



# FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

Stephen Fisher, Acting Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN # 11-08-OPE

### REVISIONS TO OFFICE OF ELIGIBILITY MONITORING (OEM) FORMS

<b>Date:</b> January 28, 2011	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>These forms are for the exclusive use of OEM staff.</p>	<p>The purpose of this policy bulletin is to inform Office of Eligibility Monitoring (OEM) staff that the following forms have been revised in order to make them consistent with the latest policies, and updated with the current Agency logo and terminology:</p> <ul style="list-style-type: none"> <li>• Office of Eligibility Monitoring Reviewer/Supervisor Control Card (<b>W-907A</b>)</li> <li>• School Questionnaire (<b>W-907D</b>)</li> <li>• Employee Earnings Questionnaire (<b>W-907F</b>)</li> <li>• Letter to Landlord (<b>W-907HH</b>)</li> <li>• Notice of Rescheduled Home Visit (<b>W-907MM</b>)</li> <li>• Notice of Rescheduled Home Visit (Spanish) (<b>W-907MM [S]</b>)</li> <li>• Letter to Legally Responsible Relative (<b>W-907NN</b>)</li> <li>• Letter to Legally Responsible Relative (Spanish) (<b>W-907NN [S]</b>)</li> <li>• Authorization for Release of Information (<b>W-907QQ</b>)</li> <li>• Notice of Appointment for Home/Center Visit (<b>W-907RR</b>)</li> <li>• Result of Enhanced Quality Assurance Review (<b>W-907T</b>)</li> <li>• Letter to Primary Tenant (<b>W-907W</b>)</li> <li>• Bank Inquiry and Report (<b>W-907X</b>)</li> </ul> <p><i>Effective Immediately</i></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