



FAMILY INDEPENDENCE ADMINISTRATION  
Matthew Brune, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

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Office of Procedures

POLICY BULLETIN #11-59-OPE

EXTENSION OF HOME VISITS NEEDED/HOUBOUND STATUS LETTER

<b>Date:</b> June 24, 2011	<b>Subtopic(s):</b> Home Visit Needed/Homebound Process Form
<p data-bbox="154 688 441 779"> This procedure can now be accessed on the FIAweb.</p> <p data-bbox="154 1367 448 1457"> Please use Print on Demand to obtain copies of forms.</p>	<p data-bbox="474 688 1440 831">The purpose of this policy bulletin is to inform staff that a letter has been created to notify participants who were granted temporary Home Visits Need (HVN)/Homebound (HB) status and whose status has expired that their HVN/HB status will be extended for 90 days.</p> <p data-bbox="474 869 1382 1012">The letter is titled Extension of Home Visit Needed/Homebound Status Letter (<b>FIA-1046</b>) and will be issued one-time only by designated staff in the office of the Deputy Commissioner of FIA Operations.</p> <p data-bbox="474 1125 782 1159"><i>Effective Immediately</i></p> <p data-bbox="474 1310 683 1341"><b>Attachments:</b></p> <p data-bbox="474 1367 1382 1438"><b>FIA-1046 (E-S)</b>    Extension of Home Visit Needed/Homebound Status</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

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_

Date: \_\_\_\_\_,

This letter is to inform you that your Home Visit Needed (HVN)/Homebound (HB) status has been extended for ninety (90) days. The Human Resources Administration (HRA) will contact you before your 90 days expire to determine if your status should be extended again.

You may be required to submit new, updated medical documentation if you feel that your medical condition has not improved when your HVN/HB status expires.

SAMPLE

(Vea al dorso)

Fecha: \_\_\_\_\_,

Lo presente es para informarle que su estado de Necesidad de Visitas/Confinamiento al Hogar (HVN/HB) ha sido extendido por noventa (90) días. La Administración de Recursos Humanos (Human Resources Administration – HRA) se comunicará con usted antes de que sus 90 días finalicen para determinar si su estado debe ser extendido de nuevo.

Puede ser que le requieran presentar documentación médica actualizada, si usted considera que su condición médica no ha mejorado cuando su estado de HVN/HB se finalice.

SAMPLE

(See Reverse)