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POLICY BULLETIN #05-01-OPE
(This Policy Bulletin Replaces PB #02-36-OPE)

NEW COMMON BENEFIT IDENTIFICATION CARD OVER THE COUNTER OFFICES

Date: January 4, 2005	Subtopic(s): Forms
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>New CBIC Over the Counter Sites</p> <p>Referrals can be made to the old locations until 1/14/05.</p> <p>New locations open on 1/18/05.</p>	<p>The purpose of this policy bulletin is to inform staff at the Job Centers and NPA Food Stamp Centers that the Common Benefit Identification Card (CBIC) ID Card Pick-up Sites at 421 Lafayette Street, New York, New York and 200 Livingston Street, Brooklyn, New York and the Temporary ID (Vault) Card Pick-up Site at 253 Schermerhorn Street, Brooklyn, New York are closing effective <u>Monday, January 17, 2005</u>. Two new offices will open Tuesday, January 18, 2005.</p> <p>The new addresses and hours of operation are:</p> <p style="text-align: center;">Manhattan CBIC OTC Site 39 Walker Street – Main Floor New York, NY 10013 Open 9:00 AM – 8:45 PM</p> <p style="text-align: center;">Brooklyn CBIC OTC Site 100 Livingston Street – Main Floor Brooklyn, NY 11201 Open 8:30 AM – 5:45 PM</p> <p style="text-align: center;"><u>Both sites are open Monday through Friday, except holidays.</u></p> <p>Staff must refer applicants/participants to the 253 Schermerhorn Street location, the 200 Livingston Street location or the 421 Lafayette Street location until January 14, 2005 (Note: January 17, 2005 is a holiday and the offices will be closed.) Effective January 18, 2005 applicants/participants must be referred to either of the new OTC locations (39 Walker Street or 100 Livingston Street) to pick up a permanent CBIC.</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*

Revised Forms

The Travel Directions to the Common Benefit Identification Card (CBIC) Pick-Up Site form (**W-608H**) has been revised to reflect these changes. The form's title has been changed to the Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over the Counter Sites (OTC).

When referring an applicant/participant to the OTC site for a CBIC, the JOS/Worker must:

- Ensure that the applicant/participant has been previously referred to the Finger Imaging unit so that his/her photo and signature are stored in the Automated Finger Imaging System (AFIS).
- Complete Section I of the Request for Identification Card/Temporary Medicaid Authorization/Update Existing CBIC form (**W-607A**).
- Circle the appropriate reason code on the **W-607A** and list the two identification documents submitted by the applicant/participant.
- Check the box "Over the Counter Plastic Card" and refer the applicant/participant to the Disbursement and Collection (D&C) reception area for his/her signature verification card (**LDSS 4113-2**). D&C staff will staple the **LDSS 4113-2** to the **W-608H** for the applicant/participant to take to the OTC site.

Center Directors must ensure that all versions of the **W-608K** and **W-608J**, including the multilingual versions, are recycled and that only the revised version of the **W-608H** is used.

Effective Immediately

☐ Forms can now be accessed through Print on Demand at all Job Centers.

Attachments:

W-608H	Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over the Counter Sites (OTC) (Rev. 1/04/05)
W-608H (S)	Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over the Counter Sites (OTC) (1/04/05)
W-608J	Travel Directions to the Manhattan Common Benefit Identification Card (CBIC) ID Card Pick-Up Site (Obsolete)
W-608K	Travel Directions to the Temporary ID (Vault) Card Pick-Up Site (Obsolete)

Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over-the-Counter Sites (OTC)

You will need a CBIC ID card in order to get your public assistance and/or Food Stamp benefits. Form DSS 4113-2, Referral to the CBIC OTC Site, is stapled to the bottom portion of this page. You will NOT get a CBIC ID card unless you have Form DSS 4113-2. Bring your referral to either Manhattan or Brooklyn OTC sites below.

Both CBIC Over the Counter sites (OTC) are open Monday through Friday, except on holidays.

Referrals from 1/3/05 through 1/14/05. Please note: these locations will be closed after 1/14/05.*

Manhattan CBIC OTC Site (temporary)	Brooklyn CBIC OTC Site (temporary)
*421 Lafayette St. New York, NY 10003 <u>Open:</u> 8:00 AM to 5:00 PM	*200 Livingston St. Brooklyn, NY 11201 <u>Open:</u> 8:00 AM to 5:00 PM

Referrals after 1/14/05 must go to one of the two locations listed below.

