




OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #17-33-OPE

MONTHLY FORMS UPDATE: (BRC-504, FIA-1021N, HRA-121, M-322H AND W-719E)

Date: March 24, 2017	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The following forms have been updated or added on eDocs:</p> <ul style="list-style-type: none"> • “Broker’s Request for Enhanced Fee Payment by Check ” form (HRA-121) the dates were changed from March 31, 2017 to June 30, 2017; • “Monthly Report of Emergency Public Assistance Checks” form (W-719E) has been revised to reflect the Agency’s new address 150 Greenwich Street, 34th floor, New York, New York, 10007. The form was also formatted to meet the new font size standards. <p>The following brochure and forms have been made obsolete:</p> <ul style="list-style-type: none"> • “A Guide to Work Supports” (BRC-504); <p>Note: The Recertification Review Addendum Checklist (FIA-1036), Cash Assistance Application Kit Forms (M-90c), Application Review Addendum Checklist (M-90cc), Cash Assistance Recertification Kit Forms (M-90d) and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application/Recertification Kit Forms (M-90e) will be revised and released under separate cover.</p> <ul style="list-style-type: none"> • “Supplemental Nutrition Assistance Program (SNAP) Eligibility Re-determination Based on Acceptance of the Waiver of the Able-Bodied Adult Without Dependents (ABAWD) Work Requirements” form (FIA-1021n); • “Pregnancy Benefits and Your Responsibility to Report Childbirth” notice (M-322h).

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

Center Directors must ensure that only the latest versions of forms (available on HRA eDocs) are used and that previous versions of the forms are removed from circulation and recycled.

Effective Immediately

Attachments:

HRA-121 (E)	Broker's Request for Enhanced Fee Payment by Check (3/07/17)
W-719E	Monthly Report of Emergency Public Assistance Checks (3/10/17)
BRC-504	A Guide to Work Supports (Obsolete)
BRC-504 (S)	A Guide to Work Supports (Obsolete)
FIA-1021n	Supplemental Nutrition Assistance Program (SNAP) Eligibility Re-determination Based on Acceptance of the Waiver of the Able-Bodied Adult Without Dependents (ABAWD) Work Requirements (Obsolete)
M-322h (E)	Pregnancy Benefits and Your Responsibility to Report Childbirth (Obsolete)
M-322h (S)	Pregnancy Benefits and Your Responsibility to Report Childbirth (Obsolete)

Date:	Tenant's Name:
Lease ID # (if applicable):	Telephone Number:

Broker's Request for Enhanced Fee Payment by Check

HRA will issue a check for a broker's fee for households that are exiting DHS and HRA shelters as well as certain other households if the tenant is otherwise eligible and the Broker meets **all** of the following criteria:

- The Broker has verified that the actual rental unit has a current Certificate of Occupancy in effect issued by the New York City Department of Buildings.
- No change has been made in the occupancy or use of the rental unit that is inconsistent with the last issued Certificate of Occupancy.
- No dangerous or hazardous violations are present on the premises.
- The Broker has a current broker's license in good standing.
- The Broker is not the owner, controlling person, or an affiliate of the owner of the actual rental unit.
- The lease or rental agreement is for one year or longer

I (we) _____, located at

SAMPLE

Name of Broker

Address

Borough

State

Zip Code

request payment for services rendered in the form of a check in the amount of \$ _____ on behalf of the above-named tenant who will be the primary tenant of the premises located at:

Address

Apartment Number

Borough

State

Zip Code

This amount represents the entire broker's fee. The tenant is not responsible for any monies in excess of the amount issued by HRA, which is equal to 15% of the annual rent. **This enhanced broker's fee expires June 30, 2017. Brokers who submit the Broker's Request for Enhanced Fee Payment by Check form on or before that date will receive the enhanced fee even if the leasing process is not completed by June 30, 2017.**

I (we) certify that I (we) have not requested any fees directly from the tenant, other than, if applicable, an incidental apartment application fee required of all tenant applicants, and am (are) not aware of the landlord requesting any fees from the tenant other than what is set forth in the lease/agreement.

