



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #05-47-OPE

THE CONFERENCE AND FAIR HEARING EVIDENCE PACKET PREPARATION DESK AID (W-206C)

Date: March 3, 2005	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>The issues and documents presented <u>do not</u> comprise an exhaustive list, but are the most frequently presented.</p>	<p>The purpose of this policy bulletin is to inform staff responsible for preparing Fair Hearing evidence packets of the new Conference and Fair Hearing Evidence Packet Preparation Desk Aid (W-206C). The W-206C is designed to assist all staff responsible for preparing Fair Hearing evidence packets in Job Centers and Non-Public Assistance Food Stamp (NPA FS) Offices in the preparation of complete, concise and relevant Fair Hearing evidence packets. Evidence packets provide the Fair Hearing Representative with the documentation required to defend actions taken by the Family Independence Administration (FIA) at Fair Hearings. This policy bulletin is informational for all other staff.</p> <p>The W-206C lists:</p> <ul style="list-style-type: none">• Relevant Welfare Management System (WMS) screens to view (e.g., 22, 04, 03, 01, 06 and Budget) in preparation for conferences.• Required documents and the sources from which documents may be retrieved for the Fair Hearing issues of Denials, Closings, Reductions/Sanctions, Inadequacy, Non-Public Assistance Food Stamps and Separate Food Stamp Determinations.• Important information regarding the date of infraction. Specifically, staff must ensure that the date of infraction on the Notice of Intent (NOI) and the appointment date are the same; otherwise the Agency is required to resolve the Fair Hearing issue.

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*

Staff may refer to the **W-206C** to ensure that related case actions are processed with the appropriate documentation to conduct conferences and prepare evidence packets for Fair Hearings.

Effective Immediately

Attachment:

Please use Print on Demand to obtain copies of forms.

W-206C Conference and Fair Hearing Evidence Packet
Preparation Desk Aid

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.
The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Denial		
<ul style="list-style-type: none"> • Failure to comply with eligibility process • Failure to return requested eligibility documentation • Denial of special grants • Excess income/resources • Ineligible for other reasons • Withdrawal 	Application/Job Profile (W-680B), Action Taken on Your Application (LDSS-4013A NYC, LDSS-4013B NYC) Documentation Requirements (W-113K) Case Notes/History Sheet (W-25) Pending Actions and Outstanding Items (NQCS07) screen Pending Transaction Control Detail List (NQCS7A) screen Mandatory Dispute Resolution (MDR) Summary	POS/HRA Viewer POS/HRA Viewer NYCWAY (100A)/POS/HRA Viewer POS/WMS POS/WMS HRA Viewer
Specific Required Information		
A. Failure to Report/Failure to Comply (FTR/FTC) with Eligibility Process		
1. Failure to Keep BEV Appointment	Appointment Notice BEV Results Activity Inquiry screen, FTR/FTC	NYCWAY WMS - Selection 13 (MAPPER) NYCWAY
2. FTR/FTC HSS/WeCARE	Notice of Intent (NOI)/Client Notice System (CNS) Medical Provider Appointment (W-538C) Activity Inquiry screen, FTR/FTC, Employability Plan HSS/WeCARE Wellness Plan HSS/WeCARE Medical Report (signed acknowledgement/goals) Notice of Termination	Web Coins/WMS NYCWAY NYCWAY/HRA Viewer HRA Viewer HRA Viewer HRA Viewer
3. FTC with AFIS Requirements	Finger Imaging Notice (W-519) Finger Imaging Report Routing Slip (W-519C)	POS/HRA Viewer POS/HRA Viewer
4. Excess Income/Resources <i>(Unreported by applicant; appearing on a computer match)</i>	WMS External Clearance Report Computer match, NADA book value, life insurance policies Pay stubs/award letters/titles/loans and stock information Budget (saved and current) Other documentation of earned/unearned income or resources	WMS POS/WMS/HRA Viewer POS/HRA Viewer POS/WMS POS/HRA Viewer
B. FTC with Employment		
FTR/FTC Job Search/SAP Vendor	NOI Employability Plan Notice of Work Requirement and Right to Contest (W-574YY) Assignment Information Summary (W-500G) Activity Inquiry screen, FTR/FTC Case notes/W-25 Conciliation Notification (W532A, W-532B, W-532C) Assignment Inquiry screen, Attendance/Payment Inquiry Screen	Web Coins/WMS NYCWAY/HRA Viewer POS/RA Viewer NYCWAY NYCWAY NYCWAY (100A)/POS/HRA Viewer NYCWAY NYCWAY

