



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner




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

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #08-17-OPE

AUTOMATED FINGER IMAGING SYSTEM (AFIS) FREEDOM FOR NON-CASH ASSISTANCE FOOD STAMP WORKING FAMILIES

<p>Date: February 13, 2008</p>	<p>Subtopic(s): Finger Imaging</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Front Door Receptionists in Model Offices, Food Stamp Receptionists in Non-Model Offices, Infoline and the Bureau of Fraud Investigation (BFI) staff, about AFIS Freedom, a new finger imaging policy for Working Family Food Stamp Initiative (WFFSI) applicants.</p> <p>WFFSI applicants who choose to have a telephone application interview for Non-Cash Assistance Food Stamps (NCA FS) must still be finger-imaged. Under an expansion of finger-imaging options called AFIS Freedom, WFFSI applicants and any other adult members of the household, will be able to go to any NCA FS AFIS location citywide to comply with finger-imaging requirements.</p> <p>Because the WFFSI is being implemented one borough at a time, only applicants in Queens will be able to use AFIS Freedom at this time.</p> <p>The AFIS Directory (W-519N) is to be made available to Food Stamp applicants who qualify for the WFFSI and are required to be finger-imaged. The directory lists the AFIS locations citywide that applicants may use to meet their finger-imaging requirements. It also lists the Infoline telephone number, which applicants/participants unable to visit the AFIS location during normal business hours can use to schedule an off hours appointment at a BFI location.</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*

When a WFFSI applicant comes to an NCA FS Center and requests to be finger-imaged, the receptionist must determine if the applicant was scheduled for a telephone interview under WFFSI and was given the **W-519N** as noted above. The receptionist will:


- Ask the applicant if s/he has previously been given an AFIS Directory and been told that s/he may comply with his/her finger imaging requirement at any location in the directory
- Do a case search to determine if the applicant's case is registered at a Queens Region NCA FS Center (F53, F54 or F79)
- Refer the applicant to the AFIS location in the Center if the case is registered to one of the locations listed above

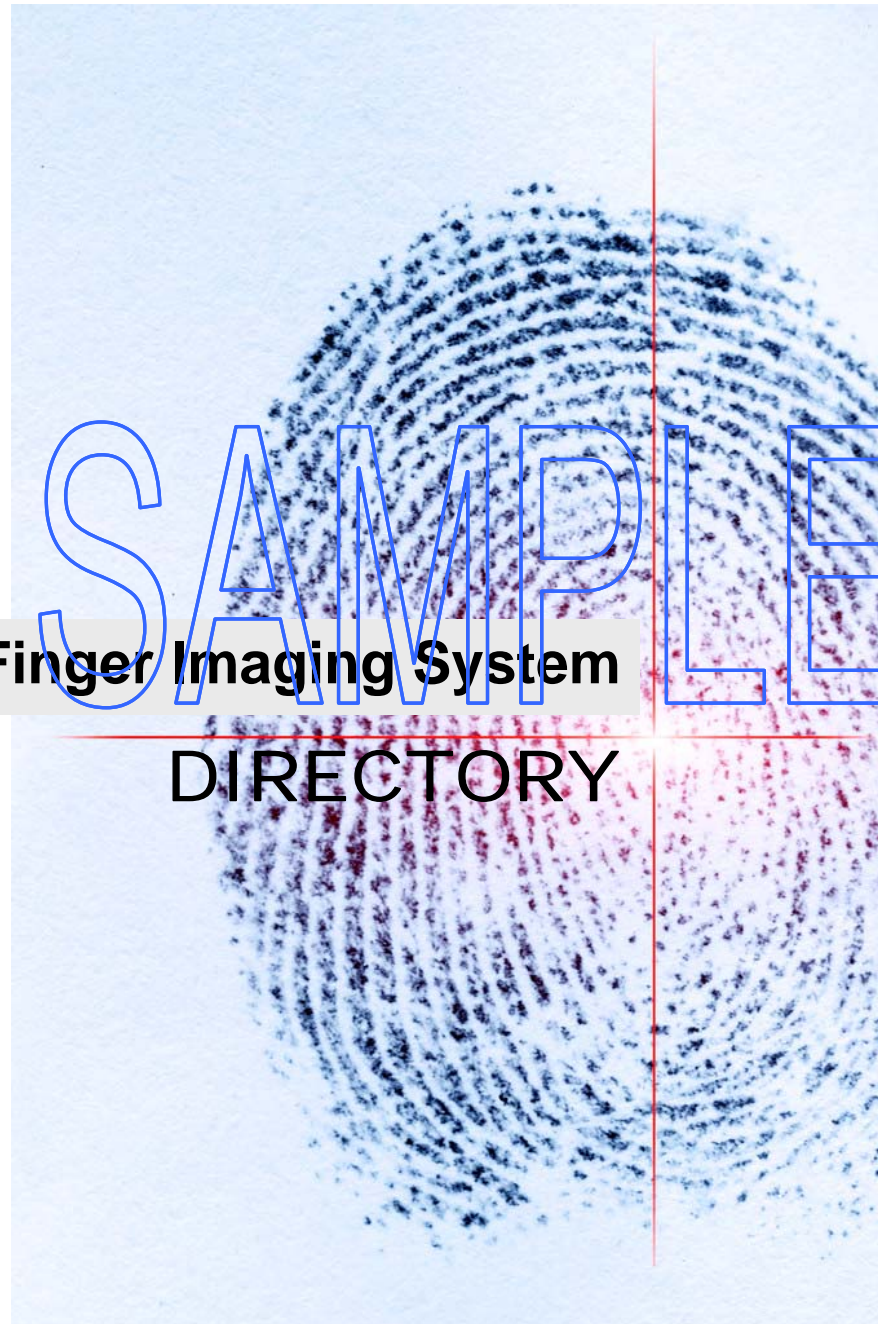
When a WFFSI applicant comes to a Model Center, the Front Door Receptionist (FDR) will follow the same steps listed above and will send the applicant directly to the AFIS location in the Center by issuing the applicant an AFIS ticket utilizing "Other Routing Options".