I (we), as the Broker of the above-named premises, certify that this rental unit meets all of the criteria listed above.

I (we) agree to promptly refund to HRA the Broker's fee paid hereunder if the tenant fails to move into the above-described premises or equivalent premises acceptable to the tenant.

Failure to provide true and accurate statements is punishable as a Class A Misdemeanor pursuant to Penal Law § 175.30 (offering a false instrument for filing to a public office or a public servant).

 Broker's Signature

 Date

 License Number

 Telephone Number

 If corporation, name of officer and corporate seal

Monthly Report of Emergency Public Assistance Checks

(Prepare in Triplicate)

To: Division of Check Reconciliation, BORAC 150 Greenwich Street, 34th Floor New York, New York 10007	Month/Year: _____	Date: _____
From: Name _____	Title _____	Job Center _____
<input type="checkbox"/> 1. Emergency PA Checks Disbursed Month of: _____ Total Amount Disbursed: \$ _____ Check Range: Series Number From: _____ To: _____ From: _____ To: _____	<input type="checkbox"/> 3. Numbers of Missing Blank Checks (List in individual Check No. Order and attach copies of Stop Payment Orders) <input type="checkbox"/> 4. I hereby certify that the checks in the amounts entered and stated were given by me or my authorized representative and the authorizations for these payments were properly prepared and executed, and all checks accounted for: Signed: _____ <div style="text-align: right;">(D & C Supervisor)</div>	
<input type="checkbox"/> 2. Emergency Checks Voided (List in Individual Check No. Order) (Enclose Original and Triplicate)		

WORK supports

Work Supports that Work for You

Getting started in an entry-level job can be tough, but we make sure that you have the key supports that will allow you to improve upon your wages and gain greater independence.

Work support benefits give you extra help to make ends meet and stretch your dollars from your new job. These Work Supports include food stamps, public health insurance, the Earned Income Tax Credit, energy assistance and more.

FIND OUT IF YOU QUALIFY AT WWW.NYC.GOV/ACCESSNYC

You May be Eligible for These Work Supports

FREE OR LOW COST PUBLIC HEALTH INSURANCE

Family Health Plus and Child Health Plus are public health insurance programs for New Yorkers whose income is too high to qualify for Medicaid. Other public health programs are the Family Planning Benefit Program, the Prenatal Care Assistance Program, the Women, Infants and Children Program and the Medicaid Buy-in Program for Working People with Disabilities.

FOOD STAMPS AND NUTRITIONAL BENEFITS

Food allowance is based on household income and living expenses and is available on a monthly benefit card. The application process has been greatly simplified for working adults. Emergency food pantries and community kitchens can also help supplement your food budget.

EARNED INCOME TAX CREDIT (EITC)

EITC is a tax refund available to help working people. If you qualify, you will receive a tax refund which, if it's more than you owe in taxes, will go directly to you. You must be employed and you must file an income tax return, even if you don't owe taxes. New York also has a special Earned Income Tax Credit for Noncustodial Parents, called the NCP EITC. To qualify for the NCP EITC, you must be a parent without custody of your child.

