



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #09-127-OPE

*(This Policy Bulletin Obsoletes PB #01-71-OPE, PB #02-121-OPE, PB #02-241-OPE, PB #03-94-OPE, PB #03-173-OPE, PB #04-89-OPE, PB #04-208-OPE and PB #09-77-OPE)*

### SCHEDULES FOR JANUARY - JUNE 2010

| Date:<br>December 2, 2009                                                   | Subtopic(s):<br>Forms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> This procedure can now be accessed on the FIAweb.</p> <p>New Forms.</p> | <p>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 created to reflect the dates from January 2010 through June 2010.</p> <p>The following forms with new numbers are being issued to be used in conjunction with the current 2009 schedules, which will remain available until further notice. The titles of the schedules are the same as the 2009 schedules.</p> <p>The semiannual 2010 schedules are:</p> <ul style="list-style-type: none"> <li>• Benefit Availability Schedule January – June 2010 (<b>EBT-52A</b>)</li> <li>• Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2010 (<b>W-140XX</b>)</li> <li>• Recurring Roll Deadline Schedule January – June 2010 (<b>W-203A</b>)</li> <li>• Check Replacement Schedule January – June 2010 (<b>W-203BB</b>)</li> <li>• NCA Food Stamp Toe Digit Deadline Schedule January – June 2010 (<b>W-203EE</b>)</li> <li>• Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2010 (<b>W-204TT</b>)</li> <li>• Safety Net Assistance Application Timeliness Schedule January – June 2010 (<b>W-205RR</b>)</li> <li>• Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide (<b>W-205WW</b>)</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*

**Note:** Participants can call from any phone, except a payphone.


The **EBT-52A** also includes the following:

- A statement about the day when the participant’s cash would be available, and
- The EBT hotline number **(888) 328-6399** to call for additional information.

Samples of the forms are attached.

*Effective Immediately*

**Attachments:**

 Please use Print on Demand to obtain copies of forms.

|                |                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------|
| <b>EBT-52A</b> | Benefit Availability Schedule January – June 2010                                                       |
| <b>W-140XX</b> | Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type January – June 2010 |
| <b>W-203A</b>  | Recurring Roll Deadline Schedule January – June 2010                                                    |
| <b>W-203BB</b> | Check Replacement Schedule January – June 2010                                                          |
| <b>W-203EE</b> | NCA Food Stamp Toe Digit Deadline Schedule January – June 2010                                          |
| <b>W-204TT</b> | Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2010                |
| <b>W-205RR</b> | Safety Net Assistance Application Timeliness Schedule January – June 2010                               |
| <b>W-205WW</b> | Cash Assistance, Medical Assistance and Food Stamp Certification Desk Guide                             |

## Benefit Availability Schedule January – June 2010

The day your benefits are available is based on the last digit (TOE digit) of your cash assistance/food stamp case number. Your benefits will be available on:

| TOE DIGIT | January CA & FS |      | February CA & FS |      | March CA & FS |      | April CA & FS |      | May CA & FS |      | June CA & FS |      |
|-----------|-----------------|------|------------------|------|---------------|------|---------------|------|-------------|------|--------------|------|
|           | 1A              | 1B   | 2A               | 2B   | 3A            | 3B   | 4A            | 4B   | 5A          | 5B   | 6A           | 6B   |
| <b>0</b>  | 1/2             | 1/16 | 2/1              | 2/16 | 3/1           | 3/16 | 4/1           | 4/16 | 5/1         | 5/17 | 6/1          | 6/16 |
| <b>1</b>  | 1/4             | 1/19 | 2/2              | 2/17 | 3/3           | 3/17 | 4/2           | 4/19 | 5/3         | 5/18 | 6/2          | 6/17 |
| <b>2</b>  | 1/5             | 1/20 | 2/3              | 2/18 | 3/4           | 3/18 | 4/5           | 4/20 | 5/4         | 5/19 | 6/3          | 6/18 |
| <b>3</b>  | 1/6             | 1/21 | 2/4              | 2/19 | 3/5           | 3/19 | 4/6           | 4/21 | 5/5         | 5/20 | 6/5          | 6/21 |
| <b>4</b>  | 1/7             | 1/22 | 2/5              | 2/22 | 3/8           | 3/22 | 4/7           | 4/22 | 5/6         | 5/21 | 6/7          | 6/22 |
| <b>5</b>  | 1/8             | 1/23 | 2/8              | 2/23 | 3/9           | 3/23 | 4/8           | 4/23 | 5/8         | 5/22 | 6/8          | 6/23 |
| <b>6</b>  | 1/11            | 1/25 | 2/9              | 2/24 | 3/10          | 3/24 | 4/9           | 4/26 | 5/10        | 5/24 | 6/9          | 6/24 |
| <b>7</b>  | 1/12            | 1/26 | 2/10             | 2/25 | 3/11          | 3/26 | 4/12          | 4/27 | 5/11        | 5/25 | 6/10         | 6/25 |
| <b>8</b>  | 1/13            | 1/27 | 2/12             | 2/26 | 3/12          | 3/29 | 4/13          | 4/28 | 5/12        | 5/26 | 6/12         | 6/28 |
| <b>9</b>  | 1/14            | 1/28 | 2/13             | 2/27 | 3/13          | 3/30 | 4/14          | 4/29 | 5/13        | 5/27 | 6/14         | 6/29 |

