	<p>Yes</p>	<p>Includes the United States, Washington D.C., Puerto Rico, Guam, American Samoa, Northern Mariana, Swains Island, U.S. Virgin Islands</p>
<p>Lawful Permanent Residents</p>	<p>Resident Alien Card - I-151 or I-551 (known as Green Card although color varies) I-94 or passport with stamp indicating holder is being processed for I-551 or Lawful admission for permanent residence or I-327 Re-entry permit for Permanent Resident Alien</p>	<p>All Categories</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Sponsor's contribution must be explored and budgeted, but individuals can be eligible for HR without sponsor deeming - (See page 4 for instructions) • No sponsor requirement for refugees, asylees, parolees, conditional entrants, Cuban/ Haitians, Immigration Lottery winners, or if applicant is sponsor's spouse or sponsor's minor child. • For refugee applicants, see page 4.
	<p>Exceptions:</p> <ol style="list-style-type: none"> 1. I-551 Coded W-16, W-26 or W-36 if admitted under Sec. 245a 2. I-551 Coded S-16 or S-26 if admitted under Sec. 210 3. I-688 Temporary Resident Card under 245A with an unexpired permanent residency sticker 4. I-898 under Sec 210 (Special Agricultural Workers - SAWs) 	<ul style="list-style-type: none"> • HR • E-HR • Interim HR • EAA • EAF <p>5 years after granted Legal Temporary Resident Alien Status (LTI):</p>	<ul style="list-style-type: none"> • Yes if aged, blind, disabled and adjusted under 245A. • Yes if adjusted under 210 	<ul style="list-style-type: none"> • Give W-148Q (Likelihood of Becoming a Public Charge) • No sponsorship requirement • Use correct State Charge Code (see page 4).

REMEMBER: EVERYONE IS ENTITLED TO FILE AN APPLICATION FOR PUBLIC ASSISTANCE.

Citizenship Alien Status	Verification	Benefit PA	Benefit FS	Comments
<p>Native North American Indian (born in U.S. or Canada)</p>	<p>Birth or Baptismal Certificate Indian Census Records Letter from Canadian Dept. of Indian Affairs</p>	<p>All Categories</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Birth or Baptismal Certificate must be issued on the reservation.
<p>Legal Temporary Resident Alien (LTRA)</p>	<p>Application for Temporary Residence I-688A - the individual has applied for Temporary resident status</p> <p>Temporary Resident Card I-688 If temporary resident status has been granted under Sec. 245A</p>	<ul style="list-style-type: none"> • EAF 	<p>No</p> <p>Yes if aged, blind, disabled</p>	<ul style="list-style-type: none"> • Give W-146Q (Likelihood of Becoming a Public Charge) • Remember to check expiration date on the document.
<p>No Legal Immigration Status</p>	<p>Application for Admission I-688B Employment Authorization Card</p> <p>Non-immigrant visas including I-94, categories A through R</p> <p>Voluntary departure with a specific date of less than one year</p> <p>Persons initially applying for immigrant status</p> <p>Seeking to adjust ineligible alien status</p> <p>Undocumented aliens</p> <p>Individuals whose period of authorized stay has expired</p>	<ul style="list-style-type: none"> • EAF 	<p>No</p>	<ul style="list-style-type: none"> • Applicant with I-688B may have additional INS documentation which entitles him/her to assistance. • Undocumented aliens must meet all eligibility criteria for EAF (except citizenship and Social Security Number). • Give W-146Q (Likelihood of Becoming a Public Charge)

Citizenship/Alien Status Desk Guide

Citizenship Alien Status	Verification	PA Benefit	FS	Comments
<p>Permanently Residing in U.S. under Color of Law (PRUCOL)</p>	<p>Entered and Continuously residing in U.S. prior to 1/1/72</p> <p>1-94 1-210 1-220B INS letter</p> <p>Annotations (stamped or handwritten): <ul style="list-style-type: none"> 296 Asylee 207 Refugee 203(a) (7) Conditional Entrant 212(d) (6) - Parolee Clear/Haltan/Entrant (Status Pending) AM-Tor/AM-2 or AM-3 </p> <p>Annotations (stamped or handwritten):</p> <ul style="list-style-type: none"> Suspension of deportation 244 Indefinite voluntary departure (or letter) 242(b) Voluntary departure for at least a one year period Indefinite stay of deportation Voluntary departure when immediate relative petition has been approved by INS Departure has been deferred 201 242(d) Order of Supervision Otherwise permanently residing in the U.S. with knowledge and permission of INS 	<p>All</p>	<p>Yes</p>	<p>Applicant must provide documentation to worker for each year of continuous residence in U.S.</p> <p>Do not accept expired documents. Applicants with expired documentation should be advised that they need current documentation to verify their status.</p> <p>For refugee applicants, (see page 4).</p> <p>Review status at recertification. Not eligible if departure or deportation date has expired.</p>

Special Situations

Sponsor Deeming (Matter v. Parker)
 ● Sponsor's contribution must be explored and deemed or budgeted for all individuals.

