



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-13-OPE

**REVISED PUBLIC ASSISTANCE, MEDICAL ASSISTANCE AND FOOD STAMP
CERTIFICATION DESK GUIDE (W-205W)**

Date: January 24, 2005	Subtopic(s): Forms
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p><input type="checkbox"/> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform staff that the Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205W) has been revised to reflect scheduled certification dates for the January–December 2005 time frame.</p> <p>Center Directors should ensure that all previous versions of this form are recycled.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>W-205W Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 1/24/05)</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*

Public Assistance, Medical Assistance and Food Stamp Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC, LDSS-4015A NYC/LDSS-4015B NYC

- Prepare Form LDSS-4013A NYC/LDSS-4013B NYC for every case you accept or reopen.
- Prepare forms LDSS-4014A NYC/LDSS-4014B NYC and LDSS-4015A NYC/LDSS-4015B NYC for every case you recertify. Even if there is no change, you must check the "CONTINUE" box and indicate the current grant amount for public assistance and food stamps.
- Using the tables below, enter the participant's certification period for public assistance and food stamps.
- On Form LDSS-4013A NYC/LDSS-4013B NYC, enter the certification information on the line "Accepted for the period from _____ to _____."
- On forms LDSS-4014A NYC/LDSS-4014B NYC and LDSS-4015A NYC/LDSS-4015B NYC, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering Food Stamp Expiration Date on Recertification Call-In Letter (W-908T)

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (WINRO32/WINRO32X) on which the participant's name appears.
- Enter the Food Stamp expiration date from column 2 on the designated line in the "Food Stamp" box of Form W-908T.

Recertifications and Cases Reopened Using Undercare Subsystem

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC,
LDSS-4015A NYC/LDSS-4015B NYC

From To or To

1 Recertification Schedule Date WINRO32, WINRO32X	2 Food Stamp Benefits Expire	3 Next Certification Period Begins ("From" Date)	Next Certification Period Ends ("To" Date)	
			4 Low-Risk Cases (One Year)	5 Earned Income & DASIS Cases Only (Six Months)
January 2005	2/28/2005	3/1/2005	2/28/2006	8/31/2005
February 2005	3/31/2005	4/1/2005	3/31/2006	9/30/2005
March 2005	4/30/2005	5/1/2005	4/30/2006	10/31/2005
April 2005	5/31/2005	6/1/2005	5/31/2006	11/30/2005
May 2005	6/30/2005	7/1/2005	6/30/2006	12/31/2005
June 2005	7/31/2005	8/1/2005	7/31/2006	1/31/2006
July 2005	8/31/2005	9/1/2005	8/31/2006	2/28/2006
August 2005	9/30/2005	10/1/2005	9/30/2006	3/31/2006
September 2005	10/31/2005	11/1/2005	10/31/2006	4/30/2006
October 2005	11/30/2005	12/1/2005	11/30/2006	5/31/2006
November 2005	12/31/2005	1/1/2006	12/31/2006	6/30/2006
December 2005	1/31/2006	2/1/2006	1/31/2007	7/31/2006

Certification Desk Guide

New Acceptances and Cases Reopened Using Eligibility Subsystem

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC, LDSS-4013B NYC and LDSS-3152

	From	To
6 Month of Acceptance	7 Certification Period Begins ("From" Date)	8 Certification Period Ends ("To" Date)
January 2005	1*/2005	6/30/2005
February 2005	2*/2005	7/31/2005
March 2005	3*/2005	8/31/2005
April 2005	4*/2005	9/30/2005
May 2005	5*/2005	10/31/2005
June 2005	6*/2005	11/30/2005
July 2005	7*/2005	12/31/2005
August 2005	8*/2005	1/31/2006
September 2005	9*/2005	2/28/2006
October 2005	10*/2005	3/31/2006
November 2005	11*/2005	4/30/2006
December 2005	12*/2005	5/31/2006

*Food Stamp Application filing date

SAMPLE