CHILD CARE

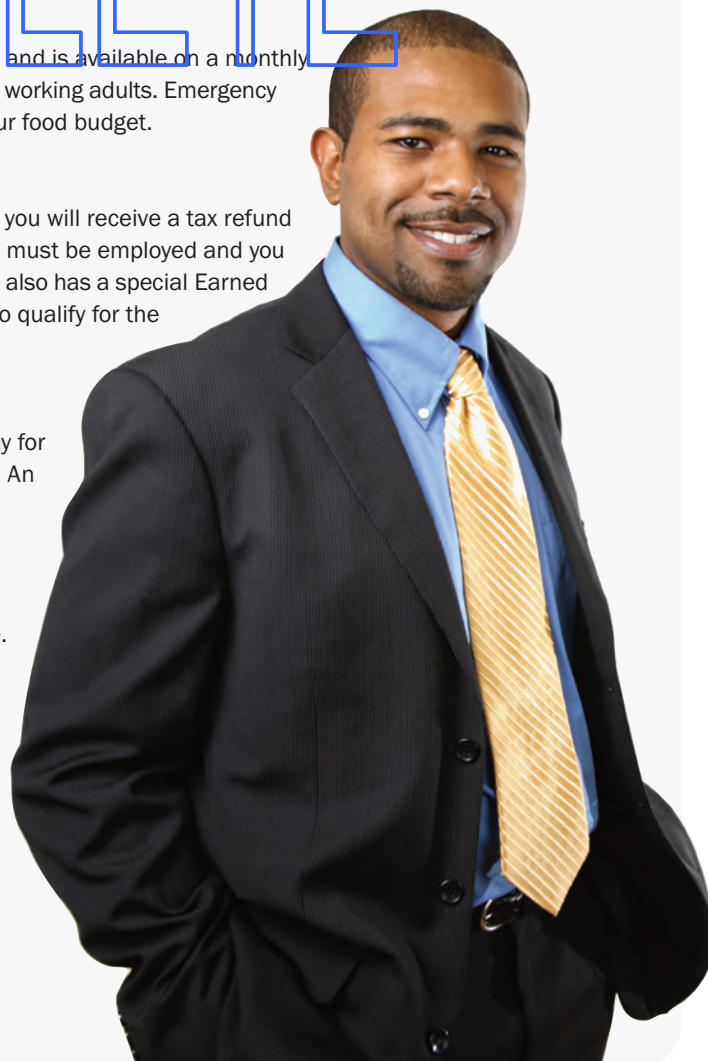
Federal, State and local tax credits are available to help families pay for child care expenses and for the care of a disabled dependent. An educational tax credit for tuition expenses is available as well.

TRANSITIONAL CHILDCARE

Parents leaving temporary cash assistance for employment with children in daycare may qualify for transitional subsidized childcare.

CHILD SUPPORT

The financial contribution of both parents is critical in helping families rise out of poverty. New programs have been developed offering a range of services and a support network to help underemployed noncustodial parents become financially and emotionally responsible parents to their children.



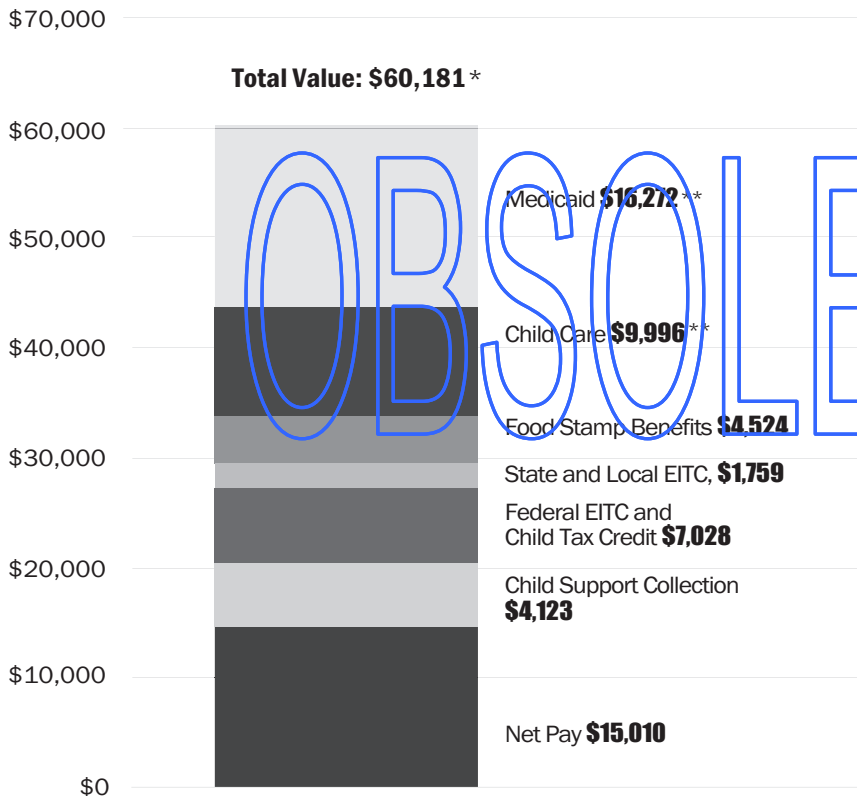
This example shows how a combination of supports can raise you and your family out of poverty.

