



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-120-OPE (This Policy Bulletin Obsoletes PB #09-127-OPE)


SCHEDULES FOR JANUARY – JUNE 2011

Date: December 3, 2010	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Form EBT-52A includes the EBT hotline number (888) 328-6399</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that eight (8) forms for the recurring semiannual schedules have been revised to reflect the dates from January 2011 through June 2011.</p> <p>The new schedules are to be used in conjunction with the 2010 schedules, which will remain available until further notice. The titles of the 2011 schedules are the same as the 2010 schedules.</p> <p>The semiannual 2011 schedules are:</p> <ul style="list-style-type: none"> • EBT Pick-up Schedule January – June 2011 (EBT-52A) • Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (W-140XX) • Recurring Roll Deadline Schedule January – June 2011 (W-203A) • Check Replacement Schedule January – June 2011 (W-203BB) • NCA Food Stamp Toe Digit Deadline Schedule January – June 2011 (W-203EE) • Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2011 (W-204TT) • Safety Net Assistance Application Timeliness Schedule January – June 2011 (W-205RR) • Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (W-205WW) <p>Samples of the schedules are attached.</p>

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

Effective Immediately

Attachments:

 Please use Print on Demand to obtain copies of forms.

EBT-52A	EBT Pick-up Schedule January – June 2011 (Rev. 12/3/10)
W-140XX	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/3/10)
W-203A	Recurring Roll Deadline Schedule January – June 2011 (Rev. 12/3/10)
W-203BB	Check Replacement Schedule January – June 2011 (Rev. 12/3/10)
W-203EE	NCA Food Stamp Toe Digit Deadline Schedule January – June 2011 (Rev. 12/3/10)
W-204TT	Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2011 (Rev. 12/3/10)
W-205RR	Safety Net Assistance Application Timeliness Schedule January – June 2011 (Rev. 12/3/10)
W-205WW	Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (Rev. 12/3/10)

EBT Pick-up Schedule January – June 2011

Toe Digit	January PA & FS		February PA & FS		March PA & FS		April PA & FS		May PA & FS		June PA & FS	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/3	1/18	2/1	2/16	3/1	3/16	4/1	4/16	5/2	5/16	6/1	6/16
1	1/4	1/19	2/2	2/17	3/2	3/17	4/2	4/18	5/3	5/17	6/2	6/17
2	1/5	1/20	2/3	2/18	3/3	3/18	4/4	4/19	5/4	5/18	6/3	6/18
3	1/6	1/21	2/4	2/19	3/4	3/19	4/5	4/20	5/5	5/19	6/4	6/20
4	1/7	1/22	2/5	2/22	3/7	3/21	4/6	4/21	5/6	5/20	6/6	6/21
5	1/8	1/24	2/7	2/23	3/8	3/22	4/7	4/22	5/7	5/21	6/7	6/22
6	1/10	1/25	2/8	2/24	3/9	3/23	4/8	4/25	5/9	5/23	6/8	6/23
7	1/11	1/26	2/9	2/25	3/10	3/24	4/9	4/26	5/10	5/24	6/9	6/24
8	1/12	1/27	2/10	2/26	3/11	3/25	4/11	4/27	5/11	5/25	6/11	6/27
9	1/14	1/28	2/11	2/28	3/14	3/28	4/12	4/28	5/13	5/26	6/13	6/28

