



# OFFICE OF POLICY, PROCEDURES, AND TRAINING


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Office of Procedures

## POLICY BULLETIN #16-93-OPE

*(This Policy Bulletin Obsoletes PB #15-110-OPE)*

### SCHEDULES FOR JANUARY 2017 – JUNE 2017

<b>Date:</b> December 5, 2016	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that seven (7) desk guides for the recurring semi-annual schedules have been revised to reflect the dates from January 2017 through June 2017.</p> <p>The 2017 semi-annual schedules are:</p> <ul style="list-style-type: none"> <li>• EBT Pick-up Schedule January – June 2017 (<b>EBT-52A</b>). This desk guide informs applicants of the date when their benefits will be available based on their case number toe digit.</li> <li>• Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (<b>W-140XX</b>). This desk guide advises staff on the various due dates for processing changes reported by households as well as information received from computer matches and other automated lists.</li> <li>• Recurring Roll Deadline Schedule January – June 2017 (<b>W-203A</b>). This desk guide advises staff of the dates by which changes on the Cash Assistance (CA) case must be processed in the Welfare Management System (WMS) to meet the next recurring cycle based on the case number toe digit.</li> <li>• NCA Toe Digit Deadline Schedule January – June 2017 (<b>W-203EE</b>). This desk guide advises staff of the date by which any changes on a SNAP case must be processed in WMS to meet the next recurring cycle based on the case number toe digit.</li> </ul>

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

- Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2017 (**W-204TT**). This desk guide advises staff of the eligibility decision due dates for Family Assistance and NCA SNAP applications.
- Safety Net Assistance Application Timeliness Schedule January – June 2017 (**W-205RR**). This desk guide advises staff of the eligibility decision due dates and benefit availability dates for Safety Net Assistance (SNA) applications.
- Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (**W-205W**). This desk guide instructs staff on how to manually enter certification periods on Forms **LDSS-4013A NYC**, **LDSS-4013B NYC**, **LDSS-4014A NYC**, and **LDSS-4014B NYC**.

Samples of the revised schedules are attached.

*Effective Immediately*

**Related Item:**

[PB #16-54-OPE](#)

**Attachments:**

<b>EBT-52A</b>	EBT Pick-up Schedule January – June 2017 (Rev. 12/05/16)
<b>W-140XX</b>	Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type (Rev. 12/05/16)
<b>W-203A</b>	Recurring Roll Deadline Schedule January – June 2016 (Rev. 12/05/16)
<b>W-203EE</b>	NCA SNAP Toe Digit Deadline Schedule January – June 2017 (Rev. 12/05/16)
<b>W-204TT</b>	Family Assistance and NCA SNAP Application Timeliness Schedule January – June 2017 (Rev. 12/05/16)
<b>W-205RR</b>	Safety Net Assistance Application Timeliness Schedule January – June 2017 (Rev. 12/05/16)
<b>W-205W</b>	Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide January – June 2017 (Rev. 12/05/16)

## EBT Pickup Schedule January - June 2017

Toe Digit	January CA & SNAP		February CA & SNAP		March CA & SNAP		April CA & SNAP		May CA & SNAP		June CA & SNAP	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	1/3	1/17	2/1	2/16	3/1	3/16	4/1	4/17	5/1	5/16	6/1	6/16
1	1/4	1/18	2/2	2/17	3/2	3/17	4/3	4/18	5/2	5/17	6/2	6/17
2	1/5	1/19	2/3	2/18	3/3	3/18	4/4	4/19	5/3	5/18	6/3	6/19
3	1/6	1/20	2/4	2/21	3/4	3/20	4/5	4/20	5/4	5/19	6/5	6/20
4	1/7	1/21	2/6	2/22	3/6	3/21	4/6	4/21	5/5	5/20	6/6	6/21
5	1/9	1/23	2/7	2/23	3/7	3/22	4/7	4/22	5/6	5/22	6/7	6/22
6	1/10	1/24	2/8	2/24	3/8	3/23	4/8	4/24	5/8	5/23	6/8	6/23
7	1/11	1/25	2/9	2/25	3/9	3/24	4/10	4/25	5/9	5/24	6/9	6/24
8	1/12	1/26	2/10	2/27	3/10	3/25	4/11	4/26	5/10	5/25	6/10	6/26
9	1/13	1/27	2/11	2/28	3/11	3/27	4/12	4/27	5/11	5/26	6/12	6/27

### Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
1/3/2017	2/16/2017	2/21/2017	4/6/2017	1/3/2017	3/3/2017	2/21/2017	4/21/2017	1/3/2017	2/1/2017	2/21/2017	3/22/2017
1/4/2017	2/17/2017	2/22/2017	4/7/2017	1/4/2017	3/6/2017*	2/22/2017	4/24/2017*	1/4/2017	2/2/2017	2/22/2017	3/23/2017
1/5/2017	2/22/2017*	2/23/2017	4/10/2017*	1/5/2017	3/6/2017*	2/23/2017	4/24/2017*	1/5/2017	2/3/2017	2/23/2017	3/24/2017
1/6/2017	2/22/2017*	2/24/2017	4/10/2017*	1/6/2017	3/6/2017	2/24/2017	4/24/2017	1/6/2017	2/6/2017*	2/24/2017	3/28/2017*
1/9/2017	2/22/2017	2/27/2017	4/12/2017	1/9/2017	3/9/2017	2/27/2017	4/27/2017	1/9/2017	2/7/2017	2/27/2017	3/28/2017
1/10/2017	2/23/2017	2/28/2017	4/13/2017	1/10/2017	3/10/2017	2/28/2017	4/28/2017	1/10/2017	2/8/2017	2/28/2017	3/29/2017
1/11/2017	2/24/2017	3/1/2017	4/14/2017	1/11/2017	3/13/2017*	3/1/2017	5/1/2017*	1/11/2017	2/9/2017	3/1/2017	3/30/2017
1/12/2017	2/27/2017*	3/2/2017	4/17/2017*	1/12/2017	3/13/2017*	3/2/2017	5/1/2017*	1/12/2017	2/10/2017	3/2/2017	3/31/2017
1/13/2017	2/27/2017*	3/3/2017	4/17/2017*	1/13/2017	3/13/2017	3/3/2017	5/1/2017*	1/13/2017	2/15/2017*	3/3/2017	4/1/2017*
1/17/2017	3/2/2017	3/6/2017	4/19/2017	1/17/2017	3/17/2017	3/6/2017	5/4/2017*	1/17/2017	2/15/2017	3/6/2017	4/4/2017
1/18/2017	3/3/2017	3/7/2017	4/20/2017	1/18/2017	3/20/2017*	3/7/2017	5/5/2017*	1/18/2017	2/16/2017	3/7/2017	4/5/2017
1/19/2017	3/6/2017*	3/8/2017	4/21/2017	1/19/2017	3/20/2017*	3/8/2017	5/8/2017*	1/19/2017	2/17/2017	3/8/2017	4/6/2017
1/20/2017	3/6/2017*	3/9/2017	4/24/2017*	1/20/2017	3/20/2017*	3/9/2017	5/8/2017*	1/20/2017	2/17/2017	3/9/2017	4/7/2017
1/23/2017	3/8/2017	3/10/2017	4/24/2017*	1/23/2017	3/20/2017*	3/10/2017	5/8/2017*	1/23/2017	2/21/2017*	3/10/2017	4/11/2017*
1/24/2017	3/9/2017	3/13/2017	4/26/2017	1/24/2017	3/23/2017	3/13/2017	5/11/2017*	1/24/2017	2/21/2017	3/13/2017	4/11/2017
1/25/2017	3/9/2017	3/14/2017	4/27/2017	1/25/2017	3/24/2017	3/14/2017	5/12/2017*	1/25/2017	2/22/2017	3/14/2017	4/12/2017
1/25/2017	3/10/2017	3/15/2017	4/28/2017	1/25/2017	3/27/2017*	3/15/2017	5/15/2017*	1/25/2017	2/23/2017	3/15/2017	4/13/2017
1/26/2017	3/13/2017*	3/16/2017	5/1/2017*	1/26/2017	3/27/2017*	3/16/2017	5/15/2017*	1/26/2017	2/24/2017	3/16/2017	4/14/2017
1/27/2017	3/13/2017*	3/17/2017	5/1/2017*	1/27/2017	3/27/2017	3/17/2017	5/15/2017	1/27/2017	2/28/2017*	3/17/2017	4/15/2017*
1/30/2017	3/15/2017	3/20/2017	5/3/2017	1/30/2017	3/30/2017	3/20/2017	5/18/2017	1/30/2017	2/28/2017	3/20/2017	4/15/2017
1/31/2017	3/16/2017	3/21/2017	5/4/2017	1/31/2017	3/31/2017	3/21/2017	5/19/2017	1/31/2017	3/1/2017	3/21/2017	4/19/2017
2/1/2017	3/17/2017	3/22/2017	5/5/2017	2/1/2017	4/3/2017*	3/22/2017	5/22/2017*	2/1/2017	3/2/2017	3/22/2017	4/20/2017
2/2/2017	3/20/2017*	3/23/2017	5/8/2017*	2/2/2017	4/3/2017*	3/23/2017	5/22/2017*	2/2/2017	3/3/2017	3/23/2017	4/21/2017
2/3/2017	3/20/2017*	3/24/2017	5/8/2017*	2/3/2017	4/3/2017	3/24/2017	5/22/2017	2/3/2017	3/7/2017*	3/24/2017	4/25/2017*
2/6/2017	3/22/2017	3/27/2017	5/10/2017	2/6/2017	4/6/2017	3/27/2017	5/25/2017	2/6/2017	3/7/2017	3/27/2017	4/25/2017
2/7/2017	3/23/2017	3/28/2017	5/11/2017	2/7/2017	4/7/2017	3/28/2017	5/26/2017	2/7/2017	3/8/2017	3/28/2017	4/26/2017
2/8/2017	3/24/2017	3/29/2017	5/12/2017	2/8/2017	4/10/2017*	3/29/2017	5/30/2017*	2/8/2017	3/9/2017	3/29/2017	4/27/2017
2/9/2017	3/27/2017*	3/30/2017	5/15/2017*	2/9/2017	4/10/2017*	3/30/2017	5/30/2017*	2/9/2017	3/10/2017	3/30/2017	4/28/2017
2/10/2017	3/27/2017*	3/31/2017	5/15/2017*	2/10/2017	4/10/2017	3/31/2017	5/30/2017*	2/10/2017	3/14/2017*	3/31/2017	5/2/2017*
2/13/2017	3/29/2017	4/3/2017	5/17/2017	2/13/2017	4/13/2017	4/3/2017	6/1/2017	2/13/2017	3/14/2017	4/3/2017	5/2/2017
2/14/2017	3/30/2017	4/4/2017	5/18/2017	2/14/2017	4/14/2017	4/4/2017	6/2/2017	2/14/2017	3/15/2017	4/4/2017	5/3/2017
2/15/2017	3/31/2017	4/5/2017	5/19/2017	2/15/2017	4/17/2017*	4/5/2017	6/5/2017*	2/15/2017	3/16/2017	4/5/2017	5/4/2017
2/16/2017	4/3/2017*	4/6/2017	5/22/2017*	2/16/2017	4/17/2017*	4/6/2017	6/5/2017*	2/16/2017	3/17/2017	4/6/2017	5/5/2017
2/17/2017	4/3/2017*	4/7/2017	5/22/2017*	2/17/2017	4/17/2017	4/7/2017	6/5/2017	2/17/2017	3/20/2017*	4/7/2017	5/9/2017*

\* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

### Eligibility Resolution Due Dates for Processing Discrepant Information by Lead Type

CHART A (45 Days*) IEVS COMPUTER MATCHES (1099, WRS, UIB, BENDX)				CHART B (60 Days*) NON-IEVS COMPUTER MATCHES OTHER AUTOMATED LISTS				CHART C (End of the Month or 30 Days*) CHANGES REPORTED BY HOUSEHOLD VIA MAIL/TELEPHONE/AT RECERT/OTHER REFERRALS: FIA 3As/QC/BFI			
Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date	Date Received	Due Date
4/10/2017	5/24/2017	-----	-----	4/10/2017	6/8/2017	-----	-----	4/10/2017	5/9/2017	-----	-----
4/11/2017	5/25/2017	5/30/2017	7/13/2017	4/11/2017	6/9/2017	5/30/2017	7/28/2017	4/11/2017	5/10/2017	5/30/2017	6/28/2017
4/12/2017	5/26/2017	5/31/2017	7/14/2017	4/12/2017	6/12/2017*	5/31/2017	7/31/2017*	4/12/2017	5/11/2017	5/31/2017	6/29/2017
4/13/2017	5/31/2017*	6/1/2017	7/19/2017*	4/13/2017	6/12/2017*	6/1/2017	7/31/2017*	4/13/2017	5/12/2017	6/1/2017	6/30/2017
4/14/2017	5/31/2017*	6/2/2017	7/19/2017*	4/14/2017	6/12/2017	6/2/2017	7/31/2017	4/14/2017	5/16/2017*	6/2/2017	7/5/2017*
4/17/2017	5/31/2017	6/5/2017	7/19/2017	4/17/2017	6/15/2017	6/5/2017	8/3/2017	4/17/2017	5/16/2017	6/5/2017	7/5/2017*
4/18/2017	6/1/2017	6/6/2017	7/20/2017	4/18/2017	6/16/2017	6/6/2017	8/4/2017	4/18/2017	5/17/2017	6/6/2017	7/5/2017
4/19/2017	6/2/2017	6/7/2017	7/21/2017	4/19/2017	6/19/2017*	6/7/2017	8/7/2017*	4/19/2017	5/18/2017	6/7/2017	7/6/2017
4/20/2017	6/3/2017*	6/8/2017	7/26/2017*	4/20/2017	6/19/2017*	6/8/2017	8/7/2017*	4/20/2017	5/19/2017	6/8/2017	7/7/2017
4/21/2017	6/4/2017*	6/9/2017	7/26/2017*	4/21/2017	6/19/2017	6/9/2017	8/7/2017	4/21/2017	5/23/2017*	6/9/2017	7/8/2017*
4/24/2017	6/7/2017	6/12/2017	7/26/2017	4/24/2017	6/22/2017	6/12/2017	8/10/2017	4/24/2017	5/23/2017	6/12/2017	7/11/2017
4/25/2017	6/8/2017	6/13/2017	7/27/2017	4/25/2017	6/23/2017	6/13/2017	8/11/2017	4/25/2017	5/24/2017	6/13/2017	7/12/2017
4/26/2017	6/9/2017	6/14/2017	7/28/2017	4/26/2017	6/26/2017*	6/14/2017	8/14/2017*	4/26/2017	5/25/2017	6/14/2017	7/13/2017
4/27/2017	6/14/2017*	6/15/2017	8/2/2017*	4/27/2017	6/26/2017*	6/15/2017	8/14/2017*	4/27/2017	5/26/2017	6/15/2017	7/14/2017
4/28/2017	6/14/2017*	6/16/2017	8/2/2017*	4/28/2017	6/26/2017	6/16/2017	8/14/2017	4/28/2017	5/30/2017*	6/16/2017	7/18/2017*
5/1/2017	6/14/2017	6/19/2017	8/2/2017	5/1/2017	6/29/2017	6/19/2017	8/17/2017	5/1/2017	5/30/2017	6/19/2017	7/18/2017
5/2/2017	6/15/2017	6/20/2017	8/3/2017	5/2/2017	6/30/2017	6/20/2017	8/18/2017	5/2/2017	5/31/2017	6/20/2017	7/19/2017
5/3/2017	6/16/2017	6/21/2017	8/4/2017	5/3/2017	7/3/2017*	6/21/2017	8/21/2017*	5/3/2017	6/1/2017	6/21/2017	7/20/2017