Corrine is a single mother with two children, Michael, age 4, and Angela, age 7. She received training while on cash assistance and was hired as a customer service representative at an entry level salary of \$9.00 per hour. Her net earnings at this time are \$15,010 after taxes. These still fall below the family poverty level of \$18,310.

However, a network of supports has been created to raise the standard of living for low-income working families. By applying for the incentives and benefits for which her family is eligible, Corinne raises the value of her earnings from \$15,010 to \$60,181.



A household with 2 children where the parent makes \$9 per hour for 35 hrs per week, can increase the value of a year's salary.



* The numbers used in this chart are based on the above example of \$9 per hour at 35 hours per week, and the eligibility requirement for each support available. Your income's total value will vary depending on your eligibility and earnings.

** Medicaid and Child Care amounts are not cash payments but represent the value of the benefit a client may be eligible for.

For Assistance With Other Services Call 311 Or Visit nyc.gov/HRA

ADDITIONAL ASSISTANCE

Home Energy Assistance Program (HEAP) helps eligible households with grants to pay heating costs.

NYC's Department of Housing Preservation and Development (HPD) provides a variety of programs and services designed to help low- and middle-income apartment seekers and homebuyers find affordable housing in the five boroughs. HPD maintains a list of City-sponsored affordable homes that is available online as well as through the Affordable Housing Hotline, and administers the Mitchell-Lama Program which provides affordable housing for qualifying low- and moderate-income residents. HPD also has a loan program, offers down payment assistance, and has information about housing lotteries for homebuyers and renters. More information is available at NYC.gov/hpd or 311.

AVAILABLE INCENTIVE PROGRAMS

For participants enrolled in an HRA employment program and who are successful in gaining employment, qualifying candidates can receive monthly Metro cards for up to six months, post-placement retention services, business attire, and monetary incentives to assist them in their transition to work.

TRABAJO

Ayudas de Trabajo que le Sirvan a Usted

Puede ser difícil comenzar en un trabajo básico, pero nos aseguramos de que tenga las ayudas claves para permitirle aumentar su sueldo y lograr más independencia.

Los beneficios de las ayudas de trabajo le sirven para pagar sus cuentas y para extender el sueldo de su nuevo trabajo. Estas Ayudas de Trabajo incluyen cupones para alimentos, seguro de salud pública, Crédito de Ingreso de Trabajo y asistencia de energía y más

AVERIGÜE SI REÚNE LOS REQUISITOS EN: WWW.NYC.GOV/ACCESSNYC

Puede reunir los requisitos para estas Ayudas de Trabajo

SEGURO DE SALUD PÚBLICA GRATIS O DE BAJO COSTO

Family Health Plus y Child Health Plus son programas de seguro de salud pública para los neoyorquinos cuyos ingresos son demasiado altos para recibir Medicaid. Otros programas de seguro de salud pública son el Programa de Beneficios de Planificación Familiar, el Programa de Asistencia para el Cuidado Prenatal, el Programa para Mujeres, Bebés y Niños (WIC) y el Program de Buy-in de Medicaid para los Trabajadores con Discapacidades

CUPONES PARA ALIMENTOS Y BENEFICIOS NUTRITIVOS

La concesión de alimentos se basa en los ingresos del hogar y los gastos de mantenimiento, y está disponible en una tarjeta de beneficios mensuales. La tramitación de la solicitud se ha simplificado mucho para los trabajadores adultos. Las despensas de comida y las cocinas comunitarias le pueden ayudar también a suplementar su presupuesto para la comida.

