




OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #16-74-OPE

REVISIONS TO FORMS FIA-1036 AND M-90CC

Date: September 30, 2016	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this Policy Bulletin is to inform staff that the Application Review Addendum Checklist form (M-90cc) and the Recertification Review Addendum Checklist form (FIA-1036) has been revised. The following are obsolete:</p> <ul style="list-style-type: none"> • “What to Do If You Have Been Sexually Assaulted” brochure (BRC-100B). • “Interpretation Services Notice for the Application/Recertification Kits” (Insert) form (W-515W) has been replaced with the “You Have a Right to Free Interpretation Service” form (HRA-125). • “If You Need An Interpreter” form (PUB-4842) has been replaced with the “You Have The Right To Free Language Services at This Location” poster (OCM-34). <p>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 most recent versions (available on HRA eDocs).</p> <p><i>Effective Immediately</i></p> <p>RELATED ITEMS: PB #16-08-EMP PD #16-16-OPE</p> <p>Attachments:</p> <p>FIA-1036 Recertification Review Addendum Checklist (Rev. 09/30/16)</p> <p>M-90CC Application Review Addendum Checklist (Rev. 09/30/16)</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

Job Center: _____
Review Month: _____
Reviewer's Name: _____

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

A- APPLICATION KIT																	Language Legend						
Reception Area INDICATE LANGUAGE (3)																	A = Arabic C = Chinese D = Haitian/Creole E = English K = Korean R = Russian S = Spanish						
1																							
2																							
3																							
B- MANDATED FORMS																							
Application Kit Check to see if the Mandated Forms are in the Application Kit in the requested language. ENTER: YES (Y) / NO (N) or Check the box for English/Spanish Only (E/S)**	Attachment A***	BRC-151M**	BRC-681A*	LDSS-2921*	LDSS-3151*	LDSS-4148A*	LDSS-4148B*	LDSS-4148C*	LDSS-4583*	LDSS-4882	LDSS-4905*	MAP-252*	M-384K*	MAP-1096*	PUB-1301*	LDSS-5004	PUB-4916*	W-126E*	W-137C*	W-299*	W-680FF*	W-904DD*	
	1																						
	2																						
	3																						
1	2	3	E/S	<p>Attachment-1 Revised Assignment of Support Rights Language for LDSS-2921</p> <p>BRC-504** A Guide to Work Supports</p> <p>BRC-681A* Are You a Person With a Disability?</p> <p>CS-273E** Did You Know That The City of New York Will Pay for Your Child Care For Your Children Under 13 and For Children With Special Needs?</p> <p>CS-574EE** Child Care Fact Sheet and Planner</p> <p>EXP-75Q*** Notice to All Applicants</p> <p>FIA-1043*** (HRA-101) I Speak Card (Instructional)</p> <p>HRA-125 You Have a Right to Free Interpretation Services</p> <p>LDSS-4279** Notice of Responsibilities And Rights for Support</p> <p>LDSS-4583A** Domestic Violence Palm Card</p> <p>LDSS-4733 DFR Legal Residence Statement</p> <p>MAP-58K*** List of Participating Clinics and Hospitals</p> <p>M-384T* Your Interview With The Office of Child Support Enforcement</p> <p>M-528M** Child Care Guarantee Informational</p> <p>PUB-4735** Keep The Heat On With HEAP Pamphlet</p> <p>W-116U* Attention: Applicants/Participants</p> <p>W-131** Services for Victims of Sexual Assault</p> <p>W-139E** Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)</p> <p>W-273A** Troubled? Frustrated? Angry? Don't Take it Out On Your Children!</p> <p>W-532T* Eligibility Verification Review Questionnaire</p> <p>W-549D** Cash Assistance & Child Support: What You Need To Know</p> <p>W-912KK** Essential Persons</p>																			
C- POSTER																	D- PALM CARDS						
All Applicant/Participant Waiting Areas "YOU HAVE THE RIGHT TO FREE LANGUAGE SERVICES AT THIS LOCATION" POSTER (OCM-34)																	Application/Reception Area LANGUAGE PALM CARDS (FORM W-194)						
ENTER Y - YES N - NO		POSTER AVAILABLE	Available in all Waiting Areas	Palm Card Available	Available in Application/Reception Area																		

*Denotes forms that are available in multiple languages.
**Available in English and Spanish only.
***Multiple languages are contained on one form.