**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 January – June 2010

| CHART A (45 Days*)<br>IEVS COMPUTER MATCHES<br>(1099, WRS, UIB, BENDX) |            |               |            | CHART B (60 Days*)<br>NON-IEVS COMPUTER MATCHES<br>OTHER AUTOMATED LISTS<br>(DISCHARGED STUDENTS, ETC.) |            |               |            | CHART C (End of the Month or 30 Days*)<br>CHANGES REPORTED BY HOUSEHOLD<br>VIA MAIL/TELEPHONE/AT RECERT/OTHER<br>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   |
| Holiday                                                                | -----      | 2/19/2010     | 4/5/2010*  | Holiday                                                                                                 | -----      | 2/19/2010     | 4/19/2010  | Holiday                                                                                                                                    | -----      | 2/19/2010     | 3/22/2010* |
| 1/4/2010                                                               | 2/17/2010  | 2/22/2010     | 4/7/2010   | 1/4/2010                                                                                                | 3/4/2010   | 2/22/2010     | 4/22/2010  | 1/4/2010                                                                                                                                   | 2/2/2010   | 2/22/2010     | 3/23/2010  |
| 1/5/2010                                                               | 2/18/2010  | 2/23/2010     | 4/8/2010   | 1/5/2010                                                                                                | 3/5/2010   | 2/23/2010     | 4/23/2010  | 1/5/2010                                                                                                                                   | 2/3/2010   | 2/23/2010     | 3/24/2010  |
| 1/6/2010                                                               | 2/19/2010  | 2/24/2010     | 4/9/2010   | 1/6/2010                                                                                                | 3/8/2010   | 2/24/2010     | 4/26/2010* | 1/6/2010                                                                                                                                   | 2/4/2010   | 2/24/2010     | 3/25/2010  |
| 1/7/2010                                                               | 2/22/2010* | 2/25/2010     | 4/12/2010* | 1/7/2010                                                                                                | 3/8/2010*  | 2/25/2010     | 4/26/2010* | 1/7/2010                                                                                                                                   | 2/5/2010   | 2/25/2010     | 3/26/2010  |
| 1/8/2010                                                               | 2/22/2010* | 2/26/2010     | 4/12/2010* | 1/8/2010                                                                                                | 3/8/2010   | 2/26/2010     | 4/26/2010  | 1/8/2010                                                                                                                                   | 2/8/2010*  | 2/26/2010     | 3/29/2010* |
| 1/11/2010                                                              | 2/24/2010  | 3/1/2010      | 4/14/2010  | 1/11/2010                                                                                               | 3/11/2010  | 3/1/2010      | 4/29/2010  | 1/11/2010                                                                                                                                  | 2/9/2010   | 3/1/2010      | 3/30/2010  |
| 1/12/2010                                                              | 2/25/2010  | 3/2/2010      | 4/15/2010  | 1/12/2010                                                                                               | 3/12/2010  | 3/2/2010      | 4/30/2010  | 1/12/2010                                                                                                                                  | 2/10/2010  | 3/2/2010      | 3/31/2010  |
| 1/13/2010                                                              | 2/26/2010  | 3/3/2010      | 4/16/2010  | 1/13/2010                                                                                               | 3/15/2010* | 3/3/2010      | 5/3/2010*  | 1/13/2010                                                                                                                                  | 2/11/2010  | 3/3/2010      | 4/1/2010   |
| 1/14/2010                                                              | 3/1/2010*  | 3/4/2010      | 4/19/2010* | 1/14/2010                                                                                               | 3/15/2010* | 3/4/2010      | 5/3/2010*  | 1/14/2010                                                                                                                                  | 2/12/2010  | 3/4/2010      | 4/2/2010   |
| 1/15/2010                                                              | 3/1/2010*  | 3/5/2010      | 4/19/2010* | 1/15/2010                                                                                               | 3/15/2010  | 3/5/2010      | 5/3/2010   | 1/15/2010                                                                                                                                  | 2/15/2010* | 3/5/2010      | 4/5/2010*  |
| Holiday                                                                | -----      | 3/8/2010      | 4/21/2010  | Holiday                                                                                                 | -----      | 3/8/2010      | 5/6/2010   | Holiday                                                                                                                                    | -----      | 3/8/2010      | 4/6/2010   |
| 1/19/2010                                                              | 3/4/2010   | 3/9/2010      | 4/22/2010  | 1/19/2010                                                                                               | 3/19/2010  | 3/9/2010      | 5/7/2010   | 1/19/2010                                                                                                                                  | 2/17/2010  | 3/9/2010      | 4/7/2010   |
| 1/20/2010                                                              | 3/5/2010   | 3/10/2010     | 4/23/2010  | 1/20/2010                                                                                               | 3/22/2010* | 3/10/2010     | 5/10/2010* | 1/20/2010                                                                                                                                  | 2/18/2010  | 3/10/2010     | 4/8/2010   |
| 1/21/2010                                                              | 3/8/2010*  | 3/11/2010     | 4/26/2010* | 1/21/2010                                                                                               | 3/22/2010* | 3/11/2010     | 5/10/2010* | 1/21/2010                                                                                                                                  | 2/19/2010  | 3/11/2010     | 4/9/2010   |
| 1/22/2010                                                              | 3/8/2010*  | 3/12/2010     | 4/26/2010  | 1/22/2010                                                                                               | 3/22/2010  | 3/12/2010     | 5/10/2010  | 1/22/2010                                                                                                                                  | 2/22/2010* | 3/12/2010     | 4/12/2010  |
| 1/25/2010                                                              | 3/10/2010  | 3/15/2010     | 4/28/2010  | 1/25/2010                                                                                               | 3/25/2010  | 3/15/2010     | 5/13/2010  | 1/25/2010                                                                                                                                  | 2/23/2010  | 3/15/2010     | 4/13/2010  |