● If the individual is otherwise eligible for ADC and the sponsor provides the appropriate information to allow you to deem, budget the sponsor's income and resources for three years from the date that the alien is admitted as a permanent resident. Use Allen Sponsor Income Budget Worksheet, W-646B.

● If the sponsor is unavailable or refuses to provide information for if the deemed income is sufficient to meet the alien's full needs, but the sponsor refuses to contribute, accept the individual in the HIR category. Sponsor deeming is not required in these instances. Unless the alien is exempt from Food Stamp deeming provisions, these individuals are not eligible for Food Stamps. If there is an absent parent, refer to OCSE.

● Do not reject a case based on sponsorship.

● Re-evaluate category on these HIR cases 3 years after date I-551 was issued to reclassify case if necessary.

HR Case With Absent Parent/Refer to OCSE

These are:
 ● Household ineligible for ADC/ADC-U because sponsor is unavailable/refuses to support for 3 years from date I-551 was issued.

● Lawful Permanent Residents ineligible for ADC/ADC-U for 5 years after receiving Legal Temporary Resident status. Earliest date an LPR can receive ADC/ADC-U is 5/5/82.

Referral procedure:
 ● Prepare M-364K
 ● Write on top of form: Alien ineligible for ADC
 ● Schedule appointment with appropriate borough office.

State Charge Codes

Enter appropriate code and start date in elements 307 and 325 of the TAD.

- 30 Refugee Assistance Program
- 31 Unaccompanied refugee minor
- 34 Cuban entrants
- 35 Cuban, Haitian unaccompanied entrant minor
- 36 Haitian entrants
- 40 Lawful temporary resident (pre-1982) - Section 245A
- 41 Special agricultural worker - Section 210
- 88 State charge/federal charge expired

Refugees
 New applicants with refugee, parolee, asylee or Cuban/Haitian status whose date of entry is three years or less must apply at the Refugee Liaison Unit.

Refugees from the following countries must apply at the Yorkville IS Center:
 Amerasians
 Indo-Chinese (Cambodia, Vietnam)
 Cubans who entered United States prior to 10/1/78

Do not apply the HIR Cost Containment rule "Limited Benefits to New Residents" to refugees (State charge codes 30, 36).

Notes

- Advise applicants with expired documentation that they need current documentation to verify their status.
- If applicants provide verification not listed in desk guide, designee must call IS Immigration Liaison for clearance.
- Remember: Everyone is entitled to file an application for public assistance.

PRIMARY LANGUAGE DESIGNATION FORM

CASE NAME: _____ CASE NUMBER: _____

It has been jointly determined with the applicant/recipient, that the primary language designation for this case is:

English Spanish Other _____
(specify)

The applicant/recipient is able to communicate effectively in this language regarding eligibility and related matters. This determination supersedes any previous determination.

WORKER'S SIGNATURE CASE NUMBER DATE

SUPERVISOR'S SIGNATURE

FILING: STAPLE TO INSIDE FRONT COVER OF CLIENT'S CASE RECORD.

RETENTION: Permanent

OBSOLETE

Audit of Completed QRS CASES

Weekly (DDE) Monthly (DED)

ISC #

Auditor (Name) (ID#) (Date)

Payment Quarter

CSL #	Case Name	Case #	Is the W-472K amended? col. 3 - 7	Is the W-412A/AA filed in the QRS folder?	Is verification of gross earned income in the QRS folder	Was action taken on reported household changes?	Is a current W-472K (budget calculation) in the QRS folder?	Was the "A" cycle met?	Is the budget correct?
1.	OBBSOILFIELD								
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Routing of Weekly Audit
 Field Manager
 Director
 Director of Eligibility Determination
 Group Supervisor
 Director for Support Operations

Routing of Monthly Audit
 Field Manager
 Director
 Deputy Director of Eligibility
 Director for Support Operations