5/4/2017	6/21/2017*	6/22/2017	8/9/2017*	5/4/2017	7/3/2017*	6/22/2017	8/21/2017*	5/4/2017	6/2/2017	6/22/2017	7/21/2017
5/5/2017	6/21/2017*	6/23/2017	8/9/2017*	5/5/2017	7/3/2017	6/23/2017	8/21/2017	5/5/2017	6/6/2017*	6/23/2017	7/25/2017*
5/8/2017	6/21/2017	6/26/2017	8/9/2017	5/8/2017	7/6/2017	6/26/2017	8/24/2017	5/8/2017	6/6/2017	6/26/2017	7/25/2017
5/9/2017	6/22/2017	6/27/2017	8/10/2017	5/9/2017	7/7/2017	6/27/2017	8/25/2017	5/9/2017	6/7/2017	6/27/2017	7/26/2017
5/10/2017	6/23/2017	6/28/2017	8/11/2017	5/10/2017	7/10/2017*	6/28/2017	8/28/2017*	5/10/2017	6/8/2017	6/28/2017	7/27/2017
5/11/2017	6/28/2017*	6/29/2017	8/14/2017*	5/11/2017	7/10/2017*	6/29/2017	8/28/2017*	5/11/2017	6/9/2017	6/29/2017	7/28/2017
5/12/2017	6/28/2017*	6/30/2017	8/14/2017*	5/12/2017	7/10/2017	6/30/2017	8/28/2017	5/12/2017	6/13/2017*	6/30/2017	7/31/2017*
5/15/2017	6/28/2017	-----	-----	5/15/2017	7/13/2017	-----	-----	5/15/2017	6/13/2017	-----	-----
5/16/2017	6/29/2017	-----	-----	5/16/2017	7/14/2017	-----	-----	5/16/2017	6/14/2017	-----	-----
5/17/2017	6/30/2017	-----	-----	5/17/2017	7/17/2017*	-----	-----	5/17/2017	6/15/2017	-----	-----
5/18/2017	7/5/2017*	-----	-----	5/18/2017	7/17/2017*	-----	-----	5/18/2017	6/16/2017	-----	-----
5/19/2017	7/5/2017*	-----	-----	5/19/2017	7/17/2017	-----	-----	5/19/2017	6/20/2017*	-----	-----
5/22/2017	7/5/2017	-----	-----	5/22/2017	7/20/2017	-----	-----	5/22/2017	6/20/2017	-----	-----
5/23/2017	7/6/2017	-----	-----	5/23/2017	7/21/2017	-----	-----	5/23/2017	6/21/2017	-----	-----
5/24/2017	7/7/2017	-----	-----	5/24/2017	7/24/2017*	-----	-----	5/24/2017	6/22/2017	-----	-----
5/25/2017	7/10/2017*	-----	-----	5/25/2017	7/24/2017*	-----	-----	5/25/2017	6/23/2017	-----	-----
5/26/2017	7/10/2017*	-----	-----	5/26/2017	7/24/2017	-----	-----	5/26/2017	6/26/2017*	-----	-----

\* Please note: If the due date falls on a weekend or holiday, the due date is the next business day.

## Recurring Roll Deadline Schedule January - June 2017

Toe Digit	January		February		March		April		May		June	
	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B	6A	6B
0	12/21	1/6	1/23	2/6	2/22	3/8	3/21	4/6	4/24	5/8	5/22	6/6
1	12/22	1/9	1/24	2/7	2/23	3/9	3/22	4/7	4/25	5/9	5/23	6/7
2	12/23	1/10	1/25	2/8	2/24	3/9	3/23	4/11	4/26	5/10	5/24	6/8
3	12/27	1/11	1/26	2/9	2/27	3/10	3/24	4/12	4/27	5/11	5/25	6/9
4	12/28	1/12	1/27	2/10	2/28	3/13	3/28	4/13	4/28	5/12	5/26	6/9
5	12/29	1/13	1/30	2/13	3/1	3/14	3/29	4/14	5/1	5/15	5/30	6/12
6	12/30	1/17	1/31	2/14	3/2	3/15	3/30	4/17	5/2	5/16	5/31	6/13
7	1/3	1/18	2/1	2/15	3/3	3/16	3/31	4/18	5/3	5/17	6/1	6/14
8	1/4	1/19	2/2	2/16	3/6	3/16	4/3	4/19	5/4	5/18	6/2	6/15
9	1/5	1/20	2/3	2/17	3/7	3/17	4/4	4/20	5/5	5/19	6/5	6/16