Note: For more information on the availability of your cash benefit, please call the EBT Hotline at: **(888) 328-6399** from any phone except a payphone.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
1/3/2011	2/16/2011	Holiday	-----	1/3/2011	3/3/2011	Holiday	-----	1/3/2011	2/1/2011	Holiday	-----
1/4/2011	2/17/2011	2/22/2011	4/7/2011	1/4/2011	3/4/2011	2/22/2011	4/22/2011	1/4/2011	2/2/2011	2/22/2011	3/23/2011
1/5/2011	2/18/2011	2/23/2011	4/8/2011	1/5/2011	3/7/2011*	2/23/2011	4/25/2011*	1/5/2011	2/3/2011	2/23/2011	3/24/2011
1/6/2011	2/22/2011*	2/24/2011	4/11/2011*	1/6/2011	3/7/2011*	2/24/2011	4/25/2011*	1/6/2011	2/4/2011	2/24/2011	3/25/2011
1/7/2011	2/22/2011*	2/25/2011	4/11/2011*	1/7/2011	3/7/2011	2/25/2011	4/25/2011	1/7/2011	2/7/2011*	2/25/2011	3/28/2011*
1/10/2011	2/23/2011	2/28/2011	4/13/2011	1/10/2011	3/10/2011	2/28/2011	4/28/2011	1/10/2011	2/8/2011	2/28/2011	3/29/2011
1/11/2011	2/24/2011	3/1/2011	4/14/2011	1/11/2011	3/11/2011	3/1/2011	4/29/2011	1/11/2011	2/9/2011	3/1/2011	3/30/2011
1/12/2011	2/25/2011	3/2/2011	4/15/2011	1/12/2011	3/14/2011*	3/2/2011	5/2/2011*	1/12/2011	2/10/2011	3/2/2011	3/31/2011
1/13/2011	2/28/2011*	3/3/2011	4/18/2011*	1/13/2011	3/14/2011*	3/3/2011	5/2/2011*	1/13/2011	2/11/2011	3/3/2011	4/1/2011
1/14/2011	2/28/2011*	3/4/2011	4/18/2011*	1/14/2011	3/14/2011*	3/4/2011	5/2/2011	1/14/2011	2/14/2011*	3/4/2011	4/4/2011*
Holiday	-----	3/7/2011	4/20/2011	Holiday	-----	3/7/2011	5/5/2011	Holiday	-----	3/7/2011	4/5/2011
1/18/2011	3/3/2011	3/8/2011	4/21/2011	1/18/2011	3/13/2011*	3/8/2011	5/6/2011	1/18/2011	2/16/2011	3/8/2011	4/6/2011
1/19/2011	3/4/2011	3/9/2011	4/22/2011	1/19/2011	3/21/2011*	3/9/2011	5/9/2011*	1/19/2011	2/17/2011	3/9/2011	4/7/2011
1/20/2011	3/7/2011*	3/10/2011	4/25/2011*	1/20/2011	3/21/2011*	3/10/2011	5/9/2011*	1/20/2011	2/18/2011	3/10/2011	4/8/2011
1/21/2011	3/7/2011*	3/11/2011	4/25/2011*	1/21/2011	3/21/2011	3/11/2011	5/9/2011	1/21/2011	2/22/2011*	3/11/2011	4/11/2011*
1/24/2011	3/9/2011	3/14/2011	4/27/2011	1/24/2011	3/24/2011	3/14/2011	5/12/2011	1/24/2011	2/22/2011	3/14/2011	4/12/2011
1/25/2011	3/10/2011	3/15/2011	4/28/2011	1/25/2011	3/25/2011	3/15/2011	5/13/2011	1/25/2011	2/23/2011	3/15/2011	4/13/2011