CRÉDITO DE IMPUESTOS DE INGRESO DEL TRABAJO (EITC)

El EITC es un reembolso de impuestos disponible para ayudar a los que trabajan. Si reúne los requisitos, recibirá un reembolso, que se le pagará directamente, siempre y cuando exceda la cantidad que debe de impuestos. Ha de tener empleo y debe presentar una declaración de impuestos sobre el ingreso, aunque no deba impuestos. Nueva York también cuenta con Crédito Especial de Ingreso del Trabajo para Padres sin Custodia, el cual se llama NCP EITC. Para cualificar usted tiene que ser padre sin tutela de su hijo.

CUIDADO INFANTIL

Créditos de impuestos federales, estatales y locales están disponibles para ayudar a las familias a pagar los gastos de cuidado infantil y para el cuidado de un dependiente discapacitado. Se dispone también de un crédito educativo para pagar los gastos de la matrícula

CUIDADO INFANTIL TRANSITORIO

Los padres que dejan de recibir asistencia temporal en efectivo para trabajar, quienes tienen hijos en una guardería, puedan reunir los requisitos para el cuidado infantil subsidiado transitorio.

MANUTENCIÓN DE NIÑOS

Es imprescindible la aportación monetaria de ambos padres para ayudar a que las familias salgan de la pobreza. Se han desarrollado programas nuevos que ofrecen una variedad de servicios y una red de apoyo para ayudar a los padres sin tutela subempleados a ser padres responsables económica y emocionalmente.



Michael R. Bloomberg
Mayor

Administración de Recursos Humanos
Departamento de Servicios Sociales

Robert Doar
Commissioner

BRC-504(S)
09/10

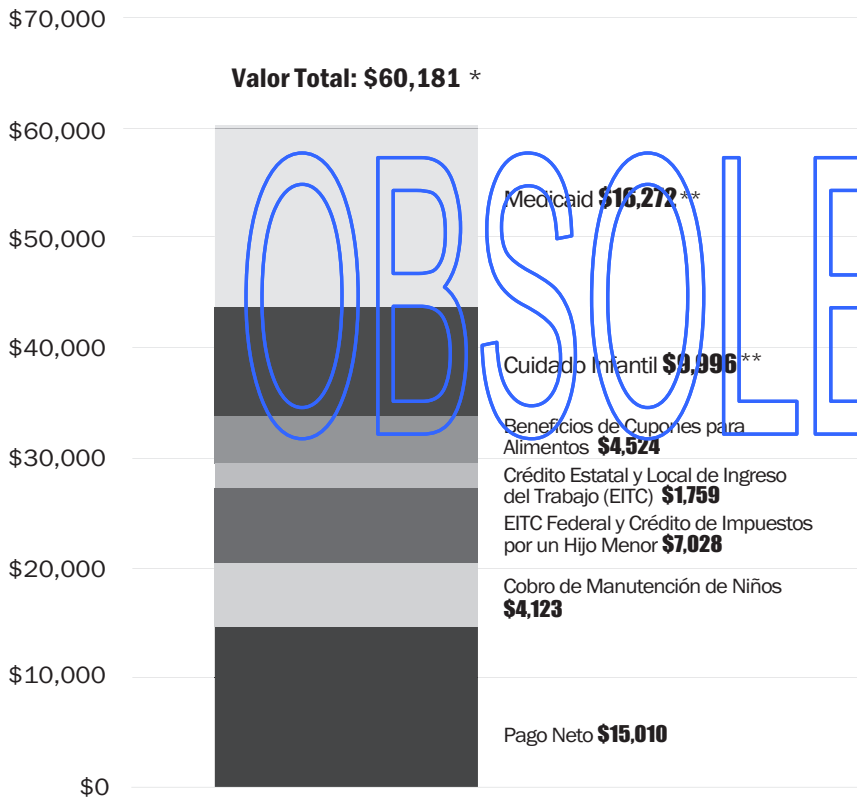
Aquí se muestra cómo una combinación de las ayudas puede sacarlo a usted y a su familia de la pobreza.