### SNAP Toe Digit Deadline Schedule January - June 2017

DIGIT	January	February	March	April	May	June
0	12/21	1/23	2/22	3/21	4/24	5/22
1	12/22	1/24	2/23	3/22	4/25	5/23
2	12/23	1/25	2/24	3/23	4/26	5/24
3	12/27	1/26	2/27	3/24	4/27	5/25
4	12/28	1/27	2/28	3/28	4/28	5/26
5	12/30	1/30	3/1	3/29	5/1	5/30
6	1/4	1/31	3/2	3/30	5/2	5/31
7	1/5	2/1	3/3	3/31	5/3	6/1
8	1/6	2/2	3/6	4/3	5/4	6/2
9	1/7	2/3	3/7	4/4	5/5	6/5

## Family Assistance and Non Cash Assistance Supplemental Nutritional Assistance Program (NCA SNAP) Application Timeliness Schedule January – June 2017

File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date	File Date	Due Date
-----	-----	2/13/2017	3/9/2017	3/27/2017	4/20/2017	5/8/2017	6/1/2017	6/19/2017	7/13/2017
1/3/2017	1/27/2017	2/14/2017	3/10/2017	3/28/2017	4/21/2017	5/9/2017	6/2/2017	6/20/2017	7/14/2017
1/4/2017	1/27/2017*	2/15/2017	3/10/2017*	3/29/2017	4/21/2017*	5/10/2017	6/2/2017*	6/21/2017	7/14/2017*
1/5/2017	1/27/2017*	2/16/2017	3/10/2017*	3/30/2017	4/21/2017*	5/11/2017	6/2/2017*	6/22/2017	7/14/2017*
1/6/2017	1/30/2017	2/17/2017	3/13/2017	3/31/2017	4/24/2017	5/12/2017	6/5/2017	6/23/2017	7/17/2017
1/7/2017**	1/31/2017	2/18/2017**	3/14/2017	4/1/2017**	4/25/2017	5/13/2017**	6/6/2017	6/24/2017**	7/18/2017
1/9/2017	2/2/2017	-----	-----	4/3/2017	4/27/2017	5/15/2017	6/8/2017	6/26/2017	7/20/2017
1/10/2017	2/3/2017	2/21/2017	3/17/2017	4/4/2017	4/28/2017	5/16/2017	6/9/2017	6/27/2017	7/21/2017
1/11/2017	2/3/2017*	2/22/2017	3/17/2017*	4/5/2017	4/28/2017*	5/17/2017	6/9/2017*	6/28/2017	7/21/2017*
1/12/2017	2/3/2017*	2/23/2017	3/17/2017*	4/6/2017	4/28/2017*	5/18/2017	6/9/2017*	6/29/2017	7/21/2017*
1/13/2017	2/6/2017	2/24/2017	3/20/2017	4/7/2017	5/1/2017	5/19/2017	6/12/2017	6/30/2017	7/24/2017
1/14/2017**	2/7/2017	2/25/2017**	3/21/2017	4/8/2017**	5/2/2017	5/20/2017**	6/13/2017	-----	-----
-----	-----	2/27/2017	3/23/2017	4/10/2017	5/4/2017	5/22/2017	6/15/2017	-----	-----
1/17/2017	2/10/2017	2/28/2017	3/24/2017	4/11/2017	5/5/2017	5/23/2017	6/16/2017	-----	-----
1/18/2017	2/10/2017*	3/1/2017	3/24/2017*	4/12/2017	5/5/2017*	5/24/2017	6/16/2017*	-----	-----
1/19/2017	2/10/2017*	3/2/2017	3/24/2017*	4/13/2017	5/5/2017*	5/25/2017	6/16/2017*	-----	-----
1/20/2017	2/13/2017	3/3/2017	3/27/2017	4/14/2017	5/8/2017	5/26/2017	6/19/2017	-----	-----
1/21/2017**	2/14/2017	3/4/2017**	3/28/2017	4/15/2017**	5/9/2017	5/27/2017**	6/20/2017	-----	-----
1/23/2017	2/16/2017	3/6/2017	3/30/2017	4/17/2017	5/11/2017	-----	-----	-----	-----
1/24/2017	2/17/2017	3/7/2017	3/31/2017	4/18/2017	5/12/2017	5/30/2017	6/23/2017	-----	-----
1/25/2017	2/17/2017*	3/8/2017	3/31/2017*	4/19/2017	5/12/2017*	5/31/2017	6/23/2017*	-----	-----
1/26/2017	2/17/2017*	3/9/2017	3/31/2017*	4/20/2017	5/12/2017*	6/1/2017	6/23/2017*	-----	-----
1/27/2017	2/17/2017*	3/10/2017	4/3/2017	4/21/2017	5/15/2017	6/2/2017	6/26/2017	-----	-----
1/28/2017**	2/21/2017	3/11/2017**	4/4/2017	4/22/2017**	5/16/2017	6/3/2017**	6/27/2017	-----	-----
1/30/2017	2/23/2017	3/13/2017	4/6/2017	4/24/2017	5/18/2017	6/5/2017	6/29/2017	-----	-----
1/31/2017	2/24/2017	3/14/2017	4/7/2017	4/25/2017	5/19/2017	6/6/2017	6/30/2017	-----	-----
2/1/2017	2/24/2017*	3/15/2017	4/7/2017*	4/26/2017	5/19/2017*	6/7/2017	6/30/2017*	-----	-----
2/2/2017	2/24/2017*	3/16/2017	4/7/2017*	4/27/2017	5/19/2017*	6/8/2017	6/30/2017*	-----	-----
2/3/2017	2/27/2017	3/17/2017	4/10/2017	4/28/2017	5/22/2017	6/9/2017	7/3/2017	-----	-----
2/4/2017**	2/28/2017	3/18/2017**	4/11/2017	4/29/2017**	5/23/2017	6/10/2017**	7/3/2017	-----	-----
2/6/2017	3/2/2017	3/20/2017	4/13/2017	5/1/2017	5/25/2017	6/12/2017	7/6/2017	-----	-----
2/7/2017	3/3/2017	3/21/2017	4/14/2017	5/2/2017	5/26/2017	6/13/2017	7/7/2017	-----	-----
2/8/2017	3/3/2017*	3/22/2017	4/14/2017*	5/3/2017	5/26/2017*	6/14/2017	7/7/2017*	-----	-----
2/9/2017	3/3/2017*	3/23/2017	4/14/2017*	5/4/2017	5/26/2017*	6/15/2017	7/7/2017*	-----	-----
2/10/2017	3/6/2017	3/24/2017	4/14/2017*	5/5/2017	5/26/2017*	6/16/2017	7/10/2017	-----	-----
2/11/2017**	3/7/2017	3/25/2017**	4/18/2017	5/6/2017**	5/30/2017	6/17/2017**	7/11/2017	-----	-----