| 1/26/2010                                                              | 3/11/2010  | 3/16/2010     | 4/29/2010  | 1/26/2010                                                                                               | 3/26/2010  | 3/16/2010     | 5/14/2010  | 1/26/2010                                                                                                                                  | 2/24/2010  | 3/16/2010     | 4/14/2010  |
| 1/27/2010                                                              | 3/12/2010  | 3/17/2010     | 4/30/2010  | 1/27/2010                                                                                               | 3/29/2010* | 3/17/2010     | 5/17/2010* | 1/27/2010                                                                                                                                  | 2/25/2010  | 3/17/2010     | 4/15/2010  |
| 1/28/2010                                                              | 3/15/2010* | 3/18/2010     | 5/3/2010*  | 1/28/2010                                                                                               | 3/29/2010* | 3/18/2010     | 5/17/2010* | 1/28/2010                                                                                                                                  | 2/26/2010  | 3/18/2010     | 4/16/2010  |
| 1/29/2010                                                              | 3/15/2010* | 3/19/2010     | 5/3/2010*  | 1/29/2010                                                                                               | 3/29/2010  | 3/19/2010     | 5/17/2010  | 1/29/2010                                                                                                                                  | 3/1/2010*  | 3/19/2010     | 4/19/2010* |
| 2/1/2010                                                               | 3/17/2010  | 3/22/2010     | 5/5/2010   | 2/1/2010                                                                                                | 4/1/2010   | 3/22/2010     | 5/20/2010  | 2/1/2010                                                                                                                                   | 3/2/2010   | 3/22/2010     | 4/20/2010  |
| 2/2/2010                                                               | 3/18/2010  | 3/23/2010     | 5/6/2010   | 2/2/2010                                                                                                | 4/2/2010   | 3/23/2010     | 5/21/2010  | 2/2/2010                                                                                                                                   | 3/3/2010   | 3/23/2010     | 4/21/2010  |
| 2/3/2010                                                               | 3/19/2010  | 3/24/2010     | 5/7/2010   | 2/3/2010                                                                                                | 4/5/2010*  | 3/24/2010     | 5/24/2010* | 2/3/2010                                                                                                                                   | 3/4/2010   | 3/24/2010     | 4/22/2010  |
| 2/4/2010                                                               | 3/22/2010* | 3/25/2010     | 5/10/2010* | 2/4/2010                                                                                                | 4/5/2010*  | 3/25/2010     | 5/24/2010* | 2/4/2010                                                                                                                                   | 3/5/2010   | 3/25/2010     | 4/23/2010  |
| 2/5/2010                                                               | 3/22/2010* | 3/26/2010     | 5/10/2010* | 2/5/2010                                                                                                | 4/5/2010   | 3/26/2010     | 5/24/2010  | 2/5/2010                                                                                                                                   | 3/8/2010*  | 3/26/2010     | 4/26/2010* |
| 2/8/2010                                                               | 3/24/2010  | 3/29/2010     | 5/12/2010  | 2/8/2010                                                                                                | 4/8/2010   | 3/29/2010     | 5/27/2010  | 2/8/2010                                                                                                                                   | 3/9/2010   | 3/29/2010     | 4/27/2010  |
| 2/9/2010                                                               | 3/25/2010  | 3/30/2010     | 5/13/2010  | 2/9/2010                                                                                                | 4/9/2010   | 3/30/2010     | 5/28/2010  | 2/9/2010                                                                                                                                   | 3/10/2010  | 3/30/2010     | 4/28/2010  |
| 2/10/2010                                                              | 3/26/2010  | 3/31/2010     | 5/14/2010  | 2/10/2010                                                                                               | 4/12/2010* | 3/31/2010     | 6/1/2010*  | 2/10/2010                                                                                                                                  | 3/11/2010  | 3/31/2010     | 4/29/2010  |
| 2/11/2010                                                              | 3/29/2010* | 4/1/2010      | 5/17/2010* | 2/11/2010                                                                                               | 4/12/2010* | 4/1/2010      | 6/1/2010*  | 2/11/2010                                                                                                                                  | 3/12/2010  | 4/1/2010      | 4/30/2010  |
| 2/12/2010                                                              | 3/29/2010* | 4/2/2010      | 5/17/2010* | 2/12/2010                                                                                               | 4/12/2010  | 4/2/2010      | 6/1/2010*  | 2/12/2010                                                                                                                                  | 3/15/2010* | 4/2/2010      | 5/3/2010*  |
| 2/15/2010                                                              | 3/31/2010  | 4/5/2010      | 5/19/2010  | 2/15/2010                                                                                               | 4/15/2010  | 4/5/2010      | 6/3/2010   | 2/15/2010                                                                                                                                  | 3/16/2010  | 4/5/2010      | 5/4/2010   |
| Holiday                                                                | -----      | 4/6/2010      | 5/20/2010  | Holiday                                                                                                 | -----      | 4/6/2010      | 6/4/2010   | Holiday                                                                                                                                    | -----      | 4/6/2010      | 5/5/2010   |
| 2/17/2010                                                              | 4/2/2010   | 4/7/2010      | 5/21/2010  | 2/17/2010                                                                                               | 4/19/2010* | 4/7/2010      | 6/7/2010*  | 2/17/2010                                                                                                                                  | 3/18/2010  | 4/7/2010      | 5/6/2010   |
| 2/18/2010                                                              | 4/5/2010*  | 4/8/2010      | 5/24/2010* | 2/18/2010                                                                                               | 4/19/2010* | 4/8/2010      | 6/7/2010*  | 2/18/2010                                                                                                                                  | 3/19/2010  | 4/8/2010      | 5/7/2010   |