Corrine es una madre soltera con dos hijos, Michael, de 4 años de edad, y Angela de 7. Se capacitó mientras recibía asistencia en efectivo y consiguió un trabajo como representante de servicio al cliente con un sueldo de entrada de \$9.00 la hora. Sus ingresos netos actualmente son de \$15,010, después de pagar los impuestos. Aún están por debajo del nivel de pobreza familiar de \$18,310.

Sin embargo, una red de ayudas se ha creado para mejorar la calidad de vida de las familias trabajadoras de bajos ingresos. Al solicitar los incentivos y beneficios para los cuales su familia es elegible, Corinne incrementa el valor de sus ganancias de \$15,010 a \$60,181.



Un hogar con 2 niños, donde el padre o madre gana \$9 la hora y trabaja 35 horas a la semana, puede aumentar la cantidad que gana en un año.



* Las cifras que se usan en esta tabla se basan en el ejemplo de arriba de \$9 la hora, 35 horas a la semana, y el requisito de elegibilidad para cada ayuda que está disponible. El valor total de sus ingresos variará dependiendo de su elegibilidad y sus ingresos.

** Las cantidades de Medicaid y Cuidado Infantil no son pagos en efectivo, sino que representan el valor del beneficio para el cual un cliente reúne los requisitos.

PARA PEDIR AYUDA CON OTROS SERVICIOS, LLAME AL 311 Ó VISITE EL SITIO DE WEB: NYC.GOV/HRA

ASISTENCIA ADICIONAL

El Programa de Asistencia para Energía en el Hogar (HEAP) ayuda a los hogares elegibles con subvenciones para pagar los costos de calefacción.

El Departamento de Preservación y Desarrollo de la Vivienda (HPD) de Nueva York provee una variedad de programas y servicios creados para ayudar a los compradores de casas e inquilinos de apartamentos de bajos y medios ingresos a buscar viviendas asequibles en los cinco municipios. HPD mantiene una lista de los hogares asequibles, patrocinados por la ciudad, que se encuentran disponibles en Internet y también por medio de la Línea de Ayuda de Viviendas Asequibles y administra el Programa Mitchell-Lama que provee viviendas asequibles para los residentes elegibles de bajos y moderados ingresos. HPD también tiene un programa de préstamos, ofrece ayuda con el pago inicial, y tiene información sobre Loterías de Viviendas para los compradores de casas e inquilinos. Para más información, visite el sitio de web: NYC.gov/hpd o llame 311.

PROGRAMAS DE INCENTIVOS DISPONIBLES

Los participantes inscritos en un programa de empleo HRA, quienes logran conseguir empleo y son candidatos elegibles, pueden recibir tarjetas para el Metro por un máximo de seis meses, servicios de retención después de conseguir trabajo, ropa formal, e incentivos para ayudarles en la transición al trabajo.

Date: _____
Case Number: _____
Center: _____
Name: _____

**Supplemental Nutrition Assistance Program (SNAP) Eligibility Re-determination
Based on Acceptance of the Waiver of the Able-Bodied Adult Without Dependents
(ABAWD) Work Requirements**

OBSCLETE

According to our records, an action was processed in May 2014 that made you ineligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits because you failed to meet the Able-Bodied Adult Without Dependents (ABAWD) work requirements. However, as a result of this Agency's acceptance of the waiver of the ABAWD work requirements effective May 2014, we are re-evaluating your SNAP eligibility. You will receive a revised decision notice once our review is completed.



