



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #09-122-OPE

*(This Policy Bulletin Replaces PB #09-108-OPE)*

### AUTOMATED FINGER IMAGING SYSTEM (AFIS) FREEDOM

<b>Date:</b> October 30, 2009	<b>Subtopic(s):</b> Finger Imaging
<p>  This procedure can now be accessed on the FIAweb.         </p> <p>See <a href="#">CD #09-28</a> for further information on FS Center <b>F22</b>.</p> <p>See <a href="#">PB #04-113-OPE</a> for further information on Local Law 73.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to indicate that Automated Finger Imaging System (AFIS) Freedom has been extended to all Non Cash Assistance Food Stamp (NCA FS) applicants who are eligible for a telephone interview.</p> <p>Additionally, the Automated Finger Imaging System Directory (<b>W-519N</b>) has been revised to:</p> <ul style="list-style-type: none"> <li>• indicate that the FS Center formerly known as “Brighton (<b>F28</b>)” has been renamed “Coney Island (<b>F22</b>)”. A listing for FS Center <b>F22</b> has been added to the directory;</li> <li>• remove the reference to the Stadium FS Center (<b>F31</b>) because it does not have its own AFIS workstation; and</li> <li>• amend the location of the AFIS workstation at the Melrose FS Center <b>F40</b> to indicate that it is on the third floor.</li> <li>• designate the <b>W-519N</b> as a Local Law 73 (LLF) form. The form will be translated into the Local Law 73 languages (Arabic, Chinese, Haitian Creole, Korean, and Russian) and will be posted on the FIAweb under separate cover.</li> </ul>

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*

**Purpose:**

The purpose of this policy bulletin is to inform NCA FS Center Receptionists, Front Door Reception (FDR) staff in Model Offices, Bureau of Fraud Investigation (BFI), and Infoline staff about AFIS Freedom, a finger imaging policy available to all NCA FS applicants who are eligible for a telephone interview.

Revised

Under the AFIS Freedom initiative, NCA FS applicants who are eligible to have a telephone interview and their adult household members can visit any NCA FS AFIS location citywide to comply with finger-imaging requirements.

The following NCA FS applicants are eligible to have a telephone application interview:

- all working individuals (regardless of hours worked);
- all individuals age 60 and over;
- all disabled individuals; and
- all individuals with a travel or child care hardship.

**Note:** When a Worker selects the “telephone interview” option, the Paperless Office System (POS) will not allow the Finger Imaging Notice (**W-519**) to be printed. In these instances, POS will transmit the applicant’s demographic record to a centralized database. The AFIS operator must utilize this database to confirm that an applicant has been referred for finger imaging.

Once the telephone interview is completed, the Worker must mail the applicant an AFIS Directory (**W-519N**). Form **W-519N** lists all NCA FS locations throughout the city that have an AFIS workstation. These applicants and their adult household members may be finger imaged at any of the locations listed on Form **W-519N**. Applicants who are unable to be finger imaged during normal business hours may contact the Human Resources Administration’s (HRA) Infoline at the telephone number listed at the bottom of Form **W-519N** to schedule an after hours appointment at a BFI location.

**Note:** Form **W-519N** should only be sent to applicants who are required to be finger imaged.

Revised

When an applicant visits an NCA FS Center and requests to be finger imaged under AFIS Freedom, the Receptionist must send him/her directly to the NCA FS AFIS station within the Center.

When a NCA FS applicant visits a Model Office and requests to be finger imaged under AFIS Freedom, the FDR will send the applicant directly to the AFIS workstation within the Center by issuing him/her an AFIS ticket utilizing "Other Routing Options."

NCA FS Managers must ensure that all previous versions of Form **W-519N** are removed from circulation and recycled.

Samples of the forms are attached.

*Effective Immediately*

**Related Items:**

[PB #04-113-OPE](#)

[CD #09-28](#)

**Attachments:**

**W-519N** Automated Finger Imaging System Directory  
(Rev. 10/30/09)

**W-519N (S)** Automated Finger Imaging System Directory  
(Rev. 10/30/09) (Spanish)

☞ Please use Print on Demand to obtain copies of forms.



**Automated Finger Imaging System**

# SAMPLES

**DIRECTORY**

**A  
F  
E  
S**

## 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
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 through Friday 8:30 AM to 6:00 PM Saturday 9:00 AM to 5:00 PM

### BRONX

Non Cash Assistance Food Stamp Centers	Address	Floor	Hours
Rider – F38	305 Rider Avenue	2nd Floor	Monday through Friday 9:00 AM to 5:00 PM
Melrose – F40	260 East 161st Street	3rd Floor	Monday through Friday 9:00 AM to 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	1st Floor	Monday through Friday 9:00 AM to 6:00 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

S A M I D I

*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 through Friday 9:00 AM to 6:00 PM Saturday 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
East New York – F28	404 Pine Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM

S A M P L E

*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.