1/26/2011	3/11/2011	3/16/2011	4/29/2011	1/26/2011	3/28/2011*	3/16/2011	5/16/2011*	1/26/2011	2/24/2011	3/16/2011	4/14/2011
1/27/2011	3/14/2011*	3/17/2011	5/2/2011*	1/27/2011	3/28/2011*	3/17/2011	5/16/2011*	1/27/2011	2/25/2011	3/17/2011	4/15/2011
1/28/2011	3/14/2011*	3/18/2011	5/2/2011*	1/28/2011	3/28/2011	3/18/2011	5/16/2011	1/28/2011	2/28/2011*	3/18/2011	4/18/2011*
1/31/2011	3/16/2011	3/21/2011	5/4/2011	1/31/2011	3/31/2011	3/21/2011	5/19/2011	1/31/2011	3/1/2011	3/21/2011	4/19/2011
2/1/2011	3/17/2011	3/22/2011	5/5/2011	2/1/2011	4/1/2011	3/22/2011	5/20/2011	2/1/2011	3/2/2011	3/22/2011	4/20/2011
2/2/2011	3/18/2011	3/23/2011	5/6/2011	2/2/2011	4/4/2011*	3/23/2011	5/23/2011*	2/2/2011	3/3/2011	3/23/2011	4/21/2011
2/3/2011	3/21/2011*	3/24/2011	5/9/2011*	2/3/2011	4/4/2011*	3/24/2011	5/23/2011*	2/3/2011	3/4/2011	3/24/2011	4/22/2011
2/4/2011	3/21/2011*	3/25/2011	5/9/2011*	2/4/2011	4/4/2011	3/25/2011	5/23/2011	2/4/2011	3/7/2011*	3/25/2011	4/25/2011*
2/7/2011	3/23/2011	3/28/2011	5/11/2011	2/7/2011	4/7/2011	3/28/2011	5/26/2011	2/7/2011	3/8/2011	3/28/2011	4/26/2011
2/8/2011	3/24/2011	3/29/2011	5/12/2011	2/8/2011	4/8/2011	3/29/2011	5/27/2011	2/8/2011	3/9/2011	3/29/2011	4/27/2011
2/9/2011	3/25/2011	3/30/2011	5/13/2011	2/9/2011	4/11/2011*	3/30/2011	5/31/2011*	2/9/2011	3/10/2011	3/30/2011	4/28/2011
2/10/2011	3/28/2011*	3/31/2011	5/16/2011*	2/10/2011	4/11/2011*	3/31/2011	5/31/2011*	2/10/2011	3/11/2011	3/31/2011	4/29/2011
2/11/2011	3/28/2011*	4/1/2011	5/16/2011*	2/11/2011	4/11/2011	4/1/2011	5/31/2011*	2/11/2011	3/14/2011*	4/1/2011	5/2/2011*
2/14/2011	3/30/2011	4/4/2011	5/18/2011	2/14/2011	4/14/2011	4/4/2011	6/2/2011	2/14/2011	3/15/2011	4/4/2011	5/3/2011
2/15/2011	3/31/2011	4/5/2011	5/19/2011	2/15/2011	4/15/2011	4/5/2011	6/3/2011	2/15/2011	3/16/2011	4/5/2011	5/4/2011
2/16/2011	4/1/2011	4/6/2011	5/20/2011	2/16/2011	4/18/2011*	4/6/2011	6/6/2011*	2/16/2011	3/17/2011	4/6/2011	5/5/2011
2/17/2011	4/4/2011*	4/7/2011	5/23/2011*	2/17/2011	4/18/2011*	4/7/2011	6/6/2011*	2/17/2011	3/18/2011	4/7/2011	5/6/2011
2/18/2011	4/4/2011*	4/8/2011	5/23/2011*	2/18/2011	4/18/2011	4/8/2011	6/6/2011	2/18/2011	3/21/2011*	4/8/2011	5/9/2011*

* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS (DISCHARGED STUDENTS, ETC.)				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
4/11/2011	5/25/2011	Holiday	-----	4/11/2011	6/9/2011	Holiday	-----	4/11/2011	5/10/2011	Holiday	-----
4/12/2011	5/26/2011	5/31/2011	7/14/2011	4/12/2011	6/10/2011	5/31/2011	7/29/2011	4/12/2011	5/11/2011	5/31/2011	6/29/2011
4/13/2011	5/27/2011	6/1/2011	7/15/2011	4/13/2011	6/13/2011*	6/1/2011	8/1/2011*	4/13/2011	5/12/2011	6/1/2011	6/30/2011
4/14/2011	5/31/2011*	6/2/2011	7/18/2011*	4/14/2011	6/13/2011*	6/2/2011	8/1/2011*	4/14/2011	5/13/2011	6/2/2011	7/1/2011
4/15/2011	5/31/2011*	6/3/2011	7/18/2011*	4/15/2011	6/13/2011	6/3/2011	8/1/2011	4/15/2011	5/16/2011*	6/3/2011	7/5/2011*
4/18/2011	6/1/2011	6/6/2011	7/20/2011	4/18/2011	6/16/2011	6/6/2011	8/4/2011	4/18/2011	5/17/2011	6/6/2011	7/5/2011
4/19/2011	6/2/2011	6/7/2011	7/21/2011	4/19/2011	6/17/2011	6/7/2011	8/5/2011	4/19/2011	5/18/2011	6/7/2011	7/6/2011
4/20/2011	6/3/2011	6/8/2011	7/22/2011	4/20/2011	6/20/2011*	6/8/2011	8/8/2011*	4/20/2011	5/19/2011	6/8/2011	7/7/2011
4/21/2011	6/6/2011*	6/9/2011	7/25/2011*	4/21/2011	6/20/2011*	6/9/2011	8/8/2011*	4/21/2011	5/20/2011	6/9/2011	7/8/2011
4/22/2011	6/6/2011*	6/10/2011	7/25/2011*	4/22/2011	6/20/2011	6/10/2011	8/8/2011	4/22/2011	5/23/2011*	6/10/2011	7/11/2011*
4/25/2011	6/8/2011	6/13/2011	7/27/2011	4/25/2011	6/23/2011	6/13/2011	8/11/2011	4/25/2011	5/24/2011	6/13/2011	7/12/2011
4/26/2011	6/9/2011	6/14/2011	7/28/2011	4/26/2011	6/24/2011	6/14/2011	8/12/2011	4/26/2011	5/25/2011	6/14/2011	7/13/2011
4/27/2011	6/10/2011	6/15/2011	7/29/2011	4/27/2011	6/27/2011*	6/15/2011	8/15/2011*	4/27/2011	5/26/2011	6/15/2011	7/14/2011
4/28/2011	6/13/2011*	6/16/2011	8/1/2011*	4/28/2011	6/27/2011*	6/16/2011	8/15/2011*	4/28/2011	5/27/2011	6/16/2011	7/15/2011
4/29/2011	6/13/2011*	6/17/2011	8/1/2011*	4/29/2011	6/27/2011	6/17/2011	8/15/2011	4/29/2011	5/31/2011*	6/17/2011	7/18/2011*
5/2/2011	6/15/2011	6/20/2011	8/3/2011	5/2/2011	6/30/2011	6/20/2011	8/18/2011	5/2/2011	5/31/2011	6/20/2011	7/19/2011
5/3/2011	6/16/2011	6/21/2011	8/4/2011	5/3/2011	7/1/2011	6/21/2011	8/19/2011	5/3/2011	6/1/2011	6/21/2011	7/20/2011
5/4/2011	6/17/2011	6/22/2011	8/5/2011	5/4/2011	7/5/2011*	6/22/2011	8/22/2011*	5/4/2011	6/2/2011	6/22/2011	7/21/2011
5/5/2011	6/20/2011*	6/23/2011	8/8/2011*	5/5/2011	7/5/2011*	6/23/2011	8/22/2011*	5/5/2011	6/3/2011	6/23/2011	7/22/2011
5/6/2011	6/20/2011*	6/24/2011	8/8/2011*	5/6/2011	7/5/2011*	6/24/2011	8/22/2011	5/6/2011	6/6/2011*	6/24/2011	7/25/2011*
5/9/2011	6/22/2011	6/27/2011	8/10/2011	5/9/2011	7/7/2011	6/27/2011	8/25/2011	5/9/2011	6/7/2011	6/27/2011	7/26/2011
5/10/2011	6/23/2011	6/28/2011	8/11/2011	5/10/2011	7/8/2011	6/28/2011	8/26/2011	5/10/2011	6/8/2011	6/28/2011	7/27/2011
5/11/2011	6/24/2011	6/29/2011	8/12/2011	5/11/2011	7/11/2011*	6/29/2011	8/29/2011*	5/11/2011	6/9/2011	6/29/2011	7/28/2011
5/12/2011	6/27/2011*	6/30/2011	8/15/2011*	5/12/2011	7/11/2011*	6/30/2011	8/29/2011*	5/12/2011	6/10/2011	6/30/2011	7/29/2011
5/13/2011	6/27/2011*			5/13/2011	7/11/2011			5/13/2011	6/13/2011*		
5/16/2011	6/29/2011			5/16/2011	7/14/2011			5/16/2011	6/14/2011		
5/17/2011	6/30/2011			5/17/2011	7/15/2011			5/17/2011	6/15/2011		
5/18/2011	7/1/2011			5/18/2011	7/18/2011*			5/18/2011	6/16/2011		
5/19/2011	7/5/2011*			5/19/2011	7/18/2011*			5/19/2011	6/17/2011		
5/20/2011	7/5/2011*			5/20/2011	7/18/2011			5/20/2011	6/20/2011*		
5/23/2011	7/6/2011			5/23/2011	7/21/2011			5/23/2011	6/21/2011		
5/24/2011	7/7/2011			5/24/2011	7/22/2011			5/24/2011	6/22/2011		
5/25/2011	7/8/2011			5/25/2011	7/25/2011*			5/25/2011	6/23/2011		
5/26/2011	7/11/2011*			5/26/2011	7/25/2011*			5/26/2011	6/24/2011		
5/27/2011	7/11/2011*			5/27/2011	7/25/2011			5/27/2011	6/27/2011*		

* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

Recurring Roll Deadline Schedule January – June 2011

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	12/20	1/7	1/24	2/7	2/23	3/9	3/21	4/4	4/19	5/3	5/18	6/3
1	12/21	1/10	1/25	2/8	2/24	3/10	3/22	4/5	4/20	5/4	5/19	6/6
2	12/22	1/11	1/26	2/9	2/25	3/10	3/23	4/6	4/21	5/5	5/20	6/7
3	12/27	1/12	1/27	2/10	2/28	3/11	3/24	4/7	4/22	5/6	5/23	6/8
4	12/28	1/13	1/28	2/11	3/1	3/14	3/25	4/8	4/25	5/9	5/24	6/9
5	12/29	1/14	1/31	2/14	3/2	3/15	3/28	4/11	4/26	5/10	5/25	6/10
6	1/3	1/18	2/1	2/15	3/3	3/15	3/29	4/12	4/27	5/11	5/26	6/14
7	1/4	1/19	2/2	2/16	3/4	3/16	3/30	4/13	4/28	5/11	5/27	6/15
8	1/5	1/20	2/3	2/17	3/7	3/17	3/31	4/14	4/29	5/12	6/1	6/16
9	1/6	1/21	2/4	2/18	3/8	3/18	4/1	4/15	5/2	5/13	6/2	6/17

Check Replacement Schedule January – June 2011

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/10	1/26	2/9	2/25	3/9	3/24	4/11	4/25	5/10	5/24	6/9	6/24
1	1/12	1/27	2/10	2/28	3/10	3/25	4/11	4/26	5/11	5/25	6/10	6/27
2	1/13	1/28	2/11	2/28	3/11	3/28	4/12	4/27	5/12	5/26	6/13	6/27
3	1/14	1/31	2/14	2/28	3/14	3/28	4/13	4/28	5/13	5/27	6/13	6/28
4	1/18	1/31	2/14	3/2	3/15	3/29	4/14	4/29	5/16	5/31	6/15	6/30
5	1/18	2/1	2/15	3/3	3/16	3/30	4/15	4/29	5/16	5/31	6/15	6/30
6	1/19	2/2	2/16	3/4	3/17	3/31	4/18	5/2	5/17	6/1	6/16	7/1
7	1/20	2/3	2/17	3/7	3/18	4/1	4/18	5/3	5/18	6/2	6/17	7/5
8	1/21	2/4	2/18	3/7	3/21	4/4	4/19	5/5	5/18	6/3	6/20	7/6
9	1/25	2/7	2/22	3/8	3/22	4/5	4/20	5/6	5/19	6/6	6/21	7/7

NCA Food Stamp Toe Digit Deadline Schedule January – June 2011

Toe Digit	January	February	March	April	May	June
0	12/20	1/24	2/23	3/21	4/19	5/18
1	12/21	1/25	2/24	3/22	4/20	5/19
2	12/22	1/26	2/25	3/23	4/21	5/20
3	12/27	1/27	2/28	3/24	4/22	5/23
4	12/28	1/28	3/1	3/25	4/25	5/24
5	12/29	1/31	3/2	3/28	4/26	5/25
6	1/3	2/1	3/3	3/29	4/27	5/26
7	1/4	2/2	3/4	3/30	4/28	5/27
8	1/5	2/3	3/7	3/31	4/29	6/1
9	1/6	2/4	3/8	4/1	5/2	6/2

Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2011

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
1/3	1/27	2/7	3/3	3/14	4/7	4/18	5/12	5/23	6/16	6/27	7/21
1/4	1/28	2/8	3/4	3/15	4/8	4/19	5/13	5/24	6/17	6/28	7/22
1/5	1/28*	2/9	3/4*	3/16	4/8*	4/20	5/13*	5/25	6/17*	6/29	7/22*
1/6	1/28*	2/10	3/4*	3/17	4/8*	4/21	5/13*	5/26	6/17*	6/30	7/22*
1/7	1/31	2/11	3/7	3/18	4/11	4/22	5/16	5/27	6/20		
1/8**	2/1	2/12**	3/8	3/19**	4/12	4/23**	5/17	5/28**	6/21		
1/10	2/3	2/14	3/10	3/21	4/14	4/25	5/19	Holiday	---		
1/11	2/4	2/15	3/11	3/22	4/15	4/26	5/20	5/31	6/24		
1/12	2/4*	2/16	3/11*	3/23	4/15*	4/27	5/20*	6/1	6/24*		
1/13	2/4*	2/17	3/11*	3/24	4/15*	4/28	5/20*	6/2	6/24*		
1/14	2/7	2/18	3/14	3/25	4/18	4/29	5/23	6/3	6/27		
1/15**	2/8	2/19**	3/15	3/26**	4/19	4/30**	5/24	6/4**	6/28		
Holiday	----	Holiday	---	3/28	4/21	5/2	5/26	6/6	6/30		
1/18	2/11	2/22	3/18	3/29	4/22	5/3	5/27	6/7	7/1		
1/19	2/11*	2/23	3/18*	3/30	4/22*	5/4	5/27*	6/8	7/1*		
1/20	2/11*	2/24	3/18*	3/31	4/22*	5/5	5/27*	6/9	7/1*		
1/21	2/14	2/25	3/21	4/1	4/25	5/6	5/27*	6/10	7/1*		
1/22**	2/15	2/26**	3/22	4/2**	4/26	5/7**	5/31	6/11**	7/5		
1/24	2/17	2/28	3/24	4/4	4/28	5/9	6/2	6/13	7/7		
1/25	2/18	3/1	3/25	4/5	4/29	5/10	6/3	6/14	7/8		
1/26	2/18*	3/2	3/25*	4/6	4/29*	5/11	6/3*	6/15	7/8*		
1/27	2/18*	3/3	3/25*	4/7	4/29*	5/12	6/3*	6/16	7/8*		
1/28	2/18*	3/4	3/28	4/8	5/2	5/13	6/6	6/17	7/11		
1/29**	2/22	3/5**	3/29	4/9**	5/3	5/14**	6/7	6/18**	7/12		
1/31	2/24	3/7	3/31	4/11	5/5	5/16	6/9	6/20	7/14		
2/1	2/25	3/8	4/1	4/12	5/6	5/17	6/10	6/21	7/15		
22	2/25*	3/9	4/1*	4/13	5/6*	5/18	6/10*	6/22	7/15*		
2/3	2/25*	3/10	4/1*	4/14	5/6*	5/19	6/10*	6/23	7/15*		
2/4	2/28	3/11	4/4	4/15	5/9	5/20	6/13	6/24	7/18		
2/5**	3/1	3/12**	4/5	4/16**	5/10	5/21**	6/14	6/25**	7/19		

*Due dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

**Some NCA FS locations are open on Saturday for applications.

Safety Net Assistance Application Timeliness Schedule January - June 2011

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
			2/1/2011	2/25/2011	3/17/2011	3/1/2011	3/25/2011	4/14/2011
			2/2/2011	2/25/2011 *	3/18/2011	3/2/2011	3/25/2011 *	4/15/2011
1/3/2011	1/27/2011	2/16/2011	2/3/2011	2/25/2011 *	3/19/2011	3/3/2011	3/25/2011 *	4/16/2011
1/4/2011	1/28/2011	2/17/2011	2/4/2011	2/28/2011	3/20/2011	3/4/2011	3/28/2011	4/17/2011
1/5/2011	1/28/2011 *	2/18/2011						
1/6/2011	1/28/2011 *	2/19/2011						
1/7/2011	1/31/2011	2/20/2011	2/7/2011	3/3/2011	3/23/2011	3/7/2011	3/31/2011	4/20/2011
			2/8/2011	3/4/2011	3/24/2011	3/8/2011	4/1/2011	4/21/2011
			2/9/2011	3/4/2011 *	3/25/2011	3/9/2011	4/1/2011 *	4/22/2011
1/10/2011	2/3/2011	2/23/2011	2/10/2011	3/4/2011 *	3/26/2011	3/10/2011	4/1/2011 *	4/23/2011
1/11/2011	2/4/2011	2/24/2011	2/11/2011	3/7/2011	3/27/2011	3/11/2011	4/4/2011	4/24/2011
1/12/2011	2/4/2011 *	2/25/2011						
1/13/2011	2/4/2011 *	2/26/2011						
1/14/2011	2/7/2011	2/27/2011	2/14/2011	3/10/2011	3/30/2011	3/14/2011	4/7/2011	4/27/2011
			2/15/2011	3/11/2011	3/31/2011	3/15/2011	4/8/2011	4/28/2011
			2/16/2011	3/11/2011 *	4/1/2011	3/16/2011	4/8/2011 *	4/29/2011
Holiday	-----	-----	2/17/2011	3/11/2011 *	4/2/2011	3/17/2011	4/8/2011 *	4/30/2011
1/18/2011	2/11/2011	3/3/2011	2/18/2011	3/14/2011	4/3/2011	3/18/2011	4/11/2011	5/1/2011
1/19/2011	2/11/2011 *	3/4/2011						
1/20/2011	2/11/2011 *	3/5/2011						
1/21/2011	2/14/2011	3/6/2011	Holiday	-----	-----	3/21/2011	4/14/2011	5/4/2011
			2/22/2011	3/18/2011	4/7/2011	3/22/2011	4/15/2011	5/5/2011
			2/23/2011	3/18/2011 *	4/8/2011	3/23/2011	4/15/2011 *	5/6/2011
1/24/2011	2/17/2011	3/9/2011	2/24/2011	3/18/2011 *	4/9/2011	3/24/2011	4/15/2011 *	5/7/2011
1/25/2011	2/18/2011	3/10/2011	2/25/2011	3/21/2011	4/10/2011	3/25/2011	4/18/2011	5/8/2011
1/26/2011	2/18/2011 *	3/11/2011						
1/27/2011	2/18/2011 *	3/12/2011						
1/28/2011	2/18/2011 *	3/13/2011	2/28/2011	3/24/2011	4/13/2011	3/28/2011	4/21/2011	5/11/2011
						3/29/2011	4/22/2011	5/12/2011
						3/30/2011	4/22/2011 *	5/13/2011
1/31/2011	2/24/2011	3/16/2011				3/31/2011	4/22/2011 *	5/14/2011

