



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-29-OPE
(This Policy Bulletin Replaces PB #04-177-OPE)

PUBLIC ASSISTANCE RECERTIFICATION KIT

Date: February 17, 2005	Subtopic(s): Forms
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to reinforce to staff at Job Centers the need to distribute all of the forms included in the Public Assistance (PA) Recertification Kit at the recertification interview.</p> <p>The forms required for the PA Recertification Kit are available through Print on Demand (POD). Each Job Center has designated staff responsible for preparing the PA Recertification Kit. The designated staff must ensure that all forms listed on Attachment A are included in the PA Recertification Kit.</p> <p>The PA Recertification Kit will be available in two separate formats. The standard kit will contain information for all PA households. The kit for households with children will include all of the forms from the standard kit <u>and</u> five additional forms that relate to child care and child support.</p> <p>Management Information Systems (MIS) will mail the Notice of Recertification Appointment (W-908T) and the Notice of Recertification (W-908T Insert) to the participant prior to the recertification interview. The complete PA Recertification Kit must be given to the participant at the PA recertification interview.</p> <p>Note: MIS will mail the Notice of Homebound Recertification Appointment (W-908SS) form to Homebound participants. The Worker will hand-deliver the appropriate kit to the participant at the homebound interview.</p> <p>Center Directors must ensure that the appropriate kits are prepared and are distributed at the PA recertification interview.</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*

Effective Immediately

Attachment:

Attachment A – Forms Required for the PA Recertification Kit

Please use Print on Demand to obtain copies of forms.

Attachment A

Forms Required for the PA Recertification Kit

Forms included in the standard Recertification Kit:

Type	Form Number	Form Title
STATE	Attachment A	Requirement to Report a Lump Sum Payment (from 03-ADM-10)
STATE	LDSS-3151*	Food Stamp Change Report Form
STATE	LDSS-4148A*	What You Should Know about Your Rights and Responsibilities
STATE	LDSS-4148B*	What You Should Know about Social Services Programs
STATE	LDSS-4148C*	What You Should Know If You Have an Emergency
STATE	PUB 1313*	How to Complete the Social Services Recertification Application
STATE	PUB 4735	HEAP Pamphlet
FIA	EXP-78F*	What You Should Know about Your Rights If You Have A Disability
FIA	M-322c	Domestic Violence Informational Handout
FIA	M-322d	Domestic Violence Screening Form
FIA	W-116U	Attention: Applicants/Participants
FIA	W-126E*	Important: Using Common Benefit Identification Card (CBIC) for Medical Services
FIA	W-139E	Notice of DASIS Benefits and Services
BFI	W-151M	Welfare Fraud Pamphlet
FIA	W-299*	Notice to Applicants and Participants Regarding Third Party Health Insurance
MAP	MAP-252	Explanation of the Medicaid Buy-in Program for Working People with Disabilities
FIA	W-515W	Interpretation Services Notice for the Application/Recertification Kits (Insert)
FIA	W-680FF*	Language Questionnaire
FIA	W-681A	Are You Disabled?
FIA	W-700W*	Become a U.S. Citizen
FIA	W-904DD*	Notice to Applicants/Participants
FIA	W-912KK	Essential Persons

Recertification Kits for households with children include the above forms and those below:

FIA	M-384d*	Recertification Absent Parent Questionnaire
FIA	W-273B	Child Care Provider Application and Voucher Form
FIA	W-273D	How to Fill Out the Child Care Provider Application and Voucher Form
FIA	W-273E	HRA Will Pay for Your Child Care
FIA	W-574EE*	Child Care Fact Sheet and Planner

*Denotes forms that are available in multiple languages. Staff must include the appropriate foreign language version of forms in the PA Recertification Kit based on the Language read indicator in element 255 of the Turnaround Document (TAD).