Manhattan CBIC OTC Site	Brooklyn CBIC OTC Site
39 Walker Street – Main Floor New York, NY 10013 <u>Open:</u> 9:00 AM to 8:45 PM <u>Travel Directions</u> <u>By Bus:</u> M1, M6, M20 to Canal Street <u>By Train:</u> A, C, E, J, M, N, Q, R, W, Z & 6 to Canal Street 1, 9 to Franklin Street 2, 3 to Chambers Street	100 Livingston Street – Main Floor Brooklyn, NY 11201 <u>Open:</u> 8:30 AM to 5:45 PM <u>Travel Directions</u> <u>By Bus:</u> B57 to Boerum Place & Livingston streets B37, B45, B51 to Livingston & Court streets B25, B26 to Court & Joralemon streets B67 to Livingston & Smith streets B75 to Court & Schermerhorn streets <u>By Train:</u> 2, 3, 4, 5 to Borough Hall A, C, F to Jay Street & Borough Hall M, N, R to Court Street B, D, Q to Dekalb Avenue G to Hoyt & Schermerhorn streets.

Because space is limited, please do not bring anyone else with you unless absolutely necessary.

FORM DSS 4113-2

STAPLE FORM DSS 4113-2 HERE



Indicaciones de Viaje a Locales de Tarjeta de Identificación de Uso Completo para Beneficios (CBIC) de Expedición Inmediata (OTC) en Manhattan/Brooklyn

Para obtener sus beneficios de asistencia pública y/o Cupones para Alimentos, usted necesitará una tarjeta de Identificación CBIC, al igual que el formulario "Envío al Local de CBIC OTC" (DSS 4113-2), que se encuentra grapado a la parte inferior de este formulario. **Sin el mencionado formulario, NO podrá obtener una tarjeta de Identificación.** Favor de traer su envío a uno de los locales de OTC más abajo, ya sea el de Manhattan o el de Brooklyn.

Ambos locales de Expedición Inmediata OTC de CBIC están abiertos de lunes a viernes, a excepción de días feriados.

Envíos a partir de 1/3/05 a 1/14/05. Favor de tener presente que estos locales cerrarán después del 1/14/05.*

Local de CBIC OTC de Manhattan (temporario)	Local de CBIC OTC de Brooklyn (temporario)
*421 Lafayette St. New York, NY 10003 <u>Horario:</u> 8:00 AM to 5:00 PM	*200 Livingston St. Brooklyn, NY 11201 <u>Horario:</u> 8:00 AM to 5:00 PM

Envíos después del 1/14/05 deben presentarse a uno de los dos locales más abajo.

Local de CBIC OTC de Manhattan	Local de CBIC OTC de Brooklyn
39 Walker Street – Main Floor New York, NY 10013 <u>Horario:</u> De 9:00 AM a 8:45 PM Indicaciones de Viaje <u>Por Autobús:</u> M1, M6, M20 a Canal Street <u>Por Tren:</u> A, C, E, J, M, N, Q, R, W, Z & 6 a Canal Street 1, 9 a Franklin Street 2, 3 a Chambers Street	100 Livingston Street – Main Floor Brooklyn, NY 11201 <u>Horario:</u> De 8:30 AM a 5:45 PM Indicaciones de Viaje <u>Por Autobús:</u> B57 a Boerum Place & Livingston Street B37, B45, B51 a Livingston & Court streets B25, B26 a Court & Joralemon streets B67 a Livingston & Smith streets B75 a Court & Schermerhorn streets <u>Por Tren:</u> 2, 3, 4, 5 a Borough Hall A, C, F a Jay Street & Borough Hall M, N, R a Court Street B, D, Q a Dekalb Avenue G to Hoyt & Schermerhorn streets

Debido a que hay cupo limitado, favor de no traer a nadie con usted a menos que sea absolutamente necesario.

FORMULARIO DSS 4113-2

GRAPE EL FORMULARIO DSS 4113-2 AQUÍ



TRAVEL DIRECTIONS TO THE MANHATTAN COMMON BENEFIT IDENTIFICATION CARD (CBIC) ID CARD PICK-UP SITE

You will need a CBIC ID card in order to get your public assistance and/or food stamp benefits. Form DSS 4113-2, referral to the CBIC ID Card Pick-up Site, is stapled to the bottom portion of this page. You must take it to the CBIC ID Card Pick-up site. **You will NOT get an ID card unless you have Form DSS 4113-2.**

This is when you go:

Any day, Monday through Friday, except holidays,
between 8AM and 4PM.

