POLICY BULLETIN #10-100-SYS

ONLINE FOOD STAMP APPLICATIONS

Date: October 1, 2010	**Subtopic(s):** Food Stamps
🖥 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that New York City residents will be able to submit online applications for Food Stamp (FS) benefits through the ACCESS NYC website at www.nyc.gov/accessnyc.
	The online FS application program is initially being made available to applicants who reside in Staten Island and will be made available to FS applicants citywide by November 30, 2010.
See PD #09-28-ELI for information on mailed or faxed applications.	Individuals already have the right to submit an application for FS in person, through an authorized representative, by mail, and/or by facsimile (fax).
	After an online FS application has been submitted electronically by an applicant, the information will be sent to the Human Resources Administration (HRA). HRA's Management Information Systems (MIS) will use the information on the electronic application to pre-fill the E-App Intake Activity in the Paperless Office System (POS) central office database.
See PD #09-26-OPE for information on MARU. See PB #10-88-SYS for the FS POS Release Notes Version 4.2.1.	The Intake Activity for the online applications will be completed by Workers at the Mail Application Referral Unit (MARU). The online application will be stored in the MARU E-Apps Queue. Instructions on how to access the MARU E-Apps Queue and how to complete the Intake Activity process in POS are listed in Appendix B (FS Online Electronic Application ["E-App"]) of the FS POS Release Notes Version 4.2.1.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: *(917) 639-0298*

Distribution: X

The online FS application will be registered in the Welfare Management System (WMS) during the Intake Activity process. If an online FS application has been submitted by an applicant with insufficient data, POS-entered default values will be used to complete the WMS registration of the case.

A new **E-App** filter and a new **E-App** column have been added in the FS POS **Application Interview Log** window to allow NCA FS Center staff to identify the applications that were filed through the ACCESS NYC website.

New filter for **E-App**

New column for **E-App**

Effective Immediately

Reference:

7 CFR 273.2 (c)(1)

Related Items:

PB #10-88-SYS
PD #09-28-ELI
PD #09-26-OPE