



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-41-OPE

SCHEDULING HOME VISITS FOR HOMEBOUND PUBLIC ASSISTANCE APPLICANTS

Date: February 28, 2005	Subtopic(s): Home Visits
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind Workers at the Job Centers how to proceed when a request is received for a home visit from an individual claiming homebound status due to a physical or mental disability, for the purpose of applying or recertifying for Public Assistance (PA).</p> <p>When an individual, or someone on his/her behalf, contacts the Job Center and indicates that s/he wishes to apply for PA or is scheduled for a PA recertification interview but is physically or mentally unable to appear at the Job Center, the Worker must proceed as follows:</p> <p><u>Applicants</u></p> <p>Contact the Center Director's Designee to arrange a home visit to conduct the application interview.</p> <p><u>Participants</u></p> <p>Ask if the disability is temporary. If the disability is temporary and expected to last less than 30 days, reschedule the in-office recertification appointment if an in-office <u>interview can be held within the required timeframes.</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*

If an in-office interview cannot be held within the required timeframes or condition is:

- Permanent;
- temporary but expected to last more than 30 days;

contact the Center Director's Designee to arrange a home visit to conduct the recertification interview.

Under no circumstances should a Worker request verification of homebound status as a condition of scheduling a home visit for an initial application or recertification interview. The applicant/participant should be advised that verification of homebound must be provided within 10 days of the initial application or recertification interview.

Effective Immediately