\* 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 January – June 2010

| CHART A (45 Days*)<br>IEVS COMPUTER MATCHES<br>(1099, WRS, UIB, BENDX) |            |               |            | CHART B (60 Days*)<br>NON-IEVS COMPUTER MATCHES<br>OTHER AUTOMATED LISTS<br>(DISCHARGED STUDENTS, ETC.) |            |               |            | CHART C (End of the Month or 30 Days*)<br>CHANGES REPORTED BY HOUSEHOLD<br>VIA MAIL/TELEPHONE/AT RECERT/OTHER<br>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   |
| 4/9/2010                                                               | 5/24/2010* | 5/28/2010     | 7/12/2010* | 4/9/2010                                                                                                | 6/7/2010   | 5/28/2010     | 7/26/2010  | 4/9/2010                                                                                                                                   | 5/10/2010* | 5/28/2010     | 6/28/2010* |
| 4/12/2010                                                              | 5/26/2010  | Holiday       | -----      | 4/12/2010                                                                                               | 6/10/2010  | Holiday       | -----      | 4/12/2010                                                                                                                                  | 5/11/2010  | Holiday       | -----      |
| 4/13/2010                                                              | 5/27/2010  | 6/1/2010      | 7/15/2010  | 4/13/2010                                                                                               | 6/11/2010  | 6/1/2010      | 7/30/2010  | 4/13/2010                                                                                                                                  | 5/12/2010  | 6/1/2010      | 6/30/2010  |
| 4/14/2010                                                              | 5/28/2010  | 6/2/2010      | 7/16/2010  | 4/14/2010                                                                                               | 6/14/2010* | 6/2/2010      | 8/2/2010*  | 4/14/2010                                                                                                                                  | 5/13/2010  | 6/2/2010      | 7/1/2010   |
| 4/15/2010                                                              | 6/1/2010*  | 6/3/2010      | 7/19/2010* | 4/15/2010                                                                                               | 6/14/2010* | 6/3/2010      | 8/2/2010*  | 4/15/2010                                                                                                                                  | 5/14/2010  | 6/3/2010      | 7/2/2010   |
| 4/16/2010                                                              | 6/1/2010*  | 6/4/2010      | 7/19/2010* | 4/16/2010                                                                                               | 6/14/2010  | 6/4/2010      | 8/2/2010   | 4/16/2010                                                                                                                                  | 5/17/2010* | 6/4/2010      | 7/5/2010*  |
| 4/19/2010                                                              | 6/2/2010   | 6/7/2010      | 7/21/2010  | 4/19/2010                                                                                               | 6/17/2010  | 6/7/2010      | 8/5/2010   | 4/19/2010                                                                                                                                  | 5/18/2010  | 6/7/2010      | 7/6/2010   |
| 4/20/2010                                                              | 6/3/2010   | 6/8/2010      | 7/22/2010  | 4/20/2010                                                                                               | 6/18/2010  | 6/8/2010      | 8/6/2010   | 4/20/2010                                                                                                                                  | 5/19/2010  | 6/8/2010      | 7/7/2010   |
| 4/21/2010                                                              | 6/4/2010   | 6/9/2010      | 7/23/2010  | 4/21/2010                                                                                               | 6/21/2010* | 6/9/2010      | 8/9/2010*  | 4/21/2010                                                                                                                                  | 5/20/2010  | 6/9/2010      | 7/8/2010   |
| 4/22/2010                                                              | 6/7/2010*  | 6/10/2010     | 7/26/2010* | 4/22/2010                                                                                               | 6/21/2010* | 6/10/2010     | 8/9/2010*  | 4/22/2010                                                                                                                                  | 5/21/2010  | 6/10/2010     | 7/9/2010   |
| 4/23/2010                                                              | 6/7/2010*  | 6/11/2010     | 7/26/2010* | 4/23/2010                                                                                               | 6/21/2010  | 6/11/2010     | 8/9/2010   | 4/23/2010                                                                                                                                  | 5/24/2010* | 6/11/2010     | 7/12/2010* |
| 4/26/2010                                                              | 6/9/2010   | 6/14/2010     | 7/28/2010  | 4/26/2010                                                                                               | 6/24/2010  | 6/14/2010     | 8/12/2010  | 4/26/2010                                                                                                                                  | 5/25/2010  | 6/14/2010     | 7/13/2010  |
| 4/27/2010                                                              | 6/10/2010  | 6/15/2010     | 7/29/2010  | 4/27/2010                                                                                               | 6/25/2010  | 6/15/2010     | 8/13/2010  | 4/27/2010                                                                                                                                  | 5/26/2010  | 6/15/2010     | 7/14/2010  |
| 4/28/2010                                                              | 6/11/2010  | 6/16/2010     | 7/30/2010  | 4/28/2010                                                                                               | 6/28/2010* | 6/16/2010     | 8/16/2010* | 4/28/2010                                                                                                                                  | 5/27/2010  | 6/16/2010     | 7/15/2010  |
| 4/29/2010                                                              | 6/14/2010* | 6/17/2010     | 8/2/2010*  | 4/29/2010                                                                                               | 6/28/2010* | 6/17/2010     | 8/16/2010* | 4/29/2010                                                                                                                                  | 5/28/2010  | 6/17/2010     | 7/16/2010  |
| 4/30/2010                                                              | 6/14/2010* | 6/18/2010     | 8/2/2010*  | 4/30/2010                                                                                               | 6/28/2010  | 6/18/2010     | 8/16/2010  | 4/30/2010                                                                                                                                  | 6/1/2010*  | 6/18/2010     | 7/19/2010* |
| 5/3/2010                                                               | 6/16/2010  | 6/21/2010     | 8/4/2010   | 5/3/2010                                                                                                | 7/1/2010   | 6/21/2010     | 8/19/2010  | 5/3/2010                                                                                                                                   | 6/1/2010   | 6/21/2010     | 7/20/2010  |