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Budget Reductions		
A. FTR/FTC Office of Child Support Enforcement (OCSE)	Appointment Notice Activity Inquiry screen, FTR/FTC, case notes	NYCWAY NYCWAY
Case Management		
Closings		
A. Face-to-Face Recertifications		
1. FTR	NOI (LDSS-4014A NYC, LDSS-4014B NYC) Notice of Recertification Appointment (W-908T) All Change Actions (NQCS6A) Activity Inquiry Screen, FTR/FTC, case notes; W-25	Web Coins/WMS POS/HRA Viewer. WMS POS/HRA Viewer/NYCWAY
2. FTC	NOI (CNS), Recertification Application (LDSS-3174) Rescheduled FFR (W-908CG) FFR Deferral Appointment Letter (W-113K, W-908VV) Notice to Report to Job Center (M-3g) All Change Actions (NQCS6A) Activity Inquiry screen, FTR/FTC, case notes; W-25	Web Coins/WMS/HRA Viewer POS/HRA Viewer/NYCWAY POS/HRA Viewer/NYCWAY POS/HRA Viewer WMS NYCWAY (100A)/POS/HRA Viewer
B. Whereabouts Unknown	NOI (CNS, LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC) Undelivered mail (envelope available) Activity Inquiry screen/FTR/FTC Address/History screens (1 and 6) FFR (one [1] year or less) Benefits Issuance screen (to show benefits not redeemed)	Web Coins/WMS/POS/HRA/Viewer NYCWAY/Director's Office NYCWAY WMS POS/HRA Viewer WMS
C. Unearned Income	NOI (CNS) Supplemental Security Income SSI (SDX Screen) Social Security Administration SSA (RFI Screen) Unemployment Insurance Benefit UIB (RFI Screen) FFR (one [1] year or less) Computer match/Income Clearance Program (ICP)/Resource File Integration (RFI), SSI/SSD/UIB award letter or printout Budget (saved and current)	Web Coins/WMS WMS/HRA Viewer WMS/HRA Viewer WMS/HRA Viewer HRA Viewer WMS/HRA Viewer WMS
Cost of Living Allowance (COLA) Increase (Yearly Mass Re-budgeting for SSI Recipients)	NOI to Change Benefits: NYC PA COLA (yearly proration notice) NOI to Reduce FS Benefits (COLA Increase [Mass] Notice) SSI (SDX and RFI Screens)	Web Coins/WMS HRA intranet (PD #04-36-ELI) WMS

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Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Closings (continued)		
D. Earned Income	NOI (CNS LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC) FIA-3A/pay stubs Letter to Past/Present Employer (W-532) or documentation that W-532 mailed, verification from vendor (if applicable) Budget (saved and current) FFR (one [1] year or less) Computer match/ICP/RFI Declaration of Employment (W-575T)	Web Coins/WMS/POS/HRA/Viewer NYCWAY/HRA Viewer POS/HRA Viewer POS/WMS POS/HRA Viewer WMS/HRA Viewer POS/HRA Viewer
E. Client's Request for Additional Allowance	Client Request Control Card (W-111F) Request for Additional Allowance or a Change in Grant (W-137A) Notice of Acceptance/Denial of Request for an Additional Allowance to Meet a Special Need or for a Change in Grant (W-137B)	POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer
F. HSS/WeCARE		
1. FTR HSS/WeCARE Initial/Return Appointment	NOI (CNS) Medical Provider Appointment (W-538C) Activity Inquiry screen/FTR/FTC	Web Coins/WMS HRA Viewer (Medical Report) NYCWAY
2. FTC HSS/WeCARE Wellness Rehabilitation Plan	NOI (CNS) Activity Inquiry screen/FTR/ETC Employability Plan HSS/WeCARE Wellness Plan, specific information of noncompliance HSS/WeCARE Medical Report (signed acknowledgement/goals) Notice of Termination	Web Coins/WMS NYCWAY NYCWAY/HRA Viewer HRA Viewer (HSS Medical Report) HRA Viewer (HSS Medical Report) HRA Viewer
G. Finger Imaging	Finger Imaging Notice (W-519) Finger Imaging Report Routing Slip (W-519C) and attachments Notice of Intent to Reduce or Discontinue Benefits (LDSS-4015 NYC, LDSS 4016 NYC)	POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer
H. Excess Income/Resources <i>(unreported by participant; appearing on a computer match)</i>	WMS External Clearance Report/budget (saved and current) Computer match, NADA book value, life insurance policies Pay stubs/award letters/titles/loans and stock information Other documentation of earned/unearned income or resources	POS/WMS POS/WMS/HRA Viewer POS/HRA Viewer POS/HRA Viewer