### 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 through Friday 8:30 AM to 6:00 PM Saturday 9:00 AM to 5:00 PM
Rockaway – F79	1219 Beach 59th Street	1st Floor	Monday through Friday 9:00 AM to 5:00 PM

### STATEN ISLAND

Non Cash Assistance Food Stamp Center	Address	Floor	Hours
Richmond – F99	201 Bay Street	1st Floor	Monday through Friday 9:00 AM to 6:00 PM Saturday 9:00 AM to 5:00 PM

S A M P L E

*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.*



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

**SAMPLES**

**DIRECTORIO**

**A**

**F**

**E**

**S**



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

Favor de presentarse al piso indicado 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
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 a viernes 8:30 AM a 6:00 PM Sábado 9:00 AM a 5:00 PM

### BRONX

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Rider – F38	305 Rider Avenue	2do Piso	Lunes a viernes 9:00 AM a 5:00 PM
Melrose – F40	260 East 161st Street	3er Piso	Lunes a viernes 9:00 AM a 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	1er Piso	Lunes a viernes 9:00 AM a 6:00 PM Sábado 9:00 AM a 5:00 PM
Crotona – F46	1910 Monterey Avenue	5to Piso	Lunes a viernes 9:00 AM a 5:00 PM

S A M A M I D I

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

**Directorio para las Imágenes Digitales de los Centros de Cupones para Alimentos de No Asistencia en Efectivo**  
 Favor de presentarse al piso indicado abajo y la Recepción le dirigirá al Puesto de Imágenes Digitales.

**BROOKLYN**

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East New York – F28	404 Pine Street	1er Piso	Lunes a viernes 9:00 AM a 5:00 PM

S A M W R L E

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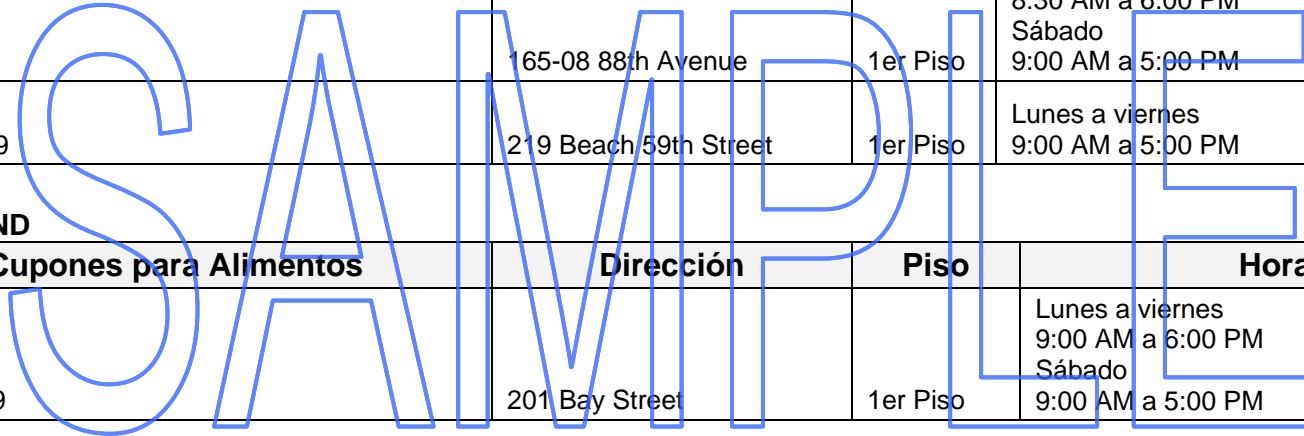
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 Favor de presentarse al piso indicado abajo y la Recepción le dirigirá al Puesto de Imágenes Digitales.

**QUEENS**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
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Queens – F53	32-20 Northern Boulevard	1er Piso	Lunes a viernes 9:00 AM a 5:00 PM
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Rockaway – F79	219 Beach 59th Street	1er Piso	Lunes a viernes 9:00 AM a 5:00 PM

**STATEN ISLAND**

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Richmond – F99	201 Bay Street	1er Piso	Lunes a viernes 9:00 AM a 6:00 PM Sábado 9:00 AM a 5:00 PM



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