| 5/4/2010                                                               | 6/17/2010  | 6/22/2010     | 8/5/2010   | 5/4/2010                                                                                                | 7/2/2010   | 6/22/2010     | 8/20/2010  | 5/4/2010                                                                                                                                   | 6/2/2010   | 6/22/2010     | 7/21/2010  |
| 5/5/2010                                                               | 6/18/2010  | 6/23/2010     | 8/6/2010   | 5/5/2010                                                                                                | 7/5/2010*  | 6/23/2010     | 8/23/2010* | 5/5/2010                                                                                                                                   | 6/3/2010   | 6/23/2010     | 7/22/2010  |
| 5/6/2010                                                               | 6/21/2010* | 6/24/2010     | 8/9/2010*  | 5/6/2010                                                                                                | 7/5/2010*  | 6/24/2010     | 8/23/2010* | 5/6/2010                                                                                                                                   | 6/4/2010   | 6/24/2010     | 7/23/2010  |
| 5/7/2010                                                               | 6/21/2010* | 6/25/2010     | 8/9/2010*  | 5/7/2010                                                                                                | 7/5/2010   | 6/25/2010     | 8/23/2010  | 5/7/2010                                                                                                                                   | 6/7/2010*  | 6/25/2010     | 7/26/2010* |
| 5/10/2010                                                              | 6/23/2010  | 6/28/2010     | 8/11/2010  | 5/10/2010                                                                                               | 7/8/2010   | 6/28/2010     | 8/26/2010  | 5/10/2010                                                                                                                                  | 6/8/2010   | 6/28/2010     | 7/27/2010  |
| 5/11/2010                                                              | 6/24/2010  | 6/29/2010     | 8/12/2010  | 5/11/2010                                                                                               | 7/9/2010   | 6/29/2010     | 8/27/2010  | 5/11/2010                                                                                                                                  | 6/9/2010   | 6/29/2010     | 7/28/2010  |
| 5/12/2010                                                              | 6/25/2010  | 6/30/2010     | 8/13/2010  | 5/12/2010                                                                                               | 7/12/2010* | 6/30/2010     | 8/30/2010* | 5/12/2010                                                                                                                                  | 6/10/2010  | 6/30/2010     | 7/29/2010  |
| 5/13/2010                                                              | 6/28/2010* |               |            | 5/13/2010                                                                                               | 7/12/2010* |               |            | 5/13/2010                                                                                                                                  | 6/11/2010  |               |            |
| 5/14/2010                                                              | 6/28/2010* |               |            | 5/14/2010                                                                                               | 7/12/2010  |               |            | 5/14/2010                                                                                                                                  | 6/14/2010* |               |            |
| 5/17/2010                                                              | 6/30/2010  |               |            | 5/17/2010                                                                                               | 7/15/2010  |               |            | 5/17/2010                                                                                                                                  | 6/15/2010  |               |            |
| 5/18/2010                                                              | 7/1/2010   |               |            | 5/18/2010                                                                                               | 7/16/2010  |               |            | 5/18/2010                                                                                                                                  | 6/16/2010  |               |            |
| 5/19/2010                                                              | 7/2/2010   |               |            | 5/19/2010                                                                                               | 7/19/2010* |               |            | 5/19/2010                                                                                                                                  | 6/17/2010  |               |            |
| 5/20/2010                                                              | 7/5/2010*  |               |            | 5/20/2010                                                                                               | 7/19/2010* |               |            | 5/20/2010                                                                                                                                  | 6/18/2010  |               |            |
| 5/21/2010                                                              | 7/5/2010*  |               |            | 5/21/2010                                                                                               | 7/19/2010  |               |            | 5/21/2010                                                                                                                                  | 6/21/2010* |               |            |
| 5/24/2010                                                              | 7/7/2010   |               |            | 5/24/2010                                                                                               | 7/22/2010  |               |            | 5/24/2010                                                                                                                                  | 6/22/2010  |               |            |
| 5/25/2010                                                              | 7/8/2010   |               |            | 5/25/2010                                                                                               | 7/23/2010  |               |            | 5/25/2010                                                                                                                                  | 6/23/2010  |               |            |
| 5/26/2010                                                              | 7/9/2010   |               |            | 5/26/2010                                                                                               | 7/26/2010* |               |            | 5/26/2010                                                                                                                                  | 6/24/2010  |               |            |
| 5/27/2010                                                              | 7/12/2010* |               |            | 5/27/2010                                                                                               | 7/26/2010* |               |            | 5/27/2010                                                                                                                                  | 6/25/2010  |               |            |