Effective Immediately

Attachments:

- W-519N** Automated Finger Imaging System Directory
- W-519N (S)** Automated Finger Imaging System Directory (Spanish)

 Please use Print on Demand to obtain copies of forms.



Automated Finger Imaging System

DIRECTORY

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Finger Imaging Directory for Non-Cash Assistance Food Stamp Centers

Please report to the floor listed below and the Receptionist will direct you to the Finger Imaging Station.

MANHATTAN

Non-Cash Assistance Food Stamp Centers	Address	Floor	Hours
East End – F02	2322 3rd Avenue	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Union Square – F11	109 East 16th Street	6th Floor	Monday through Friday 9:00 AM to 5:00 PM
Washington Heights – F13	4055 10th Avenue	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
St. Nicholas – F14	132 West 125th Street	2nd Floor	Monday through Friday 9:00 AM to 5:00 PM
Waverly – F19	12 West 14th Street	1st Floor	Monday, Wednesday, Thursday, Friday 8:30 AM to 6:00 PM Tuesday 8:30 AM to 7:00 PM Saturday 9:00 AM to 5:00 PM

SAMPLE

BRONX

Non-Cash Assistance Food Stamp Centers	Address	Floor	Hours
Stadium – F31	260 East 161st Street	8th Floor	Monday through Friday 9:00 AM to 5:00 PM
Rider – F38	305 Rider Avenue	2nd Floor	Monday through Friday 9:00 AM to 5:00 PM
Melrose – F40	260 East 161st Street	4th Floor	Monday through Friday 9:00 AM to 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	1st Floor	Monday, Tuesday, Thursday, Friday 9:00 AM to 6:00 PM Wednesday 9:00 AM to 7:00 PM Saturday 9:00 AM to 5:00 PM
Crotona – F46	1910 Monterey Avenue	5th Floor	Monday through Friday 9:00 AM to 5:00 PM

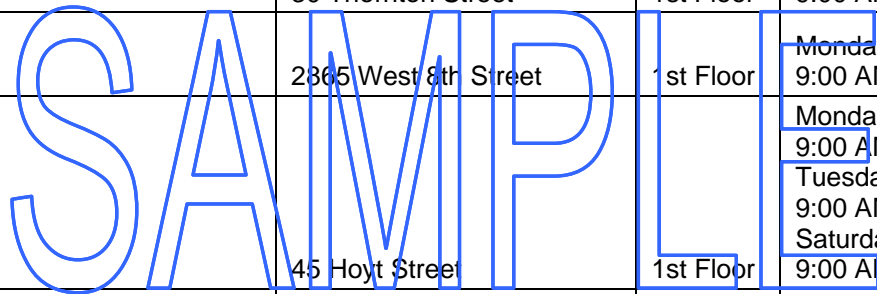
If you are unavailable to be finger imaged during the business hours of the locations above, you may call the HRA Infoline at 877-472-8411 for additional hours of operation.