\*Due dates that fall on a Saturday, Sunday or holiday are listed for the preceding workday.

\*\*Some NCA SNAP locations are open on Saturday for applications.



## Safety Net Assistance Application Timeliness Schedule January – June 2017

January			February			March		
Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date	Application Date	Decision Date	First Benefit Date
-----	-----	-----	-----	-----	-----	-----	-----	-----
1/3/2017	1/27/2017	2/16/2017	-----	-----	-----	-----	-----	-----
1/4/2017	1/27/2017*	2/17/2017	2/1/2017	2/24/2017*	3/17/2017	3/1/2017	3/24/2017*	4/14/2017
1/5/2017	1/27/2017*	2/17/2017*	2/2/2017	2/24/2017*	3/17/2017*	3/2/2017	3/24/2017*	4/14/2017*
1/6/2017	1/30/2017	2/17/2017*	2/3/2017	2/27/2017	3/17/2017*	3/3/2017	3/27/2017	4/14/2017*
1/9/2017	2/2/2017	2/22/2017	2/6/2017	3/2/2017	3/22/2017	3/6/2017	3/30/2017	4/19/2017
1/10/2017	2/3/2017	2/23/2017	2/7/2017	3/3/2017	3/23/2017	3/7/2017	3/31/2017	4/20/2017
1/11/2017	2/3/2017*	2/24/2017	2/8/2017	3/3/2017*	3/24/2017	3/8/2017	3/31/2017*	4/21/2017
1/12/2017	2/3/2017*	2/24/2017*	2/9/2017	3/3/2017*	3/24/2017*	3/9/2017	3/31/2017*	4/21/2017*
1/13/2017	2/6/2017	2/24/2017*	2/10/2017	3/6/2017	3/24/2017*	3/10/2017	4/3/2017	4/21/2017*
-----	-----	-----	2/13/2017	3/9/2017	3/29/2017	3/13/2017	4/6/2017	4/26/2017
1/17/2017	2/10/2017	3/2/2017	2/14/2017	3/10/2017	3/30/2017	3/14/2017	4/7/2017	4/27/2017
1/18/2017	2/10/2017*	3/3/2017	2/15/2017	3/10/2017*	3/31/2017	3/15/2017	4/7/2017*	4/28/2017
1/19/2017	2/10/2017*	3/3/2017*	2/16/2017	3/10/2017*	3/31/2017*	3/16/2017	4/7/2017*	4/28/2017*
1/20/2017	2/13/2017	3/3/2017*	2/17/2017	3/13/2017	3/31/2017*	3/17/2017	4/10/2017	4/28/2017*
1/23/2017	2/16/2017	3/8/2017	-----	-----	-----	3/20/2017	4/13/2017	5/3/2017
1/24/2017	2/17/2017	3/9/2017	2/21/2017	3/17/2017	4/6/2017	3/21/2017	4/14/2017	5/4/2017
1/25/2017	2/17/2017*	3/10/2017	2/22/2017	3/17/2017*	4/7/2017	3/22/2017	4/14/2017*	5/5/2017
1/26/2017	2/17/2017*	3/10/2017*	2/23/2017	3/17/2017*	4/7/2017*	3/23/2017	4/14/2017*	5/5/2017*
1/27/2017	2/17/2017*	3/10/2017*	2/24/2017	3/20/2017	4/7/2017*	3/24/2017	4/17/2017	5/5/2017*
1/30/2017	2/23/2017	3/15/2017	2/27/2017	3/23/2017	4/12/2017	3/27/2017	4/20/2017	5/10/2017
1/31/2017	2/24/2017	3/16/2017	2/28/2017	3/24/2017	4/13/2017	3/28/2017	4/21/2017	5/11/2017
-----	-----	-----	-----	-----	-----	3/29/2017	4/21/2017*	5/12/2017
-----	-----	-----	-----	-----	-----	3/30/2017	4/21/2017*	5/12/2017*
-----	-----	-----	-----	-----	-----	3/31/2017	4/24/2017	5/12/2017*

\* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

## Safety Net Assistance Application Timeliness Schedule January – June 2017

### April

Application Date	Decision Date	First Benefit Date
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
4/3/2017	4/27/2017	5/17/2017
4/4/2017	4/28/2017	5/18/2017
4/5/2017	4/28/2017*	5/19/2017
4/6/2017	4/28/2017*	5/19/2017*
4/7/2017	5/1/2017	5/19/2017*
4/10/2017	5/4/2017	5/24/2017
4/11/2017	5/5/2017	5/25/2017
4/12/2017	5/5/2017*	5/26/2017
4/13/2017	5/5/2017*	5/26/2017*
4/14/2017	5/8/2017	5/26/2017*
4/17/2017	5/11/2017	5/31/2017
4/18/2017	5/12/2017	6/1/2017
4/19/2017	5/12/2017*	6/2/2017
4/20/2017	5/12/2017*	6/2/2017*
4/21/2017	5/15/2017	6/2/2017*
4/24/2017	5/18/2017	6/7/2017
4/25/2017	5/19/2017	6/8/2017
4/26/2017	5/19/2017*	6/9/2017
4/27/2017	5/19/2017*	6/9/2017*
4/28/2017	5/22/2017	6/9/2017*

### May

Application Date	Decision Date	First Benefit Date
5/1/2017	5/25/2017	6/14/2017
5/2/2017	5/26/2017	6/15/2017
5/3/2017	5/26/2017*	6/16/2017
5/4/2017	5/26/2017*	6/16/2017*
5/5/2017	5/26/2017*	6/16/2017*
5/8/2017	6/1/2017	6/21/2017
5/9/2017	6/2/2017	6/22/2017
5/10/2017	6/2/2017*	6/23/2017
5/11/2017	6/2/2017*	6/23/2017*
5/12/2017	6/5/2017	6/23/2017*
5/15/2017	6/8/2017	6/28/2017
5/16/2017	6/9/2017	6/29/2017
5/17/2017	6/9/2017*	6/30/2017
5/18/2017	6/9/2017*	6/30/2017*
5/19/2017	6/12/2017	6/30/2017*
5/22/2017	6/15/2017	7/5/2017
5/23/2017	6/16/2017	7/6/2017
5/24/2017	6/16/2017*	7/7/2017
5/25/2017	6/16/2017*	7/7/2017*
5/26/2017	6/19/2017	7/7/2017*
-----	-----	-----
5/30/2017	6/23/2017	7/13/2017
5/31/2017	6/23/2017*	7/14/2017
-----	-----	-----
-----	-----	-----

### June

Application Date	Decision Date	First Benefit Date
-----	-----	-----
-----	-----	-----
-----	-----	-----
6/1/2017	6/23/2017*	7/14/2017*
6/2/2017	6/26/2017	7/14/2017*
6/5/2017	6/29/2017	7/19/2017
6/6/2017	6/30/2017	7/20/2017
6/7/2017	6/30/2017*	7/21/2017
6/8/2017	6/30/2017*	7/21/2017*
6/9/2017	7/3/2017	7/21/2017*
6/12/2017	7/6/2017	7/26/2017
6/13/2017	7/7/2017	7/27/2017
6/14/2017	7/7/2017*	7/28/2017
6/15/2017	7/7/2017*	7/28/2017*
6/16/2017	7/10/2017	7/28/2017*
6/19/2017	7/13/2017	8/2/2017
6/20/2017	7/14/2017	8/3/2017
6/21/2017	7/14/2017*	8/4/2017
6/22/2017	7/14/2017*	8/4/2017*
6/23/2017	7/17/2017	8/4/2017*
6/26/2017	7/20/2017	8/9/2017
6/27/2017	7/21/2017	8/10/2017
6/28/2017	7/21/2017*	8/11/2017
6/29/2017	7/21/2017*	8/11/2017*
6/30/2017	7/24/2017	8/11/2017*

\* Decision dates that fall on a Saturday, Sunday or holidays are listed for the preceding workday.