* Decision dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

**Safety Net Assistance Application Timeliness Schedule
January - June 2011**

April

May

June

Application Date	Decision Date	First Benefit Date
4/1/2011	4/25/2011	5/15/2011
4/4/2011	4/28/2011	5/18/2011
4/5/2011	4/29/2011	5/19/2011
4/6/2011	4/29/2011 *	5/20/2011
4/7/2011	4/29/2011 *	5/21/2011
4/8/2011	5/2/2011	5/22/2011
4/11/2011	5/5/2011	5/25/2011
4/12/2011	5/6/2011	5/26/2011
4/13/2011	5/6/2011 *	5/27/2011
4/14/2011	5/6/2011 *	5/28/2011
4/15/2011	5/9/2011	5/29/2011
4/18/2011	5/12/2011	6/1/2011
4/19/2011	5/13/2011	6/2/2011
4/20/2011	5/13/2011 *	6/3/2011
4/21/2011	5/13/2011 *	6/4/2011
4/22/2011	5/16/2011	6/5/2011
4/25/2011	5/19/2011	6/8/2011
4/26/2011	5/20/2011	6/9/2011
4/27/2011	5/20/2011 *	6/10/2011
4/28/2011	5/20/2011 *	6/11/2011
4/29/2011	5/23/2011	6/12/2011

Application Date	Decision Date	First Benefit Date
5/2/2011	5/26/2011	6/15/2011
5/3/2011	5/27/2011	6/16/2011
5/4/2011	5/27/2011 *	6/17/2011
5/5/2011	5/27/2011 *	6/18/2011
5/6/2011	5/27/2011 *	6/19/2011
5/9/2011	6/2/2011	6/22/2011
5/10/2011	6/3/2011	6/23/2011
5/11/2011	6/3/2011 *	6/24/2011
5/12/2011	6/3/2011 *	6/25/2011
5/13/2011	6/6/2011	6/26/2011
5/16/2011	6/9/2011	6/29/2011
5/17/2011	6/10/2011	6/30/2011
5/18/2011	6/10/2011 *	7/1/2011
5/19/2011	6/10/2011 *	7/2/2011
5/20/2011	6/13/2011	7/3/2011
5/23/2011	6/16/2011	7/6/2011
5/24/2011	6/17/2011	7/7/2011
5/25/2011	6/17/2011 *	7/8/2011
5/26/2011	6/17/2011 *	7/9/2011
5/27/2011	6/20/2011	7/10/2011
Holiday	-----	-----
5/31/2011	6/24/2011	7/14/2011