Pregnancy Benefits and Your Responsibility to Report Childbirth

Dear Madam:

This is to advise you of special public assistance benefits that are available to you while you are pregnant.

- ◆ A \$25 semi-monthly pregnancy allowance to help you beginning with the fourth month of pregnancy when you provide medical verification that you are four or more months pregnant. Medical verification of pregnancy must include the expected date of confinement (date baby is expected to be born).
- ◆ The POISED for Success program for women who are pregnant or who have a child under one year of age. POISED for Success helps to develop academic, parenting and vocational skills, provides current health care information for mothers and their children and assists mothers to plan for their entry/re-entry into employment after their youngest child is three months old.

It is your responsibility to immediately report all changes in your household including the birth of a child. Failure to provide information regarding a change in your household circumstances may result in the closing of your public assistance case. If you have a newborn, you or the casehead must report to the IS/Job Center with the following information in order to have the newborn added to the public assistance and food stamp case:

1. Verification of the child's birth (for example, a birth certificate).
2. Verification that the newborn will be discharged to you or is residing with you.
3. Verification that you have applied for a social security number for your child or a social security card if you have already received a number for your child.
4. If you are not married to the father of your child, or if you are not living with the father of your child, you must provide information regarding his present circumstances, such as his address, current employment and his social security number.

Contact your Eligibility Worker at the IS/Job Center regarding any questions you may have about this notice.

Sincerely,
Family Independence Administration

Failure to comply with the requirement to report any changes in the household does not affect Medicaid eligibility for unborn/newborn children through the month of their first birthday and women who are pregnant or during the first 60 days after delivery.



Beneficios de Embarazo y su Responsabilidad de Reportar Nacimiento

Estimada Señora:

Esta carta es para informarle de los beneficios especiales de asistencia pública que están disponibles para usted durante su embarazo.

- Un beneficio de embarazo de \$25 semi-mensual para ayudarle, a partir del cuarto mes de embarazo, cuando usted provee verificación médica que está embarazada de cuatro meses o más. La verificación médica de embarazo debe de incluir la fecha anticipada del nacimiento del bebé.
- El programa POISED for Success (lista para el éxito) es para mujeres embarazadas o mujeres que tienen niños menores de un año de edad. POISED for Success ayuda a desarrollar habilidades escolares, maternas y vocacionales, este programa provee información corriente sobre el cuidado de salud para madres y sus niños y ayuda a madres a planear para su primera o nueva entrada al mundo del empleo después de que su niño menor cumpla tres meses.

Usted tiene la responsabilidad de reportar inmediatamente cualquier cambio en la composición de su hogar, incluso el nacimiento de un niño. El no proveer información relativa a un cambio en las circunstancias de su hogar puede resultar en la terminación de su caso de asistencia pública. Si tiene un niño recién nacido, usted o la cabeza del caso debe de presentarse al IS/Job Center (Centro de Apoyo de Ingreso/Empleo) con la información siguiente para que el recién nacido sea añadido a su caso de asistencia pública y de cupones de alimentos:

1. Verificación del nacimiento del niño (por ejemplo, un certificado de nacimiento).
2. Verificación de que el niño le será dado de alta a usted o que está viviendo con usted.
3. Verificación de que usted ha solicitado un número de seguro social para su niño o la tarjeta de seguro social si ya recibió un número para su niño.
4. Si no está casada con el padre de su niño o si no está viviendo con el, debe de proveer información acerca de sus circunstancias actuales, tales como su dirección, su empleo actual y su número de seguro social.

Si tiene preguntas acerca de este aviso, contacte a su Trabajador de Elegibilidad a su IS/Job Center (Centro de Apoyo de Ingreso/Empleo).

Atentamente,
Family Independence Administration

El no cumplir con el requisito de reportar cualquier cambio en su hogar, no afecta la elegibilidad para Medicaid para niños no-nacidos o recién nacidos hasta el primer mes de su primer año o para mujeres que están embarazadas o durante los primeros 60 días después del parto.