Note: The information data on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Reductions/Sanctions		
A. Earned Income	NOI (CNS, LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC) FIA-3A/pay stubs Letter to Past/Present Employer (W-532) or documentation the W-532 was mailed, verification from vendor (if applicable) WMS budget (saved and current) FFR (one [1] year or less) Computer match/ICP/RFI	Web Coins/WMS/POS/HRA Viewer NYCWAY/HRA Viewer POS/HRA Viewer WMS POS/HRA Viewer WMS/HRA Viewer
B. Unearned Income	NOI (CNS) SSI award letter SSA/RSDI (RFI, award letter) UIB award letter FFR (one [1] year or less) Budget (saved and current)	Web Coins/WMS WMS/HRA Viewer WMS/HRA Viewer WMS/HRA Viewer POS/HRA Viewer WMS
Infractions	<i>(Infraction dates must be consistent across all Agency documents)</i>	
A. FTC with ESP/SAP PRIDE Vendor		
1. FTC Appointment	NOI, appointment letter Referral to vendor Activity Inquiry screen/FTR/FTC Conciliation Notification (W-532A, W-532B, W-532C) Assignment Inquiry screen Attendance/Payment Inquiry screen Case notes/W-25	Web Coins/WMS NYCWAY NYCWAY NYCWAY NYCWAY NYCWAY NYCWAY (100A) /POS/HRA Viewer
2. FTR Appointment	NOI appointment letter Activity Inquiry screen/FTR/FTC Case notes/W-25 Conciliation Notification (W-532A, W-532B, W-532C)	Web Coins/WMS NYCWAY NYCWAY (100A) /POS/HRA Viewer NYCWAY
3. FTR Assignment	NOI Assignment/Information Summary (W-500G) Activity Inquiry screen/FTC/FTR, Employability Plan Case Notes/W-25 Conciliation Notification (W-532A, W-532B, W-532C) W-574YY Assignment Inquiry screen	Web Coins/WMS NYCWAY NYCWAY/HRA Viewer NYCWAY (100A) /POS/HRA Viewer NYCWAY POS/HRA Viewer NYCWAY