Application Date	Decision Date	First Benefit Date
6/1/2011	6/24/2011 *	7/15/2011
6/2/2011	6/24/2011 *	7/16/2011
6/3/2011	6/27/2011	7/17/2011
6/6/2011	6/30/2011	7/20/2011
6/7/2011	7/1/2011	7/21/2011
6/8/2011	7/1/2011 *	7/22/2011
6/9/2011	7/1/2011 *	7/23/2011
6/10/2011	7/1/2011 *	7/24/2011
6/13/2011	7/7/2011	7/27/2011
6/14/2011	7/8/2011	7/28/2011
6/15/2011	7/8/2011 *	7/29/2011
6/16/2011	7/8/2011 *	7/30/2011
6/17/2011	7/11/2011	7/31/2011
6/20/2011	7/14/2011	8/3/2011
6/21/2011	7/15/2011	8/4/2011
6/22/2011	7/15/2011 *	8/5/2011
6/23/2011	7/15/2011 *	8/6/2011
6/24/2011	7/18/2011	8/7/2011
6/27/2011	7/21/2011	8/10/2011
6/28/2011	7/22/2011	8/11/2011
6/29/2011	7/22/2011 *	8/12/2011
6/30/2011	7/22/2011 *	8/13/2011

SAMPLE

* Decision dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide

Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

Forms **LDSS-4013A NYC/LDSS-4013B NYC** and **LDSS-4014A NYC/LDSS-4014B NYC** will automatically be generated by the Client Notices System (CNS). A manual notice is required if the Worker suppresses this notice by entering an **A, T** or **1** in the **M3e** field of the TAD.

If a manual notice is required for a case that is being accepted or recertified:

- Prepare either Forms **LDSS-4013A NYC** and **LDSS-4013B NYC** (case acceptances) or Forms **LDSS-4014A NYC** and **LDSS-4014B NYC** (recertifications).
 - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for Cash Assistance and Food Stamps.
- Using the tables below, enter the participant's certification period for Cash Assistance and Food Stamps.
- On Forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from _____ to _____."
- On Forms **LDSS-4014A NYC** and **LDSS-4014B NYC**, enter the certification information on the line "Recertified for the period from _____ to _____."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

Instructions for Entering Food Stamp Expiration Date on the Notice of Recertification Appointment (W-908T) Form

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (**WINRO32/WINRO32X**) on which the participant's name appears.
- Enter the Food Stamp benefits expiration date from column 2 on the designated line in the "Food Stamp Benefits" section of the **W-908T** form.

Enter appropriate "From" and "To" dates on forms
LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

1 Recertification Schedule Date WINRO32, WINRO32X	2 Food Stamp Benefits Expire	3 FROM Next Certification Period Begins ("From" Date)	TO Next Certification Period Ends ("To" Date)		
			4 Low-Risk Cases (One Year)	5 Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months)	6 All Adults are Aged/Disabled (Two Years)
January 2011	2/28/2011	3/1/2011	2/29/2012	8/31/2011	2/28/2013
February 2011	3/31/2011	4/1/2011	3/31/2012	9/30/2011	3/31/2013
March 2011	4/30/2011	5/1/2011	4/30/2012	10/31/2011	4/30/2013
April 2011	5/31/2011	6/1/2011	5/31/2012	11/30/2011	5/31/2013
May 2011	6/30/2011	7/1/2011	6/30/2012	12/31/2011	6/30/2013
June 2011	7/31/2011	8/1/2011	7/31/2012	1/31/2012	7/31/2013
July 2011	8/31/2011	9/1/2011	8/31/2012	2/29/2012	8/31/2013
August 2011	9/30/2011	10/1/2011	9/30/2012	3/31/2012	9/30/2013
September 2011	10/31/2011	11/1/2011	10/31/2012	4/30/2012	10/31/2013
October 2011	11/30/2011	12/1/2011	11/30/2012	5/31/2012	11/30/2013
November 2011	12/31/2011	1/1/2012	12/31/2012	6/30/2012	12/31/2013
December 2011	1/31/2012	2/1/2012	1/31/2013	7/31/2012	1/31/2014

Cash Assistance, Medical Assistance, and Food Stamp Certification Desk Guide (continued)

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/ LDSS-4013B NYC and LDSS-3152 NYC		
New Acceptance and Cases Reopened Using the Eligibility Subsystem		
7	8	9
Month of Acceptance	FROM Certification Period Begins ("From" Date)	TO Certification Period Ends ("To" Date)
January 2011	1*/2011	6/30/2011
February 2011	2*/2011	7/31/2011
March 2011	3*/2011	8/31/2011
April 2011	4*/2011	9/30/2011
May 2011	5*/2011	10/31/2011
June 2011	6*/2011	11/30/2011
July 2011	7*/2011	12/31/2011
August 2011	8*/2011	1/31/2012
September 2011	9*/2011	2/29/2012
October 2011	10*/2011	3/31/2012
November 2011	11*/2011	4/30/2012
December 2011	12*/2011	5/31/2012

* Food Stamp Application filing date