This is where you have to go:

CBIC ID Card Pick-up Site
421 Lafayette Street
New York, New York 10003

How to get there:

By Subway: # 6 - to Astor Place
N, R - to 8th Street

By Bus: M1, M2, M3, M5, M6 - to East 8th Street
M15 - to 2nd Ave. and East 6th Street
M8 - to Lafayette Street

Because space is limited, please do not bring anyone else with you unless absolutely necessary.

FORM DSS 4113-2

STAPLE FORM DSS 4113-2 HERE

INDICACIONES DE VIAJE DEL LOCAL EN MANHATTAN PARA RECOGER TARJETAS DE IDENTIFICACIÓN DE BENEFICIOS EN COMÚN (CBIC)

Usted necesitará una tarjeta de identificación CBIC para obtener sus beneficios de asistencia pública y/o cupones para alimentos. El formulario DSS 4113-2 engrapado más abajo es una referencia al local para Recoger las Tarjetas de Identificación de CBIC. Usted tiene que llevarlo a ese local. **NO podrá obtener su tarjeta de identificación si no tiene el Formulario DSS 4113-2.**

Cúando puede ir:

Cualquier día de lunes a viernes, excepto los días feriados, entre las 8 am y las 4 pm.

A dónde tiene que ir:

CBIC ID Card Pick-up Site
421 Lafayette Street
New York, New York 10003

Cómo llegar allá:

Por Tren: #6 - hasta Astor Place
#N, R - hasta 8th Street

Por Autobús: M1, M2, M3, M5, M6 - hasta East 8th Street
M15 - hasta 2nd Ave. y East 6th Street
M8 - hasta Lafayette Street

Debido al espacio limitado, favor de no traer a nadie con usted, a menos que sea absolutamente necesario.

FORMULARIO DSS 4113-2

STAPLE FORM DSS 4113-2 HERE

TRAVEL DIRECTIONS TO THE TEMPORARY ID (VAULT) CARD PICKUP SITE For Pickup of Temporary ID (Vault) Card Only

Form **DSS 4113-2**, Referral to the Temporary ID (VAULT) Card Pickup Site, is stapled to the bottom portion of this page. You must take it to the VAULT Card Pickup Site. **You WILL NOT get an ID card unless you have Form DSS 4113-2.**

This is when you go:

TODAY between 5:00 PM and 8:45 PM

This is where you have to go:

Temporary ID (VAULT) Card Pickup Site
253 Schermerhorn Street, 4th floor
Brooklyn, NY 11201

How to get there:

By Bus: 26 – Fulton & Bond Streets
63 – Atlantic & Bond Streets
65 – Bergen Street & Hoyt Street
37, 41, 45, 67 – Livingston Street & Hoyt Street
25, 36, 39, 52 – Fulton Street & Hoyt Street

By Train: 2 or 3 – Hoyt Street
A, C, or G – Hoyt & Schermerhorn Streets

Because space is limited, please do not bring anyone else with you unless absolutely necessary.

FORM DSS 4113-2

STAPLE FORM DSS 4113-2 HERE

DIRECCIONES DE VIAJE AL LOCAL DONDE PUEDE RECOGER SU TARJETA DE IDENTIFICACIÓN TEMPORARIA (BÓVEDA)

Para Recoger la Tarjeta de Identificación Temporal (Bóveda) Solamente

El formulario **DSS 4113-2**, Referencia al Local Donde Puede Recoger la Tarjeta de Identificación Temporal (BÓVEDA), está engrapado a la parte inferior de esta página. Usted tiene que llevarla al local donde puede recoger la Tarjeta BÓVEDA. Usted **NO** recibirá una tarjeta de identificación al menos que tenga el formulario **DSS 4113-2**.

Este es el día cuando tiene que ir:

HOY entre las horas de 5:00 PM a 8:45 PM

Este es el lugar donde tiene que ir:

Local Donde Puede Recoger la Tarjeta de Identificación Temporal
(Temporary ID [Vault] Card Pickup Site)
253 Schermerhorn Street, 4th floor
Brooklyn, NY 11201

Como llegar allá:

Por Autobús: 26 – Fulton & Bond Streets
63 – Atlantic & Bond Streets
65 – Bergen Street & Hoyt Street
37, 41, 45, 67 – Livingston Street & Hoyt Street
25, 36, 38, 52 – Fulton Street & Hoyt Street

Por Tren: 2 o 3 – Hoyt Street
A, C, o G – Hoyt & Schermerhorn Streets

Debido a que el espacio es limitado, favor de no traer a ninguna otra persona con usted a menos que sea absolutamente necesario.

FORMULARIO DSS 4113-2

STAPLE FORM DSS 4113-2 HERE