## Cash Assistance, Medical Assistance and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide

### Instructions for Entering Certification Periods on Forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

Forms **LDSS-4013A NYC/LDSS-4013B NYC** and **LDSS-4014A NYC/LDSS-4014B NYC** will automatically be generated by the Client Notices System (CNS). A manual notice is required if the Worker suppresses this notice by entering an **A, T** or **1** in the **M3e** field of the TAD.

If a manual notice is required for a case that is being accepted or recertified:

- Prepare either Forms **LDSS-4013A NYC** and **LDSS-4013B NYC** (case acceptances) or Forms **LDSS-4014A NYC** and **LDSS-4014B NYC** (recertifications).
  - For recertifications, even if there is no change, check the "continue" box and indicate the current grant amount for Cash Assistance and SNAP.
- Using the tables below, enter the participant's certification period for Cash Assistance and SNAP.
- On Forms **LDSS-4013A NYC** and **LDSS-4013B NYC**, enter the certification information on the line "Accepted for the period from \_\_\_\_\_ to \_\_\_\_\_."
- On Forms **LDSS-4014A NYC** and **LDSS-4014B NYC**, enter the certification information on the line "Recertified for the period from \_\_\_\_\_ to \_\_\_\_\_."
- Sign your name legibly and enter the date.
- Be sure to enter the Fair Hearing and Conference (FH&C) Unit telephone number of your Center in the space to the right of the participant's name and address.

### Instructions for Entering SNAP Expiration Date on the Notice of Recertification Appointment (W-908T) Form

- For recertification, refer to the line indicating the date (month/year) of the recertification schedule (**WINRO32/WINRO32X**) on which the participant's name appears.
- Enter the SNAP benefits expiration date from column 2 on the designated line in the "SNAP Benefits" section of the **W-908T** form.

**Recertifications and Cases Reopened Using Undercare Subsystem** Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/LDSS-4013B NYC, LDSS-4014A NYC/LDSS-4014B NYC

1	2	3	TO		
			Next Certification Period Ends ("To" Date)		
			4	5	6
Recertification Schedule Date WINRO32, WINRO32X	SNAP Benefits Expire	Next Certification Period Begins ("From" Date)	Low-Risk Cases (One Year)	Earned Income and HIV/AIDS Services Administration (HASA) Cases Only (Six Months)	All Adults are Aged/Disabled (Two Years)
January 2017	2/28/2017	3/1/2017	2/28/2018	8/31/2017	2/28/2019
February 2017	3/31/2017	4/1/2017	3/31/2018	9/30/2017	3/31/2019
March 2017	4/30/2017	5/1/2017	4/30/2018	10/31/2017	4/30/2019
April 2017	5/31/2017	6/1/2017	5/31/2018	11/30/2017	5/31/2019
May 2017	6/30/2017	7/1/2017	6/30/2018	12/31/2017	6/30/2019
June 2017	7/31/2017	8/1/2017	7/31/2018	1/31/2018	7/31/2019
July 2017	8/31/2017	9/1/2017	8/31/2018	2/28/2018	8/31/2019
August 2017	9/30/2017	10/1/2017	9/30/2018	3/31/2018	9/30/2019
September 2017	10/31/2017	11/1/2017	10/31/2018	4/30/2018	10/31/2019
October 2017	11/30/2017	12/1/2017	11/30/2018	5/31/2018	11/30/2019
November 2017	12/31/2017	1/1/2018	12/31/2018	6/30/2018	12/31/2019
December 2017	1/31/2018	2/1/2018	1/31/2019	7/31/2018	1/31/2020

## Cash Assistance, Medical Assistance, and Supplemental Nutrition Assistance Program (SNAP) Certification Desk Guide (Continued)

Enter appropriate "From" and "To" dates on forms LDSS-4013A NYC/ LDSS-4013B NYC and LDSS-3152 NYC		
New Acceptance and Cases Reopened Using the Eligibility Subsystem		
7  Month of Acceptance	8  FROM  Certification Period Begins ("From" Date)	9  TO  Certification Period Ends ("To" Date)
January 2017	1*/2017	6/30/2017
February 2017	2*/2017	7/31/2017
March 2017	3*/2017	8/31/2017
April 2017	4*/2017	9/30/2017
May 2017	5*/2017	10/31/2017
June 2017	6*/2017	11/30/2017
July 2017	7*/2017	12/31/2017
August 2017	8*/2017	1/31/2018
September 2017	9*/2017	2/28/2018
October 2017	10*/2017	3/31/2018
November 2017	11*/2017	4/30/2018
December 2017	12*/2017	5/31/2018

SNAP

\* SNAP Application filing date