Finger Imaging Directory for Non-Cash Assistance Food Stamp Centers

Please report to the floor listed below and the Receptionist will direct you to the Finger Imaging Station.

BROOKLYN

Non-Cash Assistance Food Stamp Centers	Address	Floor	Hours
Ft. Greene – F20	275 Bergen Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Williamsburg – F21	30 Thornton Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Coney Island – F22	2865 West 8th Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Boro Hall – F23	45 Hoyt Street	1st Floor	Monday, Wednesday, Thursday, Friday 9:00 AM to 6:00 PM Tuesday 9:00 AM to 7:00 PM Saturday 9:00 AM to 5:00 PM
Greenwood – F24	227 Schermerhorn Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Midwood – F25	3050 West 21st Street	2nd Floor	Monday through Friday 9:00 AM to 5:00 PM
North Brooklyn – F26	500 DeKalb Avenue	5th Floor	Monday through Friday 9:00 AM to 5:00 PM
New Utrecht – F27	6740 4th Avenue	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Brighton – F28	2865 West 8th Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM



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Finger Imaging Directory for Non-Cash Assistance Food Stamp Centers

Please report to the floor listed below and the Receptionist will direct you to the Finger Imaging Station.

QUEENS

Non-Cash Assistance Food Stamp Centers	Address	Floor	Hours
Long Island City – F43	45-12 32nd Place	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Queens – F53	32-20 Northern Boulevard	1st Floor	Monday through Friday 9:00 AM to 5:00 PM
Jamaica – F54	165-08 88th Avenue	1st Floor	Monday, Tuesday, Wednesday, Friday 8:30 AM to 6:00 PM Thursday 8:30 AM to 7:00 PM Saturday 9:00 AM to 5:00 PM
Rockaway – F79	219 Beach 59th Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM

SAMP

STATEN ISLAND

Non-Cash Assistance Food Stamp Centers	Address	Floor	Hours
St. George – F99	201 Bay Street	1st Floor	Monday through Thursday 9:00 AM to 6:00 PM Friday 9:00 AM to 7:00 PM Saturday 9:00 AM to 5:00 PM

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**Sistema Automatizado de Imágenes Digitales
(Automated Finger Imaging System – AFIS)**

DIRECTORIO

Directorio para las Imágenes Digitales de los Centros de Cupones para Alimentos de No Asistencia en Efectivo

Favor de presentarse al piso indicado más abajo y la Recepción le dirigirá al Puesto de Imágenes Digitales.

MANHATTAN

Centros de Cupones para Alimentos	Dirección	Piso	Horas
East End – F02	2322 3rd Avenue	1er Piso	Lunes a viernes 9:00 AM a 5:00 PM
Union Square – F11	109 East 16th Street	6to Piso	Lunes a viernes 9:00 AM a 5:00 PM
Washington Heights – F13	4055 10th Avenue	1er Piso	Lunes a viernes 9:00 AM a 5:00 PM
St. Nicholas – F14	132 West 125th Street	2do Piso	Lunes a viernes 9:00 AM a 5:00 PM
Waverly – F19	12 West 14th Street	1er Piso	Lunes, miércoles, jueves y viernes 8:30 AM a 6:00 PM Martes 8:30 AM a 7:00 PM Sábado 9:00 AM a 5:00 PM

SAMPLE

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Melrose – F40	260 East 161st Street	4to Piso	Lunes a viernes 9:00 AM a 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	1er Piso	Lunes, martes, jueves y viernes 9:00 AM a 6:00 PM Miércoles 9:00 AM a 7:00 PM Sábados 9:00 AM a 5:00 PM
Crotona – F46	1910 Monterey Avenue	5to Piso	Lunes a viernes 9:00 AM a 5:00 PM

Si usted no está disponible para que se le tomen las imágenes digitales durante las horas laborables de los locales listados más arriba, puede llamar a la Línea de Información (Infoline) al 877-472-8411 para horas laborables adicionales.

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STATEN ISLAND

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