



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-82-OPE

MAILING TO NON CASH ASSISTANCE FOOD STAMP PARTICIPANTS REGARDING FINGER IMAGING REQUIREMENTS

<p>Date: August 9, 2010</p>	<p>Subtopic(s): Mailing</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>The W-519N was revised. A separate policy bulletin will announce the changes to the form.</p>	<p>The purpose of this policy bulletin is to inform staff at all Non Cash Assistance Food Stamp (NCA FS) Centers about a mailing that is being sent to NCA FS participants who are required to enroll in the Automated Finger Imaging System (AFIS) because they are now 18 years of age or older.</p> <p>The mailing, which will occur on a monthly basis, contains a notice entitled "Important Information Regarding Finger Imaging Requirements" (W-519P). The notice informs individuals that they must enroll in AFIS in order to comply with finger imaging requirements. The mailing also includes the Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers (W-519N) that lists NCA FS AFIS locations citywide.</p> <p>Food stamp participants are not mandated to come in to comply with finger imaging requirements between certification periods. Therefore, no adverse action is to be taken for a participant's failure to respond to the W-519P notice. Compliance with finger imaging requirements will become mandatory at the household's first recertification after the participant turns 18 years of age.</p> <p>Samples of the forms are attached.</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 Fax* or fax to: (917) 639-0298

Attachments:

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

- W-519P** Important Information Regarding Finger Imaging Requirements
- W-519N** Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers (Rev. 8/6/10)
- W-519N (S)** Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers (Spanish) (Rev. 8/6/10)

Date: _____
Case Number: _____
Participant Name: _____
Center: _____

IMPORTANT INFORMATION REGARDING FINGER IMAGING REQUIREMENTS

New York State Regulation 18 NYCRR 387.9 (c) requires that, if you are applying for or receiving Food Stamp benefits, you must enroll in the Automated Finger Imaging System if you are an adult (18 years of age or older) or if you are the head of the household.

Because you are 18 years of age or older, you are now required to comply with the finger imaging requirements. You can go to any of the Automated Finger Imaging System locations listed on the enclosed Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers (Form **W-519N**) to comply with this requirement.

Please bring this letter and a form of identification with you when you go to one of our Automated Finger Imaging System locations.

SAMPLE

Enclosure: Automated Finger Imaging System (AFIS) Directory for Non Cash Assistance Food Stamp Centers
(Form **W-519N**)

(Vea Al Dorso)

Ana

Fecha: _____
Número del Caso: _____
Nombre del Participante: _____
Centro: _____

INFORMACIÓN IMPORTANTE SOBRE LOS REQUISITOS DE IMÁGENES DIGITALES

La ley del Estado de Nueva York 18 NYCRR 387.9 (c) requiere que, si usted está solicitando o recibiendo los beneficios de Cupones para Alimentos, debe inscribirse en el Sistema Automatizado de Imágenes Digitales si es un adulto (de 18 años de edad o más) o jefe del hogar.

Ya que usted tiene 18 años de edad o más, debe cumplir los requisitos de imágenes digitales. Para cumplir con estos requisitos usted puede ir a cualquiera de los locales del Sistema Automatizado de Imágenes Digitales indicados en el Directorio adjunto del Sistema Automatizado para las Imágenes Digitales (AFIS) de los Centros de Cupones para Alimentos de No Asistencia en Efectivo (Formulario **W-519N [S]**).

Por favor traiga consigo esta carta y alguna identificación cuando vaya a uno de los locales del Sistema Automatizado de Imágenes Digitales.

Adjunto: Directorio del Sistema Automatizado para las Imágenes Digitales (AFIS) de los Centros de Cupones para Alimentos de No Asistencia en Efectivo (Formulario **W-519N [S]**)

Automated Finger Imaging System (AFIS) 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	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Washington Heights – F13	4055 10th Avenue	Lower Level	Monday through Friday, 9:00 AM to 5:00 PM
St. Nicholas – F14	132 West 125th Street	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Waverly – F19	12 West 14th Street	4th Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM

BRONX

Non Cash Assistance Food Stamp Centers	Address	Floor	Hours
Melrose – F40	260 East 161st Street	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	2nd Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Concourse – F45	1375 Jerome Avenue	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Crotona – F46	1910 Monterey Avenue	5th Floor	Monday through Friday, 9:00 AM to 5:00 PM

BROOKLYN

Non Cash Assistance Food Stamp Centers	Address	Floor	Hours
Fort Greene – F20	275 Bergen Street	1st Floor	Monday through Friday, 9:00 AM to 6:00PM Saturday, 9:00 AM to 5:00 PM
Williamsburg – F21	30 Thornton Street	1st and 4th 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
North Brooklyn – F26	500 DeKalb Avenue	2nd 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

QUEENS

Non Cash Assistance Food Stamp Centers	Address	Floor	Hours
Queens – F53	32-20 Northern Boulevard	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Jamaica – F54	165-08 88th Avenue	4th Floor	Monday through Friday, 9:00 AM to 6:00 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

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

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.

Directorio del Sistema Automatizado 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 de No Asistencia en Efectivo	Dirección	Piso	Horas
East End – F02	2322 3rd Avenue	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Washington Heights – F13	4055 10th Avenue	Planta Baja	Lunes a viernes, 9:00 AM a 5:00 PM
St. Nicholas – F14	132 West 125th Street	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Waverly – F19	12 West 14th Street	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM

BRONX

Centros de Cupones para Alimentos de No Asistencia en Efectivo	Dirección	Piso	Horas
Melrose – F40	260 East 161st Street	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Fordham – F44	2551 Bainbridge Avenue	2do Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Concourse – F45	1375 Jerome Avenue	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Crotona – F46	1910 Monterey Avenue	5to Piso	Lunes a viernes, 9:00 AM a 5:00 PM

BROOKLYN

Centros de Cupones para Alimentos de No Asistencia en Efectivo	Dirección	Piso	Horas
Fort Greene – F20	275 Bergen Street	1er Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Williamsburg – F21	30 Thornton Street	1er y 4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Coney Island – F22	2865 West 8th Street	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
North Brooklyn – F26	500 DeKalb Avenue	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
East New York – F28	404 Pine Street	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM

QUEENS

Centros de Cupones para Alimentos de No Asistencia en Efectivo	Dirección	Piso	Horas
Queens – F53	32-20 Northern Boulevard	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Jamaica – F54	165-08 88th Avenue	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
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 de No Asistencia en Efectivo	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

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.