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Infractions (continued)		
B. Contesting Employability		
1. Medical Exemption	Notification of Work Requirement (W-574Y) Employability Plan Activity Inquiry screen/FTR/FTC	NYCWAY NYCWAY/HRA Viewer NYCWAY
2. School/Training	HSS/WxCARE Medical report	POS/HRA Viewer*
3. Needed at Home	FIA School/Training Enrollment Letter (W-700D) Family Care Assessment (W-582A) Proof of child's school attendance or Department of Education registration for home schooling	POS/HRA Viewer POS/ HRA Viewer HRA Viewer
C. POISED		
1. FTR – Call-In Appointment	NOI (CNS) Appointment letter Activity Inquiry screen/FTR/FTC Case notes/W-25 Conciliation Notification (W-532A, W-532B, W-532C)	Web Coins/WMS NYCWAY NYCWAY NYCWAY (100A) POS/HRA Viewer NYCWAY
2. FTC	NOI (CNS) Referral Activity Inquiry Screen/FTR/ETC Case notes/W-25 Attendance roster Termination roster Conciliation Notification (W-532A, W-532B, W-532C) Assignment Inquiry screen Attendance/Payment Inquiry screens	Web Coins/WMS NYCWAY/HRA Viewer NYCWAY NYCWAY NYCWAY (100A) POS/HRA Viewer HRA Viewer/POISED Liaison HRA Viewer NYCWAY NYCWAY NYCWAY
D. SASC		
1. FTR Initial Appointment	NOI (CNS) Appointment letter Activity Inquiry screen/FTR/FTC Case notes/W-25 Address history	Web Coins/WMS POS/HRA Viewer/NYCWAY NYCWAY NYCWAY (100A) POS/HRA Viewer HRA Viewer
2. FTR Program	NOI (CNS) Activity Inquiry screen/FTR/FTC Case notes/W-25 Referral to program Work Assessment form Participant's Rights and Responsibilities (M-75r)	Web Coins/WMS NYCWAY NYCWAY (100A) POS/HRA Viewer HRA Viewer/NYCWAY HRA Viewer HRA Viewer

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Infractions (continued)		
D. SASC (continued)		
3. FTC Outpatient Program	NOI (CNS) Case notes/W-25 Referral to program Participant's Rights and Responsibilities (M-75r) Work Assessment form Activity Inquiry screen/FTR/FTC Assignment Inquiry Site Inquiry	Web Coins/WMS NYCWAY NYCWAY (100A) POS/HRA Viewer NYCWAY/HRA Viewer HRA Viewer HRA Viewer NYCWAY NYCWAY
4. FTR CASAC	NOI (CNS) Activity Inquiry screen/FTR/FTC Case notes/W-25 Referral to Residential Treatment Program Participant's Rights and Responsibilities (M-75r) Work Assessment form	Web Coins/WMS NYCWAY NYCWAY (100A) POS/HRA Viewer NYCWAY/HRA Viewer HRA Viewer HRA Viewer
E. RTSC – Center 52		
1. FTC CASAC	NOI (CNS) Activity Inquiry screen/FTR/FTC Case notes/W-25 Referral to Residential Treatment Program Participant's Rights and Responsibilities (M-75r) Work Assessment form	Web Coins/WMS NYCWAY NYCWAY (100A) POS/HRA Viewer HRA Viewer HRA Viewer HRA Viewer
2. FTR Face-to-Face Recertification	NOI (CNS) Notice of Recertification Appointment (W-908T) Activity Inquiry screen/FTR/FTC Address history	Web Coins/WMS POS/NYCWAY NYCWAY WMS
3. FTC-Mandated Residential Treatment Program (RTP)	NOI (CNS) Activity Inquiry screen/FTR/FTC Case notes/W-25 Referral to Residential Treatment Program Participant's Rights and Responsibilities (M-75r) Work Assessment form Address History screen (NQCS15) Site Inquiry screen Assignment Inquiry screen	Web Coins/WMS NYCWAY NYCWAY (100A) POS/HRA Viewer HRA Viewer HRA Viewer HRA Viewer WMS NYCWAY NYCWAY

