



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-26-OPE

(This Policy Bulletin Replaces PB #05-01-OPE)

NEW COMMON BENEFIT IDENTIFICATION CARD OVER THE COUNTER SITES

Date: February 10, 2005	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>New CBIC Over the Counter Sites</p>	<p>Revisions to the Original Procedure:</p> <p>This procedure is being revised to eliminate any references to the Common Benefit Identification Card (CBIC) locations at 421 Lafayette Street, New York, New York, 253 Schermerhorn Street, Brooklyn, New York and 200 Livingston Street, Brooklyn, New York on the revised Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over the Counter Sites (OTC) form (W-608H).</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff at the Job Centers and NPA Food Stamp Sites that the revised W-608H includes the following addresses and hours of operation for the Common Benefit Identification Card (CBIC) ID Card Pick-up Sites:</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>

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 Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over the Counter Sites (OTC) form (**W-608H**) has been revised to reflect these changes.

Effective immediately, 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.

Please Note:

The Brooklyn CBIC OTC Site closes at 5:45 PM. Workers must advise applicants/participants to go to the Manhattan CBIC OTC Site if they are not able to reach the Brooklyn site before 5:45 PM. The Manhattan Site is open until 8:45 PM.

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 previous versions of the **W-608H** are recycled.

Effective Immediately

Please use Print on Demand to obtain copies of forms.

Attachments:

- W-608H** Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over-The-Counter (OTC) Sites (Rev. 2/10/05)
- W-608H (S)** Travel Directions to the Manhattan/Brooklyn Common Benefit Identification Card (CBIC) Over-The-Counter (OTC) Sites (Spanish) (Rev. 2/10/05)

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

You will need a CBIC 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 unless you have Form DSS-4113-2.** Bring your referral to either the Manhattan or Brooklyn OTC site below.

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

Manhattan CBIC OTC Site	Brooklyn CBIC OTC Site
<p>39 Walker Street – Main Floor New York, NY 10013 Open: 9:00 AM to 8:45 PM</p> <p>Travel Directions</p> <p><u>By Bus:</u> M1, M6, M20 to Canal Street</p> <p><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</p>	<p>100 Livingston Street – Main Floor Brooklyn, NY 11201 Open: 8:30 AM to 5:45 PM</p> <p>Travel Directions</p> <p><u>By Bus:</u> B57 to Boerum Place & Livingston Street B37, B45, B51 to Livingston & Court streets B25, B26 to Court & Joralemon streets B67 to Livingston & Smith streets B75 to Court & Schermerhorn streets</p> <p><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</p>

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 (Common Benefits Identification Card – 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, la cual podrá conseguir llenando 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.

Local de CBIC OTC de Manhattan	Local de CBIC OTC de Brooklyn
<p>39 Walker Street – Main Floor New York, NY 10013 Horario: De 9:00 AM a 8:45 PM</p> <p>Indicaciones de Viaje</p> <p><u>Por Autobús:</u> M1, M6, M20 a Canal Street</p> <p><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</p>	<p>100 Livingston Street – Main Floor Brooklyn, NY 11201 Horario: De 8:30 AM a 5:45 PM</p> <p>Indicaciones de Viaje</p> <p><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</p> <p><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</p>

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