

FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner



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

Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

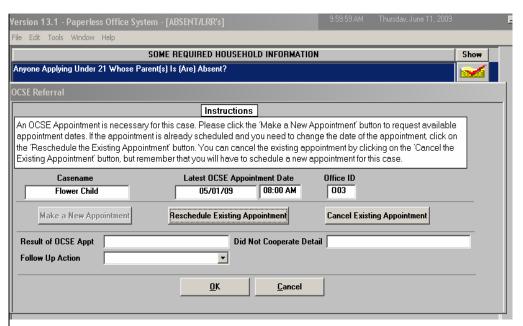
POLICY BULLETIN #10-90-OPE

(This Policy Bulletin Replaces PB #09-66-OPE)

REVISIONS TO THE APPOINTMENT NOTICE (M-384) FOR REFERRALS TO THE OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE)

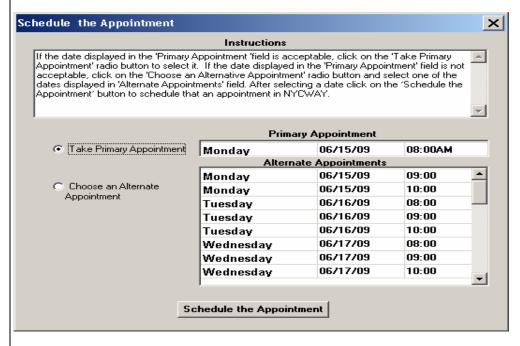
Date:	Subtopic(s):			
August 19, 2010	Forms			
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to advise all Job Center staff that the Appointment Notice (M-384) used for referrals to the Office of Child Support Enforcement (OCSE) has been revised as follows:			
	The title of the form has been changed from Appointment Notice to OCSE Appointment Notice.			
	Several items in the list of documentation/information to bring to the OCSE interview were revised to clarify the language.			
	An asterisk has been added to indicate that the requested documents/information must be provided for both parents if both of the child's parents are absent from the home.			
	Lines have been added to capture the signature of the Cash Assistance (CA) applicant/participant and the date signed.			
NYCWAY currently only uses the M-384 for the Coney Island and DeKalb Job Center pilot process in which all individuals are referred to OCSE after the case is accepted.	The M-384 form is available through POS and through New York City Work, Accountability and You (NYCWAY). POS uses the form for CA applicants, while NYCWAY uses the form for CA participants recently accepted without a referral to OCSE. To make an OCSE appointment in POS, Workers must:			
	 enter information concerning the noncustodial parent(s) in the Noncustodial Parent Information window. click OK. If an appointment is required, POS will open the following OCSE Referral window. 			

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



If there is an appointment already existing, POS will display the appointment information and allow the rescheduling of the appointment date, if necessary.

 To make a new appointment, the Worker must click the Make a New Appointment button. POS will open the Schedule the Appointment window and display all available dates received from NYCWAY.



 Select the desired date and click the Schedule the Appointment button. This generates and prints the M-384 form. **Note:** After the form is generated, the Worker must continue the interview.

For the Coney Island Job Center (#63) and the DeKalb Job Center (#64) pilot process, when it is determined that an OCSE appointment is required, the **OCSE Appointment** window will not open. No OCSE appointments are made at the time of the application interview. Instead, POS posts Action Code **94AP** (OCSE Pilot Referral) in NYCWAY. When the case becomes active, NYCWAY schedules the OCSE appointment, generates an **M-384** form, and batch mails it to the participant.

Job Center Directors must ensure that all previous versions of Form **M-384** are removed from circulation and recycled.

Samples of the revised form are attached.

Attachments:

 □ Please use Print on Demand to obtain copies of forms. M-384 OCSE Appointment Notice (Rev. 8/19/10)M-384 (S) OCSE Appointment Notice (Spanish) (Rev.