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Infractions (continued)		
E. RTSC – Center 52 (continued)		
4. Earned Income	NOI (CNS, LDSS-4014A NYC, LDSS-4014B NYC, LDSS-4015A NYC, LDSS-4015B NYC) FIA-3A/pay stubs Letter to Past/Present Employer (W-532) Budget (saved and current) FFR (one [1] year or less) Computer match/ICP/RFI Declaration of Employment (W-575T)	Web Coins/WMS/POS/HRA/Viewer NYCWAY/HRA Viewer POS/HRA Viewer POS/WMS POS/HRA Viewer WMS/HRA Viewer POS/HRA Viewer NYCWAY NYCWAY NYCWAY Intranet-NYS Human Services
5. Inadequacy – Personal Needs Allowance	Activity Inquiry screen/FTR/FTC Assignment Inquiry screen Site Inquiry screen Administrative Directive 91 ADM-44	
F. Recoupment	Required for All Recoupments	
1. Overpayment (agency error)	NOI Change notice (if applicable) Recoupment history/recoupment detail Recoupment summary Benefits issued (current/archived) Budget (saved/current)	Center Files/WMS Center Files/HRA Viewer WMS WMS WMS POS/HRA Viewer HRA Viewer Center Files/HRA Viewer NYCWAY/HRA Viewer Center Files/HRA Viewer
2. Agency issued benefits after closing, income reported 3. Agency failed to budget	FFR (one [1] year or less) Employer information ICP packet (Cintrak sheet) FIA-3A/pay stubs Client acknowledgement of change in budget	POS/HRA Viewer HRA Viewer Center Files/HRA Viewer NYCWAY/HRA Viewer Center Files/HRA Viewer Center Files/HRA Viewer POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer WMS POS/HRA Viewer/NYCWAY NYCWAY (100A) POS/HRA Viewer
2. Concealed Income	Computer Match Report Pay stubs Application/Job Profile (W-680B) FFR (one [1] year or less) RFI screens Activity Inquiry screen/FTR/FTC Case notes/W-25	Center Files/HRA Viewer POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer WMS POS/HRA Viewer/NYCWAY NYCWAY (100A) POS/HRA Viewer
3. Contested Recoupment (recoupment of aid to continue)	Fair Hearing decision Date of infraction	Web Coins FHS (Fair Hearing Information System)

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.

Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases		
Infractions (continued)		
F. Recoupment (continued)		
4. Utility	<p>W-137A, W-137B Utility shut-off notice, breakdown of rent arrears Agreement to Repay (M-858 series) Restriction screen (24)</p>	<p>POS/HRA Viewer HRA Viewer HRA Viewer/POS WMS</p>
5. Shelter Duplication	<p>Request for Emergency Assistance for an Active PA case (W-145N) Request for Advance Payment to Prevent Eviction (W-637B) Dispossession: 72-hour eviction notice Landlord letter with breakdown of rent arrears State-dated checks Agreement to Repay Public Assistance (M-15f)</p>	<p>POS/HRA Viewer POS/HRA Viewer HRA Viewer HRA Viewer WMS POS/HRA Viewer</p>
G. Separate Food Stamps Determination		
1. Applicant Withdrawal	<p>Food Stamp Benefits Application (W-680B, LDSS-4826) Notification of Application Withdrawal (M-3mm) Food Stamp Appointment Notice and Documentation Guide (W-129PP) Action Taken on Your Food Stamp Case (LDSS-3152) Action Taken on Your Application (LDSS-4013A NYC, LDSS-4013B NYC)</p>	<p>POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer</p>
2. Ineligible for Public Assistance	<p>Control of Assignments/Referrals Card (W-708) TAD Referral Letter (LDSS-3517) Action Taken on Your Food Stamp Case (LDSS-3152) Budget Entry Supervisory Summary Report (WINR0027)</p>	<p>POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer POS/WMS</p>

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Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
Public Assistance Cases (continued)		
Other Issues		
Inadequacy		
A. General Inadequacy		
1. Failure to Add Household Member	FFR one (1) year or less (burden of proof is on client) Application/Job Profile (W-680B) (one [1] year or less) W-137A, W-137B PA and FS budget calculations Relevant benefits screens	POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer WMS WMS
2. Failure to Remove Household Member	Written statement indicating changes in the household W-137A, W-137B	HRA Viewer POS/HRA Viewer
B. Inadequacy of Special Grants	(Documents required for all Special Inadequacies) Request for Additional Allowance or a Change in Grant (W-137A) Notice of Acceptance/Denial (W-137B) LDSS-4013A NYC, LDSS-4013B NYC FFR (one [1] year or less) Case notes/W-25 Client Request Control Card (W-111F) Application/Job Profile (W-680B)	POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer POS/HRA Viewer NYCWAY (100A) POS/HRA Viewer HRA Viewer POS/HRA Viewer
1. Pregnancy Allowance	Doctor's verification of pregnancy (EDC letter)	POS/HRA Viewer
2. Restaurant Allowance	Letter from shelter (no cooking facilities) Letter from landlord (inoperable stove, refrigerator, etc.)	POS/HRA Viewer POS/HRA Viewer
3. Storage	Three (3) estimates, bill from storage company	POS/HRA Viewer
4. Broker's Fee	Lease, letter from broker	POS/HRA Viewer
5. Furniture Allowance	Fire/natural disaster, shelter verification	POS/HRA Viewer
6. Clothing Allowance	Natural disaster data (letter from Red Cross/fire department)	POS/HRA Viewer

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Conference and Fair Hearing Evidence Packet Preparation Desk Aid

For conferences, relevant WMS Screens (22, 04, 03, 01, 06, Budget) must be reviewed.