\* 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 2010

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

### Check Replacement Schedule January – June 2010

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

### NCA Food Stamp Toe Digit Deadline Schedule January - June 2010

| TOE DIGIT | January | February | March | April | May  | June |
|-----------|---------|----------|-------|-------|------|------|
| 0         | 12/21   | 1/19     | 2/17  | 3/22  | 4/19 | 5/19 |
| 1         | 12/22   | 1/20     | 2/18  | 3/23  | 4/20 | 5/20 |
| 2         | 12/23   | 1/21     | 2/19  | 3/24  | 4/21 | 5/21 |
| 3         | 12/24   | 1/22     | 2/22  | 3/25  | 4/22 | 5/24 |
| 4         | 12/28   | 1/25     | 2/23  | 3/26  | 4/23 | 5/25 |
| 5         | 12/29   | 1/26     | 2/24  | 3/29  | 4/26 | 5/26 |
| 6         | 12/30   | 1/27     | 2/26  | 3/30  | 4/27 | 5/27 |
| 7         | 12/31   | 1/28     | 3/1   | 3/31  | 4/28 | 5/28 |
| 8         | 1/4     | 2/1      | 3/2   | 4/1   | 4/29 | 6/1  |
| 9         | 1/5     | 2/2      | 3/3   | 4/2   | 4/30 | 6/2  |

SCHEDULE



## Family Assistance and NCA Food Stamp Application Timeliness Schedule January – June 2010

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

\*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 2010**

| January          |               |                    | February         |               |                    | March            |               |                    |
|------------------|---------------|--------------------|------------------|---------------|--------------------|------------------|---------------|--------------------|
| Application Date | Decision Date | First Benefit Date | Application Date | Decision Date | First Benefit Date | Application Date | Decision Date | First Benefit Date |
| Holiday          | -----         | -----              | 2/1/2010         | 2/25/2010     | 3/17/2010          | 3/1/2010         | 3/25/2010     | 4/14/2010          |
|                  |               |                    | 2/2/2010         | 2/26/2010     | 3/18/2010          | 3/2/2010         | 3/26/2010     | 4/15/2010          |
|                  |               |                    | 2/3/2010         | 2/26/2010 *   | 3/19/2010          | 3/3/2010         | 3/26/2010 *   | 4/16/2010          |
| 1/4/2010         | 1/28/2010     | 2/17/2010          | 2/4/2010         | 2/26/2010 *   | 3/20/2010          | 3/4/2010         | 3/26/2010 *   | 4/17/2010          |
| 1/5/2010         | 1/29/2010     | 2/18/2010          | 2/5/2010         | 3/1/2010      | 3/21/2010          | 3/5/2010         | 3/29/2010     | 4/18/2010          |
| 1/6/2010         | 1/29/2010 *   | 2/19/2010          |                  |               |                    |                  |               |                    |
| 1/7/2010         | 1/29/2010 *   | 2/20/2010          |                  |               |                    |                  |               |                    |
| 1/8/2010         | 2/1/2010 *    | 2/21/2010          | 2/8/2010         | 3/4/2010      | 3/24/2010          | 3/8/2010         | 4/1/2010      | 4/21/2010          |
|                  |               |                    | 2/9/2010         | 3/5/2010      | 3/25/2010          | 3/9/2010         | 4/2/2010      | 4/22/2010          |
|                  |               |                    | 2/10/2010        | 3/5/2010 *    | 3/26/2010          | 3/10/2010        | 4/2/2010 *    | 4/23/2010          |
| 1/11/2010        | 2/4/2010      | 2/24/2010          | 2/11/2010        | 3/5/2010 *    | 3/27/2010          | 3/11/2010        | 4/2/2010 *    | 4/24/2010          |
| 1/12/2010        | 2/5/2010      | 2/25/2010          | 2/12/2010        | 3/8/2010      | 3/28/2010          | 3/12/2010        | 4/5/2010      | 4/25/2010          |
| 1/13/2010        | 2/5/2010 *    | 2/26/2010          |                  |               |                    |                  |               |                    |
| 1/14/2010        | 2/5/2010 *    | 2/27/2010          | 2/15/2010        | 3/11/2010     | 3/31/2010          | 3/15/2010        | 4/8/2010      | 4/28/2010          |
| 1/15/2010        | 2/8/2010      | 2/28/2010          | Holiday          | -----         | -----              | 3/16/2010        | 4/9/2010      | 4/29/2010          |
|                  |               |                    | 2/17/2010        | 3/12/2010 *   | 4/2/2010           | 3/17/2010        | 4/9/2010 *    | 4/30/2010          |
| Holiday          | -----         | -----              | 2/18/2010        | 3/12/2010 *   | 4/3/2010           | 3/18/2010        | 4/9/2010 *    | 5/1/2010           |
| 1/19/2010        | 2/12/2010     | 3/4/2010           | 2/19/2010        | 3/15/2010     | 4/4/2010           | 3/19/2010        | 4/12/2010     | 5/2/2010           |
| 1/20/2010        | 2/12/2010 *   | 3/5/2010           |                  |               |                    |                  |               |                    |
| 1/21/2010        | 2/12/2010 *   | 3/6/2010           |                  |               |                    |                  |               |                    |
| 1/22/2010        | 2/15/2010     | 3/7/2010           | 2/22/2010        | 3/18/2010     | 4/7/2010           | 3/22/2010        | 4/15/2010     | 5/5/2010           |
|                  |               |                    | 2/23/2010        | 3/19/2010     | 4/8/2010           | 3/23/2010        | 4/16/2010     | 5/6/2010           |
|                  |               |                    | 2/24/2010        | 3/19/2010 *   | 4/9/2010           | 3/24/2010        | 4/16/2010 *   | 5/7/2010           |
| 1/25/2010        | 2/18/2010     | 3/10/2010          | 2/25/2010        | 3/14/2010 *   | 4/10/2010          | 3/25/2010        | 4/16/2010 *   | 5/8/2010           |
| 1/26/2010        | 2/19/2010     | 3/11/2010          | 2/26/2010        | 3/22/2010     | 4/11/2010          | 3/26/2010        | 4/19/2010     | 5/9/2010           |
| 1/27/2010        | 2/19/2010 *   | 3/12/2010          |                  |               |                    |                  |               |                    |
| 1/28/2010        | 2/19/2010 *   | 3/13/2010          |                  |               |                    |                  |               |                    |
| 1/29/2010        | 2/22/2010     | 3/14/2010          |                  |               |                    | 3/29/2010        | 4/22/2010     | 5/12/2010          |
|                  |               |                    |                  |               |                    | 3/30/2010        | 4/23/2010     | 5/13/2010          |
|                  |               |                    |                  |               |                    | 3/31/2010        | 4/23/2010 *   | 5/14/2010          |