DDE: _____
 DED: _____

ISC # _____
 Date _____

Weekly and Monthly Reporting Audit

Are ORS Cases Accounted for and Bins Properly Maintained

Group #	# of cases on Control Report	# of cases found in Bin		# of cases missing from Bin & No Outcard	Are Outcards Annoted	Are W-912K's in Front of Bin	Are W-912K's Annoted	Is there an Incomplete Section?	Is there a Complete Section?	Are W-912E's in New ORS Folders	Do Bins Need Purging
		Labeled Outcard Inside	No Labeled Outcard Inside								
					X	N	Y	N	Y	N	Y
					N	Y	N	Y	N	Y	N

OBSOLETE

Monthly Audit of QRS Clerk

ISC #:	
Reporting Quarter:	
Processing Month:	
Payment Month:	
Auditor:	

Instructions:
Audit Timeframe:
DSO Audit must be conducted during 1st week of processing month
Re: Question #4

Routing of Monthly Audit
Field Manager
Director for Support Operations
Director for Eligibility Determination

Check Yes or No to each question

<p>1. Is Control Report Annotated properly? (Columns I thru V)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>2. Were triple zero caseloads scanned and appropriate caseloads assigned? (see column I on Control Report)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>3. Is there a W-912E folder for New QRS Cases?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>4. Was appropriate Income Verification (Paydates, Gross Income, Frequency of pay) obtained? (Review 20 W-912K transmittal packages before delivery to assigned group and List Cases On Back of this Form)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>5. Was section 1 of the W-912H report completed and submitted to the QRS Liaison by the 10th of the Processing month? (see file copy)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>6. Were the W-912Ks completed correctly and forwarded to the QRS Group? (see file copy)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>7. Are W-912EE's (Address Request Forms) being used to obtain new address? Is control copy placed in 31 Day Tickler File?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Total # Forms Correct: _____ Total # Forms Incorrect: _____</p>						
<p>8. Were the "Second Mail" W-912AA's mailed per W-203J schedule? (see column II on Control Report)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>9. Were the "Returns" (col. III on Control Report) promptly sent to the QRS Group? (see column IV on Control Report)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>10. Were the "No Responses" and "Undelivereds" scanned for prior closings, ATOs (see column V on Control Report)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>11. Were the M-4g's completed correctly and the appropriate dates entered on lines one (1) and (4) per W-203J? (see duplicate copies attached to duplicate W-912AA's filed in 31 Day Tickler File)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>12. After completing 2nd mailing, was a copy given to the QRS Liaison?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>13. Are annotated copies of Control Report routed to the DDE (S) and QRS Group (S) the last work day of processing month?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Note: Purpose - Update Group QRS Bins - Purging and Additions.</p>

Monthly Audit of QRS Clerk List Cases from Question 4

	Case Number	Case Name	Cleveland	Correct	Check One	Incorrect
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

OBSSOLETE

Earned Income Monthly Report

ISC # _____

Part I: QRS Clerk completes and gives a copy to the QRS Liaison on the 15th of each processing month. Keep a copy on file.

Report Quarter	_____
Processing Month	_____
Payment Month	_____

BRSO

1. Number of cases on control report _____
2. Number of cases added to control report _____
3. Total number of cases on control report (line #1 (+) line #2) _____
4. Number of prior closings/ATOs _____
5. Total number of cases to be processed (line #3 (-) line #4) _____

QRS Clerk _____ Date _____

QRS Liaison _____ Date _____

Part II: QRS Liaison completes on the 15th day of the payment month. Information must reflect the totals of all W-912Ks from sections 3-6.

a. Total number of cases which hit "A" cycle of payment month	_____
b. Total number of cases which missed "A" cycle of payment month	_____
(a. + b. must = #1)	_____

STATE

1. Total number of "CHANGE" cases _____
 - a. new budget authorized/Hit "A" cycle of payment month _____
 - b. new budget not authorized or missed "A" cycle of payment month _____
 - (a. + b. must = #2)
2. Total number of "NO CHANGE" cases _____
3. Total number of ATO cases _____
4. Total number of closed cases _____
5. Total number of cases processed (add lines 1-4; must equal line 5, Part I) _____

(continued on reverse)

Part III: QRS Liaison Completes from Control Report

	Case Name	Case #	CSLD	Change/Closing Missed A Cycle	Failed to Recoup/Suppl.	No Budget Auth.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

OBRSOLITE

Routing : Field Manager
ISC Director
Director for Eligibility Determination
Director for Support Operations