OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

Human Resources Administration Department of

Social Services

POLICY BULLETIN #16-74-OPE

REVISIONS TO FORMS FIA-1036 AND M-90CC

Date: September 30, 2016		Subtopic(s): Forms								
September 30, 2016		FOIIIIS								
☐ This procedure can now be accessed on the FIAweb.	Application Review Recertification Revised. The "What to Do I (BRC-100B). Interpretation Kits" (Insert) Have a Right "If You Need with the "You	his Policy Bulletin is to inform staff that the ew Addendum Checklist form (M-90cc) and the eview Addendum Checklist form (FIA-1036) has ne following are obsolete: If You Have Been Sexually Assaulted brochure If Services Notice for the Application/Recertification form (W-515W) has been replaced with the "You to Free Interpretation Service" form (HRA-125). An Interpreter form (PUB-4842) has been replaced Have The Right To Free Language Services at This ster (OCM-34).								
	Center Directors must ensure that all previous versions of the FIA-1036 and M-90cc are removed and recycled and that all application and recertification kits are updated according to the recent versions (available on HRA eDocs).									
	Effective Immediately									
	<u>PB #16-08-EMP</u> <u>PD #16-16-OPE</u>									
	Attachments:									
	FIA-1036	Recertification Review Addendum Checklist (Rev. 09/30/16)								
	M-90CC	Application Review Addendum Checklist (Rev. 09/30/16)								

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

Job Center:	
Review Month:	
Reviewer's Name:	

Recertification Review Addendum Checklist

(Reviewer is to request to see the Recertification in three different languages)

		Reception Area Application Kit INDICATE LANGUAGE (3)														Language Legend A = Arabic C = Chinese D = Haitian/Creole								
1											` '								Englisł Russia					
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3							_			,				1	ı			V = Vietnamese						
Mandated Forms Check to see if the Mandated Forms are in the Recertification Kit in the requested language. ENTER: YES (Y) / NO (N) or Check the box for						BRC-151M*	BRC-681A*	LDSS-3151*	LDSS-3174*1	LDSS-4148A*	LDSS-4148B*	LDSS-4148C*	LDSS-4905*	MAP-252*	M-384D* ²	PUB-1313*	W-126E*	W-137C*	W-299*	W-680FF*	W-904DD*			
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		HRA-125 You Have a Right to Free Interpretation Se												n Serv	rvices									
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^{*} Denotes forms that are available in multiple languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Recertification Kit.

the foreign language version of the CA Recertification Kit.

** Available in English and Spanish only.

*** Multiple languages are contained on one form.

**** Denotes forms that must be manually printed until made available on the OTDA website. Only available in English at this time.

***** Distribute until close of business on June 30, 2011.

¹ Included in the kit for homebound interviews and when POS is down.
² Included in the kit for households with children only.



Job Center:	
Review Month:	
Reviewer's Name:	

Application Review Addendum Checklist (Reviewer is to request to see the Application Kits in three different languages)

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					CS-273E** Did You Know That The City of New York Will Pay for Your Child Care For Your Children With Special Needs?															'									
					C\$-	C\$-574EE* Child Care Fact Sheet and Planner																							
					EX	EXP-75Q*** Notice to All Applicants																							
						FIA-1043*** I Speak Card (Instructional) (HRA-101)																							
					HRA	HRA-125 You Have a Right to Free Interpretation Services																							
					LDS	LDSS-4279** Notice of Responsibilities And Rights for Support																							
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