




OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #16-75-OPE

24-MONTH FACE-TO-FACE RECERTIFICATION FOR NON-PARENT CAREGIVER (NPC) CASH ASSISTANCE (CA) HOUSEHOLDS

<p>Date: October 11, 2016</p>	<p>Subtopic(s): Medicaid</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PD #09-30-OPE.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that a waiver was approved by the Office of Temporary and Disability Assistance (OTDA) that allows certain Cash Assistance (CA) cases to have their face-to-face recertification interview at the twenty-fourth (24th) month instead of the twelfth (12th) month. This policy bulletin is informational for all other staff.</p> <p>A Notification of Recertification Waiver(s) form was approved by OTDA to allow non-parent caregiver (NPC) CA-only cases to complete their face-to-face recertification once every twenty -four (24) months. The waiver went into effect in July 2016. Examples of an NPC include relatives, such as grandparents and aunts, and non-relatives, such as a friend of the family.</p> <p>Note: CA cases that were recertified before July 2016 and met the waiver criteria will not have the 24th month face-to-face recertification interview retroactively applied to their case.</p> <p>NPC cases are still required to complete the Mail-in Recertification/Eligibility Questionnaire (M-327h) form yearly. Management Information Systems (MIS) will send the M-327h in the eleventh month of the certification period. The completed M-327h form must be returned by the date specified on the form.</p> <p>If the NPC case receives Medicaid, the household is required to complete the Medicaid/Renewal forms that are sent yearly.</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

For an NPC case to qualify for the face-to-face recertification interview at the 24th month, the case **must meet all** of the following criteria:

Criteria for a 24-month certification period.

- All individuals on the case who have an Active [AC] or Single Issuance [SI] status are less than 18 years of age;
- No individual on the case who has an AC or SI status has a Relationship Code of **04** (son), **05** (daughter), **06** (step-son) or **07** (step-daughter);
- No individual on the case has earned income;
- No individual on the case has a Sanction (SN) status
- No individual on the case has an AC, SI, or SN status for Supplemental Nutrition Assistance Program (SNAP) benefits; and
- No individual on the case has reached a time limit count of forty-eight months or more.

Note: The payee on the case can be coded as either **01** (Head of Household) or **28** (alternate payee). The payee also cannot have an AC, SI, or SN status for SNAP benefits.

The only factor that limits to the number of times a household can qualify to have their face-to-face recertification interview at the 24th month is whether the household meets all of the criteria discussed above.

Households that meet the criteria to have their face-to-face recertification interview at the 24th month must be given the Your Household Has Just Been Certified to Receive Cash Assistance for Two (2) Years (**FIA-1166**) notice.

If a CA case meets the criteria to have their face-to-face recertification interview at the 24th month, the Paperless Office System (POS) opens the **24-Month Recertification Waiver** window during the **CA Recertification Interview** activity, see screen shot below:

Contents of the POS **24-Month Recertification Waiver** window.

24-MONTH RECERTIFICATION WAIVER

This participant qualifies for a 24-month certification period because he/she is a non-parent caregiver (non-legally responsible relative) who has:

- No earned income; and
- Not reached the forty-eight (48) month time limit
- No active SNAP case
- No sanctions on the case

Please give the participant the FIA-1166 notice that explains the 24-month certification period. [Print FIA-1166](#)

Did you print out and hand the FIA-1166 notice to the client? Yes No

Printing the **FIA-1166**.

The Job Opportunity Specialist (JOS) who is conducting the interview must select the **Print FIA-1166** button to generate the **FIA-1166** notice.

The **FIA-1166** will be printed in English and the preferred reading language that is indicated in the Welfare Management System (WMS), and must be given to the participant.

The Worker is required to answer the question “*Did you print out and hand the FIA-1166 notice to the client?*” and then select the **OK** button to close the **24-Month Recertification Waiver** window. POS will display an error message if the Worker attempts to close the window without answering the question.

Revisions to 24-Month Recertification for Certain Public Assistance/Food Stamp Households ([PD #05-45-ELI](#)) will be updated at a later date to reflect these changes.

Effective October 24, 2016.

References:


[11-INF-15](#)
[06-ADM-10](#)
[05-INF-24](#)
[11-INF-07](#)

Related Items:

[PD #09-30-OPE](#)
[PD #05-45-ELI](#)

Attachments:

FIA-1166	Your Household Has Just Been Certified To Receive Cash Assistance For Two (2) Years (06/01/2016)
FIA-1166 (S)	Your Household Has Just Been Certified To Receive Cash Assistance For Two (2) Years (Spanish) (06/01/2016)

 Please use Print on Demand to obtain copies of forms.

Date: _____

Case Name: _____

Case Number: _____

Center: _____

Your Household Has Just Been Certified To Receive Cash Assistance For Two (2) Years

Good news! You will not have to come to an HRA Job Center for an in-person recertification for another two (2) years.

We used to ask you to come in to our office every year to recertify for Cash Assistance benefits. Now, your Cash Assistance certification has been extended to two (2) years. We can do this because only the children in your household are getting Cash Assistance and Medicaid benefits.

SAMPLE

Even though you will not have an in-person appointment for another two (2) years, you **must** still fill out and send us back an eligibility form, that HRA will mail you about a year from now. This form is one way for you to let us know if anything changed that may affect the children's Cash Assistance and Medicaid benefits. The form will also let us decide if the children can still get Medicaid. Not completing and sending us back the eligibility form could mean that the Cash Assistance and Medicaid benefits will stop.

If you have any questions about this, please call **718-557-1399**.

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

Su Hogar Acaba de Certificarse para Recibir Asistencia en Efectivo por Dos (2) Años

¡Buena noticia! Usted no tendrá que presentarse a un Centro de Trabajo de la HRA para llevar a cabo una entrevista en persona por un plazo de dos (2) años adicionales.

Nosotros solíamos exigir que usted se presentara a nuestra oficina anualmente para recertificarse para beneficios de Asistencia en Efectivo (CA). Ahora, su certificación de CA se ha extendido a dos (2) años. Nosotros podemos tomar esta medida debido a que sólo los niños de su hogar reciben beneficios de CA y Medicaid.

Aunque usted no tendrá que llevar a cabo una cita en persona por un plazo de dos (2) años adicionales, aún **deberá** llenar y devolver un formulario de elegibilidad, enviado a usted por la HRA en alrededor de un año desde este momento. Mediante dicho formulario usted puede reportar cualquier cambio que pueda afectar los beneficios de CA y Medicaid de los niños. El formulario también nos permitirá decidir si los niños aún reúnen los requisitos de Medicaid. No llenar y devolver el formulario de elegibilidad puede resultar en que se suspendan los beneficios de Asistencia en Efectivo y Medicaid.

Ante cualquier pregunta sobre este tema, por favor llame al **718-557-1399**.