



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #17-66-OPE

REVISIONS TO FORMS M-90C, M-90D AND M-90E

<p>Date: July 5, 2017</p>	<p>Subtopic(s): Application Kit Forms, Recertification Kit Forms</p>
<p>M-90c revisions</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 the forms listed below have been revised:</p> <ul style="list-style-type: none"> • Cash Assistance Application Kit Forms (M-90c); • Cash Assistance Recertification Kit Forms (M-90d); and • Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application/Recertification Kit Forms (M-90e). <p><u>M-90c</u> revisions</p> <p>The following revisions were made to the M-90c:</p> <ul style="list-style-type: none"> • The forms listed below were updated to comply with plain language standards. Also, they are multiple language forms that now include translations in Bengali, Urdu and Simplified Chinese: <ul style="list-style-type: none"> ▪ EXP-75Q – “Notice to All Applicants”; and ▪ W-116U – “Attention: Single Parents and Caretaker Relatives of a Dependent Child”. • The forms listed below were previously only available in the mandated Local Law 73 languages. They are also now available in Bengali, Urdu and Simplified Chinese: <ul style="list-style-type: none"> ▪ M-384t – “Required Documents for Your Interview with the Office of Child Support Enforcement”; ▪ W-273A– “Troubled? Frustrated? Angry? Don’t Take It Out On Your Children!”; and ▪ W-532T – “Eligibility Verification Review Questionnaire”.

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

M-90d revisions

M-90d revisions

The “Language Questionnaire” (**W-680FF**) listing was updated with a double dagger to show that the form is available in the mandated Local Law 73 languages as well as Bengali, Urdu and Simplified Chinese.

M-90e revisions

M-90e revisions

The forms below were updated with a double dagger to show that these forms are available in the mandated Local Law 73 languages as well as Bengali, Urdu and Simplified Chinese:

- **W-129G** – “Supplemental Nutrition Assistance Program (SNAP) Documentation Guide”; and
- **W-131** – “Services for Victims of Sexual Assault”.

Revisions made to the M-90c and M-90d

Revisions to M-90c and M-90d

The following revisions were made on both the **M-90c** and **M-90d**:

- “Know Your Rights: How To Avoid And Fight An Illegal Eviction / Illegal Lockout” (**DSS-1**) was added;
- The forms below were updated with a double dagger to show that these forms are available in the mandated Local Law 73 languages as well as Bengali, Urdu and Simplified Chinese:
 - **W-126E** – “Important: Using Common Benefit; Identification Cards (CBIC) for Medical Services”;
 - **W-131** – “Services for Victims of Sexual Assault”;
 - **W-137C** – “Cash Assistance Additional Allowances”;
 - **W-139E** – “Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)”;
 - **W-299** – “Notice to Applicants and Participants Regarding Third Party Health Insurance”;
 - **W-904DD** – “Notice to Applicants/Participants”; and
 - **W-912KK** – “Essential Persons”.

Revision made to the M-90c, M-90d and M-90e

Revisions to M-90c, M-90d and M-90e

The “Do you have a disability?” brochure (**BRC-681A**) was replaced by the “Do you have a disability?” flyer (**FLY-972**) in all three kits. **FLY-972** is available in the mandated Local Law 73 languages as well as Bengali, Urdu and Simplified Chinese.

Note: **BRC-681A** will still be made available to individuals at all Centers.

Job and NCA SNAP Center Directors must ensure that all previous versions of the **M-90c**, **M-90d** and **M-90e** are removed and recycled.

Effective Immediately

 Please use Print on Demand to obtain copies of forms.

Attachments:

- M-90c** Cash Assistance Application Kit Forms (7/5/17)
- M-90d** Cash Assistance Recertification Kit Forms (7/5/17)
- M-90e** Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application/Recertification Kit Forms (7/5/17)

Cash Assistance Application Kit Forms

Forms included in the Cash Assistance Application Kit:

Item	Title	Form Number	Agency
1	Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children	Attachment A****	State
2	New York State Application for Certain Benefits and Services	LDSS-2921*	State
3	Supplemental Nutrition Assistance Program (SNAP) Change Report Form	LDSS-3151*	State
4	New York State What You Should Know About Your Rights And Responsibilities (When Applying For or Receiving Benefits)	LDSS-4148A*	State
5	New York State What You Should Know About Social Services Programs Questions and Answers	LDSS-4148B*	State
6	New York State What You Should Know If You Have An Emergency Questions and Answers	LDSS-4148C*	State
7	Notice Of Responsibilities And Rights For Support	LDSS-4279*	State
8	Domestic Violence Screening Form Under the Family Violence Option	LDSS-4583*	State
9	Domestic Violence Palm Card	LDSS-4583A**	State
10	DFR Legal Residence Statement	LDSS-4733*	State
11	Information about Child Support Services and Application/Referral for Child Support Services	LDSS-4882**	State
12	Domestic Violence Information for all Temporary Assistance Applicants	LDSS-4905*	State
13	Instructions for Completing the Application for Certain Benefits and Services	PUB-1301*	State
14	How To Use Your Benefit Card To Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits	LDSS-5004*	State
15	Keep the Heat On With HEAP	PUB-4735*	State
16	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?	CS-273E**	ACS
17	Child Care Fact Sheet and Planner	CS-574EE**	ACS
18	Welfare Fraud (BFI Bureau of Fraud Investigation)	BRC-151**	BFI
19	Do you have a disability?	FLY-972 ‡	HRA
20	Notice to All Applicants	EXP-75Q***	FIA

* Denotes forms that are available in the mandated Local Law 73 languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

** Available in English and Spanish only.

*** Multiple languages are contained on one form.

**** Denotes forms that must be manually printed. Only available in English.

‡ Denotes forms that are available in ten languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

Cash Assistance Application Kit Forms

Forms included in the Cash Assistance Application Kit:

Item	Title	Form Number	Agency
21	You Have A Right to Free Interpretation Services	HRA-125***	FIA
22	Utility Handout	FIA-1104a ‡	FIA
23	How to Report Child Abuse Or Neglect	FIA-1132 ‡	FIA
24	Required Documents for Your Interview with the Office of Child Support Enforcement	M-384t ‡	FIA
25	Child Care Guarantee Informational	M-528m ‡	FIA
26	Attention: Single Parents and Caretaker Relatives of a Dependent Child	W-116U***	FIA
27	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	W-126E ‡	FIA
28	Services for Victims of Sexual Assault	W-131 ‡	FIA
29	Cash Assistance Additional Allowances	W-137C ‡	FIA
30	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E ‡	FIA
31	Troubled? Frustrated? Angry? Don't Take It Out On Your Children!	W-273A ‡	FIA
32	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299 ‡	FIA
33	Eligibility Verification Review Questionnaire	W-532T ‡	FIA
34	Language Questionnaire	W-680FF ‡	FIA
35	Notice to Applicants/Participants	W-904DD ‡	FIA
36	Essential Persons	W-912KK ‡	FIA
37	List of Participating Clinics and Hospitals (Child/Teen Health Program)	MAP-58k***	MAP
38	Explanation of the Medicaid Buy-In Program For Working People with Disabilities (MBI-WPD)	MAP-252*	MAP
39	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
40	Cash Assistance & Child Support What You Need to Know	W-549D*	OCSE
41	Know Your Rights: How To Avoid and Fight An Illegal Eviction/Illegal Lockout	DSS-1 ‡	DSS

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*** Multiple languages are contained on one form.

‡ Denotes forms that are available in ten languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

Cash Assistance Recertification Kit Forms

Forms included in the standard Cash Assistance Recertification Kit:

Item	Title	Form Number	Agency
1	Supplemental Nutrition Assistance Program (SNAP) Change Report Form	LDSS-3151*	State
2	New York State Recertification Form for Certain Benefits and Services	LDSS-3174 ¹	State
3	New York State What You Should Know About Your Rights And Responsibilities (When Applying For or Receiving Benefits)	LDSS-4148A*	State
4	New York State What You Should Know About Social Services Programs Questions and Answers	LDSS-4148B*	State
5	New York State What You Should Know If You Have An Emergency Questions and Answers	LDSS-4148C*	State
6	Notice Of Responsibilities And Rights For Support	LDSS-4279*	State
7	Domestic Violence Screening Form Under the Family Violence Option	LDSS-4583*	State
8	Domestic Violence Palm Card	LDSS-4583A**	State
9	Information About Child Support Services and Application/Referral for Child Support Services	LDSS-4882**	State
10	Domestic Violence Information for all Temporary Assistance Applicants	LDSS-4905*	State
11	Instructions for Completing the Recertification for Certain Benefits and Services Form	PUB-1313*	State
12	Welfare Fraud (BFI Bureau of Fraud Investigation)	BRC-151**	BFI
13	Do you have a disability?	FLY-972 †	HRA
14	Attention: Single Parents and Caretaker Relatives of a Dependent Child	W-116U***	FIA
15	How to Report Child Abuse Or Neglect	FIA-1132 †	FIA
16	Utility Handout	FIA-1104a †	FIA

* Denotes forms that are available in the mandated Local Law 37 languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Recertification Kit.