The issues and documents presented do not comprise an exhaustive list, but are the most frequently presented.

Issue	Document(s) Required	Source(s)
<p>Non-Public Assistance Food Stamp Cases</p> <ul style="list-style-type: none"> • FTR/FTC Face-to-Face Recertification • Excess or Increased Income/Resources • Decreased Needs • Adequacy Issues • Failure to Provide Verification 	<p>Notice of Intent to Change Food Stamp Benefits (LDSS-3620, LDSS-3621) or CNS notice (closing or reduction only) Important Notice to All Food Stamp Recipients (W-138XX) FS Budget Calculation (WINR0153) Budget Entry Supervisor Summary Report (WINR0027) Turnaround Document (TAD) (LDSS-3517) FS Recoupment – Suffix Summary (NQCS9R) Food Stamp Issuance Screen Printout (NQCS5C)</p>	<p>Case Files/HRA Viewer/Web Coins Case Files/HRA Viewer Case Files/WMS HRA Viewer/NYCWAY Case Files/WMS Case Files/WMS Case Files/WMS</p>
<p>1. FTC/FTR Face-to-Face Recertification</p>	<p>Appointment letter Annotated (WINR076) CNS Notice Notice of Outstanding Required Documentation (W-120D) LDSS-3152 W-25 Documentation Receipt (EXP-76R)</p>	<p>HRA Viewer Center Files/HRA Viewer WebCoins Case Files/HRA Viewer Case Files/HRA Viewer Case Files/HRA Viewer Case Files/HRA Viewer</p>
<p>2. Excess or Increased Income/Resources</p>	<p>Food Stamps Benefits Application (LDSS-4826), Action Taken on your FS case (LDSS-3152), CNS Pay stubs, Letter to Past and Present Employer (W-532) Bank statements, award letters Budget Entry Supervisor Summary Report (WINR0027) Food Stamp Budget Calculation (WINR0154) Notice of Intent to Change Food Stamp Benefits (LDSS-3620/21 NYC) W-25 Food Stamp Recertification History Sheet (W-132X)</p>	<p>Case Files/HRA Viewer/WebCoins Case Files/HRA Viewer Case Files/HRA Viewer Case Files/WMS Case Files/WMS Case Files/HRA Viewer Case Files/HRA Viewer Case Files/WMS</p>
<p>3. Decreased Needs</p>	<p>LDSS-4826, CNS LDSS-3620/21 NYC WINR0027, WINR0154 Food Stamp Eligibility Determination History Sheet (W-132A), W-132X</p>	<p>Case Files/HRA Viewer/WebCoins Case Files/HRA Viewer Case Files/HRA Viewer Case Files/HRA Viewer</p>
<p>4. Adequacy Issues</p>	<p>LDSS-4826, CNS Pay stub, W-532 W-132A, W-132X Award letters WINR0027, WINR0154</p>	<p>Case Files/HRA Viewer/WebCoins Case Files/HRA Viewer Case Files/HRA Viewer Case Files/WMS Case Files/WMS</p>
<p>5. Failure to Provide Verification</p>	<p>LDSS-4826, LDSS-3152, CNS Notice of Outstanding Required Documentation (W-120D) EXP-76R History Sheet (W-25)</p>	<p>Case Files/HRA Viewer/WebCoins Case Files/HRA Viewer Case Files/HRA Viewer Case Files/HRA Viewer</p>

Note: The infraction date on the NOI must be consistent with the appointment date. If not, the Agency is required to resolve the Fair Hearing issue.