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

### Safety Net Assistance Application Timeliness Schedule January - June 2010

| April            |               |                    | May              |               |                    | June             |               |                    |
|------------------|---------------|--------------------|------------------|---------------|--------------------|------------------|---------------|--------------------|
| Application Date | Decision Date | First Benefit Date | Application Date | Decision Date | First Benefit Date | Application Date | Decision Date | First Benefit Date |
| 4/1/2010         | 4/23/2010 *   | 5/15/2010          |                  |               |                    | 6/1/2010         | 6/25/2010     | 7/15/2010          |
| 4/2/2010         | 4/26/2010     | 5/16/2010          |                  |               |                    | 6/2/2010         | 6/25/2010 *   | 7/16/2010          |
|                  |               |                    | 5/3/2010         | 5/27/2010     | 6/16/2010          | 6/3/2010         | 6/25/2010 *   | 7/17/2010          |
|                  |               |                    | 5/4/2010         | 5/28/2010     | 6/17/2010          | 6/4/2010         | 6/28/2010     | 7/18/2010          |
| 4/5/2010         | 4/29/2010     | 5/19/2010          | 5/5/2010         | 5/28/2010 *   | 6/18/2010          |                  |               |                    |
| 4/6/2010         | 4/30/2010     | 5/20/2010          | 5/6/2010         | 5/28/2010 *   | 6/19/2010          |                  |               |                    |
| 4/7/2010         | 4/30/2010 *   | 5/21/2010          | 5/7/2010         | 5/28/2010 *   | 6/20/2010          | 6/7/2010         | 7/1/2010      | 7/21/2010          |
| 4/8/2010         | 4/30/2010 *   | 5/22/2010          |                  |               |                    | 6/8/2010         | 7/2/2010      | 7/22/2010          |
| 4/9/2010         | 5/3/2010      | 5/23/2010          |                  |               |                    | 6/9/2010         | 7/2/2010 *    | 7/23/2010          |
|                  |               |                    | 5/10/2010        | 6/3/2010      | 6/23/2010          | 6/10/2010        | 7/2/2010 *    | 7/24/2010          |
|                  |               |                    | 5/11/2010        | 6/4/2010      | 6/24/2010          | 6/11/2010        | 7/2/2010 *    | 7/25/2010          |
| 4/12/2010        | 5/6/2010      | 5/26/2010          | 5/12/2010        | 6/4/2010 *    | 6/25/2010          |                  |               |                    |
| 4/13/2010        | 5/7/2010      | 5/27/2010          | 5/13/2010        | 6/4/2010 *    | 6/26/2010          |                  |               |                    |
| 4/14/2010        | 5/7/2010 *    | 5/28/2010          | 5/14/2010        | 6/7/2010      | 6/27/2010          |                  | 7/8/2010      | 7/28/2010          |
| 4/15/2010        | 5/7/2010 *    | 5/29/2010          |                  |               |                    | 6/15/2010        | 7/9/2010      | 7/29/2010          |
| 4/16/2010        | 5/10/2010     | 5/30/2010          |                  |               |                    | 6/16/2010        | 7/9/2010 *    | 7/30/2010          |
|                  |               |                    | 5/17/2010        | 6/10/2010     | 6/30/2010          | 6/17/2010        | 7/9/2010 *    | 7/31/2010          |
| 4/19/2010        | 5/13/2010     | 6/2/2010           | 5/18/2010        | 6/11/2010     | 7/1/2010           | 6/18/2010        | 7/12/2010     | 8/1/2010           |
| 4/20/2010        | 5/14/2010     | 6/3/2010           | 5/19/2010        | 6/11/2010 *   | 7/2/2010           |                  |               |                    |
| 4/21/2010        | 5/14/2010 *   | 6/4/2010           | 5/20/2010        | 6/11/2010 *   | 7/3/2010           |                  |               |                    |
| 4/22/2010        | 5/14/2010 *   | 6/5/2010           | 5/21/2010        | 6/14/2010     | 7/4/2010           | 6/21/2010        | 7/15/2010     | 8/4/2010           |
| 4/23/2010        | 5/17/2010     | 6/6/2010           |                  |               |                    | 6/22/2010        | 7/16/2010     | 8/5/2010           |
|                  |               |                    | 5/24/2010        | 6/17/2010     | 7/7/2010           | 6/23/2010        | 7/16/2010 *   | 8/6/2010           |
| 4/26/2010        | 5/20/2010     | 6/9/2010           | 5/25/2010        | 6/18/2010     | 7/8/2010           | 6/24/2010        | 7/16/2010 *   | 8/7/2010           |
| 4/27/2010        | 5/21/2010     | 6/10/2010          | 5/26/2010        | 6/18/2010 *   | 7/9/2010           | 6/25/2010        | 7/19/2010     | 8/8/2010           |
| 4/28/2010        | 5/21/2010 *   | 6/11/2010          | 5/27/2010        | 6/18/2010 *   | 7/10/2010          |                  |               |                    |
| 4/29/2010        | 5/21/2010 *   | 6/12/2010          | 5/28/2010        | 6/21/2010     | 7/11/2010          | 6/28/2010        | 7/22/2010     | 8/11/2010          |
| 4/30/2010        | 5/24/2010     | 6/13/2010          |                  |               |                    | 6/29/2010        | 7/23/2010     | 8/12/2010          |
|                  |               |                    | Holiday          | -----         | -----              | 6/30/2010        | 7/23/2010 *   | 8/13/2010          |