** Available in English and Spanish only.

*** Multiple languages are contained on one form.

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¹ Included in the kit for homebound interviews and when POS is down.

† Denotes forms that are available in ten languages. Job Center staff must include the appropriate foreign language version of the forms in the foreign language version of the CA Application Kit.

Cash Assistance Recertification Kit Forms

Forms included in the standard Cash Assistance Recertification Kit:

Item	Title	Form Number	Agency
17	You Have A Right to Free Interpretation Services	HRA-125***	FIA
18	Important: Using Common Benefit Identification Cards (CBIC) for Medical Services	W-126E ‡	FIA
19	Services for Victims of Sexual Assault	W-131 ‡	FIA
20	Cash Assistance Additional Allowances	W-137C ‡	FIA
21	Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)	W-139E ‡	FIA
22	Notice to Applicants and Participants Regarding Third Party Health Insurance	W-299 ‡	FIA
23	Language Questionnaire	W-680FF ‡	FIA
24	Notice to Applicants/Participants	W-904DD ‡	FIA
25	Essential Persons	W-912KK ‡	FIA
26	Explanation of the Medicaid Buy-In Program For Working People with Disabilities (MBI-WPD)	MAP-252*	MAP
27	Know Your Rights: How To Avoid and Fight An Illegal Eviction/Illegal Lockout	DSS-1 ‡	DSS

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Cash Assistance Recertification Kit Forms

Recertification Kits for households with children include the forms on the first two pages and those listed below. Do not include the forms on this page for households without children.

Item	Title	Form Number	Agency
1	Enrollment Form for Provider of Legally-Exempt Family Child Care and Legally-Exempt In-Home Child Care	OCFS LDSS-4699**	State
2	Employment of Minors	OCFS LDSS-4699.1**	State
3	Employment of Minors, Information	OCFS LDSS-4699.1A**	State
4	Legally-Exempt In-Home Child Care Provider Agreement Form	OCFS LDSS-4699.2**	State
5	Parental Responsibilities When Employing a Legally-Exempt In-Home Child Care Provider	OCFS LDSS-4699.2A	State
6	Enrollment Form for Provider of Legally-Exempt Group Child Care	OCFS LDSS-4700**	State
7	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?	CS-273E**	ACS
8	Child Care Fact Sheet and Planner	CS-574EE**	ACS
9	Child Care Guarantee Informational	M-528m †	FIA
10	Cash Assistance & Child Support: What You Need to Know	W-549D*	OCSE

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Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application/Recertification Kit Forms

Forms included in the NCA SNAP Application/Recertification Kit:

Item	Title	Form Number	Agency
1	Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children	Attachment A	State
2	Domestic Violence Palm Card	LDSS-4583A**	State
3	Supplemental Nutrition Assistance Program (SNAP) Application/Recertification	LDSS-4826*	State
4	How To Complete The Supplemental Nutrition Assistance Program (SNAP) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP	LDSS-4826A*	State
5	How To Use Your Benefit Card To Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits	LDSS-5004*	State
6	List of Participating Clinics and Hospitals (Child/Teen Health Program)	MAP-58k***	FIA
7	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096*	MAP
8	You Have A Right to Free Interpretation Services	HRA-125***	FIA
9	Supplemental Nutrition Assistance Program (SNAP) Documentation Guide	W-129G ‡	FIA
10	Services for Victims of Sexual Assault	W-131 ‡	FIA
11	Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice / AFIS Freedom Referral	W-519 ‡	FIA
12	Language Questionnaire	W-680FF ‡	FIA
13	Do you have a disability?	FLY-972 ‡	HRA

* Denotes forms that are available in the mandated Local Law 73 languages. NCA SNAP Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA SNAP Application/Recertification Kit.

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