



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 #08-26-OPE (This Policy Bulletin Obsoletes PB #99-37)

INAPPROPRIATE REFERRALS TO THE BUREAU OF ELIGIBILITY VERIFICATION

Date: March 3, 2008	Subtopic(s): Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #08-02-ELI Cash Assistance Resource Policy</p> <p>See PD #08-01-ELI Food Stamp Resource Policy</p>	<p>The purpose of this policy bulletin is to remind staff at Job Centers about the rule concerning referral of an applicant to the Bureau of Eligibility Verification (BEV) when it is found that s/he is not eligible for cash assistance.</p> <p>It has come to our attention that staff in the Job Centers have been referring applicants found ineligible for Cash Assistance (CA) during the Initial Application Interview to BEV.</p> <p>Applicants found to be ineligible for CA during their initial application interview are <u>not</u> to be referred to BEV. The CA case is to be denied and the appropriate notices must be issued in accordance with current procedures.</p> <p>For example: Mr. John Smith, who has a family of three and has recently lost his job, applies for benefits on February 10, 2008, and has an eligibility interview on the same day. During the interview the Worker was informed that Mr. Smith had saved \$10,000 in his bank account.</p> <p>The maximum allowed resource is \$2,000. The Worker concluded and informed Mr. Smith that he had exceeded the resource limit by \$8,000.</p> <p>Therefore, the Smith family is ineligible for CA, and should not be referred to BEV. The CA case should be denied for excess resources. A separate determination is required for food stamps.</p> <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*