8/19/10)

Form M-384 LLF Rev. 8/19/10



Notice Date:
Case Number:
Case Name:
Center:
OCSE Appointment Notice
☐ A child support interview has been scheduled:
On: Time: Telephone:
Location Name:
Address:
City: State: Zip Code:
For an interview regarding the noncustodial parent of your child(ren).
Parent's name:
If you are unable to keep this appointment, it is important that you call at least 24 hours in advance.
Please bring the following documents with you *
 Documents showing the noncustod a parent's Social Security number; Birth certificate for each child to be listed on the petition;
Marriage certificate, divorce decree or separation papers, if applicable;
 Voluntary acknowledgement of Paternity or Order of Filiations from family court, if applicable;
The noncustodial parent's address, telephone numbers and employer's information; The noncustodial parent's data and place of high and parents' names and
 The noncustodial parent's date and place of birth, and parents' names; and Recent photograph of the noncustodial parent.
*If both parents of the child(ren) to be listed on the petition are absent from the home, please provide the requested documents/information for both parents.
If you do not want to cooperate with the child support program because you fear the noncustodial parent will retaliate with physical or emotional harm, let the Worker know. You will be referred to a domestic violence liaison who will decide if you should be excused from some or all of the requirements to cooperate with the child support program.
This is a mandatory eligibility appointment. If you do not keep this appointment and cooperate fully with the Office of Child Support Enforcement (OCSE), the Family Independence Administration will be notified to impose a sanction on the cash benefits received on behalf of the children. This means that the cash benefits for the children will be reduced by 25%, but your food stamp benefits will not change. The sanction will remain in effect unless and until you provide the specific information requested and comply with child support.
Travel Directions:
L
Applicant/Participant's Signature Date

Form M-384 (S) LLF Rev. 8/19/10



		Fecha de Aviso:	
		Número del Caso:	_
		Nombre del Caso:	
		Centro:	
	Aviso de Cita de	OCSE	
☐ Una entrevista de manutención de niños h	ıa sido programada:		
EI:	Hora:	Teléfono:	
Nombre del Local:	_		
Dirección:			
Ciudad:	Estado:	_ Código Postal:	
Esta entrevista es con respecto al padre/madr	re sin custodia de su(s)	niño(s).	
Nombre del Padre/Madre:			
En caso de que no pueda presentarse a esta horas de anticipación. Favor de traer los siguientes documentos Documentos que muestren el nestricado de nacimiento para Certificado de matrimonio, ded Reconocimiento voluntario de Direcciones, número(s) de telé Fecha y lugar de nacimiento de Fotografía reciente del padre/nestricado documentos solicitados/información de ambos Si usted no desea cooperar con el prograntome represalias con agresiones físicas o de violencia doméstica, para determinar	consigo: número de Seguro Soc a cada niño que será lis reto de divorcio o sepa la Paternidad u Orden- éfono e información de lel padre/madre sin cus madre sin custodia. ados en la petición está s padres. ma de manutención de emocionales, infórm	ial del padre/madre sin custo tado en la petición; ración, si corresponde; de Filiación de la Corte de Falos empleador(es) del padre/todia y nombres de los padre n ausentes del hogar, por fave e niños por temor que el padre de a su trabajador. Usted	madre sin custodia; s; y vor proporcione los adre o madre sin custodia será enviado(a) al enlace
cooperación con el programa de manuteno		sauo/a de aigunos o de	todos los requisitos de
Esta cita de elegibilidad es obligatoria. Si para Manutención de Niños (Office of Child (Family Independence Administration) reci efectivo recibidos en nombre de los niños reducidos por un 25%, pero sus beneficios hasta que usted proporcione la información es	Support Enforcement ibirá notificación para Esto significa que de cupones para alir	 OCSE), la Administración a imponer una sanción s los beneficios en efectiv nentos no cambiarán. Esta 	de Independencia Familiar sobre los beneficios en ro para los niños serán sanción continuará en vigor
Indicaciones de Viaje:			1
Firma del Solicitante/Participante		Fecha	