



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #04-33-ELI

### IDENTIFYING “ONE-SHOT DEAL” APPLICATIONS

<b>Date:</b> February 23, 2004	<b>Subtopic(s):</b> Emergency Assistance/Food Stamps
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind staff at the Job Centers that when an individual applies for what is commonly referred to as a “one-shot deal,” this must be clearly indicated in the case record or electronic case file.</p> <p>A “one-shot deal” refers to a public assistance (PA) application where the applicant is only requesting a nonrecurring PA grant to meet an emergency need and is otherwise not interested in or in need of any further assistance.</p> <p>When an individual applies for a “one-shot deal,” s/he indicates this by checking the box for PA on the State approved Application/Job Profile (AJP) form (<b>W-680B</b>). Any time an applicant checks the PA box on the AJP, the Agency is required to conduct an Expedited Food Stamp service (EFS) screening regardless of whether or not the applicant has indicated on the AJP that s/he wishes to apply for FS, unless:</p> <ul style="list-style-type: none"> <li>• The applicant clearly indicates that s/he <u>only wants to apply</u> for a “one-shot deal” and is not interested in any other benefits: <u>or</u></li> <li>• The applicant is already in receipt of FS.</li> </ul> <p>The State approved application will be revised to add a box for “one-shot deal” only. In the meantime, and until the application is revised, in the above instances Workers must make an annotation on the application clearly indicating that the application is for a “one-shot deal” only. In addition, they must make an entry in the case record/electronic file that includes an explanation as to why an EFS screening was not conducted. In Paperless Office System (POS) Centers, Workers must enter an explanation in the comments section.</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*

Only pure SSI H/H applying for a “one-shot deal” (EAA) are exempt from a BEV referral and finger imaging. All other “one-shot deal” applicants (EAF and ESNA) must be referred to BEV and finger imaged.

Workers are reminded that with the exception of applicants in households (H/H) where all the members, regardless of age, are in receipt of Supplemental Security Income (SSI) (Emergency Assistance to Adults [EAA]), all other “one-shot deal” applicants (Emergency Assistance to Families [EAF] or Emergency Safety Net Assistance [ESNA]) must be referred to the Bureau of Eligibility Verification (BVR) and be finger imaged.

**Note:** Only applicants approved for or in receipt of SSI, if otherwise eligible, may receive assistance in the EAA category. EAA applicants are exempt from ORI reviews and finger imaging.

In instances where the applicant’s request requires an evaluation by another program other than BEV (the Rental Assistance Unit [RAU] for example), Workers must ensure that all required referrals are appropriately made. For example, do not put off making a BEV referral (if required) pending the outcome of an RAU referral. Both referrals in this instance must be made simultaneously. Meeting the emergency, however, must not be put off pending BEV recommendation.

*Effective Immediately*