\* 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 (**WINRC32/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<br>Recertification Schedule Date<br>WINRO32, WINRO32X | 2<br>Food Stamp Benefits Expire | 3<br>Next Certification Period Begins ("From" Date) | TO<br>Next Certification Period Ends ("To" Date) |                                                                                        |                                               |
|---------------------------------------------------------|---------------------------------|-----------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------|
|                                                         |                                 |                                                     | 4<br>Low-Risk Cases (One Year)                   | 5<br>Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months) | 6<br>All Adults are Aged/Disabled (Two Years) |
| January 2010                                            | 2/28/2010                       | 3/1/2010                                            | 2/28/2011                                        | 8/31/2010                                                                              | 2/28/2012                                     |
| February 2010                                           | 3/31/2010                       | 4/1/2010                                            | 3/31/2011                                        | 9/30/2010                                                                              | 3/31/2012                                     |
| March 2010                                              | 4/30/2010                       | 5/1/2010                                            | 4/30/2011                                        | 10/31/2010                                                                             | 4/30/2012                                     |
| April 2010                                              | 5/31/2010                       | 6/1/2010                                            | 5/31/2011                                        | 11/30/2010                                                                             | 5/31/2012                                     |
| May 2010                                                | 6/30/2010                       | 7/1/2010                                            | 6/30/2011                                        | 12/31/2010                                                                             | 6/30/2012                                     |
| June 2010                                               | 7/31/2010                       | 8/1/2010                                            | 7/31/2011                                        | 1/31/2011                                                                              | 7/31/2012                                     |
| July 2010                                               | 8/31/2010                       | 9/1/2010                                            | 8/31/2011                                        | 2/28/2011                                                                              | 8/31/2012                                     |
| August 2010                                             | 9/30/2010                       | 10/1/2010                                           | 9/30/2011                                        | 3/31/2011                                                                              | 9/30/2012                                     |
| September 2010                                          | 10/31/2010                      | 11/1/2010                                           | 10/31/2011                                       | 4/30/2011                                                                              | 10/31/2012                                    |
| October 2010                                            | 11/30/2010                      | 12/1/2010                                           | 11/30/2011                                       | 5/31/2011                                                                              | 11/30/2012                                    |
| November 2010                                           | 12/31/2010                      | 1/1/2011                                            | 12/31/2011                                       | 6/30/2011                                                                              | 12/31/2012                                    |
| December 2010                                           | 1/31/2011                       | 2/1/2011                                            | 1/31/2012                                        | 7/31/2011                                                                              | 1/31/2013                                     |

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

| Enter appropriate "From" and "To" dates on forms<br>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<br>Certification Period Begins<br>("From" Date) | TO<br>Certification Period Ends<br>("To" Date) |
| January 2010                                                                                         | 1*/2010                                              | 6/30/2010                                      |
| February 2010                                                                                        | 2*/2010                                              | 7/31/2010                                      |
| March 2010                                                                                           | 3*/2010                                              | 8/31/2010                                      |
| April 2010                                                                                           | 4*/2010                                              | 9/30/2010                                      |
| May 2010                                                                                             | 5*/2010                                              | 10/31/2010                                     |
| June 2010                                                                                            | 6*/2010                                              | 11/30/2010                                     |
| July 2010                                                                                            | 7*/2010                                              | 12/31/2010                                     |
| August 2010                                                                                          | 8*/2010                                              | 1/31/2011                                      |
| September 2010                                                                                       | 9*/2010                                              | 2/28/2011                                      |
| October 2010                                                                                         | 10*/2010                                             | 3/31/2011                                      |
| November 2010                                                                                        | 11*/2010                                             | 4/30/2011                                      |
| December 2010                                                                                        | 12*/2010                                             | 5/31/2011                                      |

S A M P L E

\* Food Stamp Application filing date