



**OFFICE OF POLICY, PROCEDURES, AND TRAINING**

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**POLICY BULLETIN #19-04-OPE**

**AVAILABILITY OF CERTAIN FORMS ON EDOCS IN ALL LOCAL LAW 30 LANGUAGES**

<p><b>Date:</b> February 1, 2019</p>	<p><b>Subtopic(s):</b> Forms</p>
	<p>The purpose of this policy bulletin is to inform all staff that the forms listed below are now available on eDocs in all required Local Law 30 languages. The languages required under Local Law 30 for the Department of Social Services (DSS) include Arabic, Bengali, Chinese (Simplified), Chinese (Traditional), English, French, Haitian Creole, Korean, Polish, Russian, Spanish, and Urdu.</p> <p>The forms include:</p> <ul style="list-style-type: none"> <li>• “Grant Diversion Program Letter” (<b>EXP-75</b>) (02/01/18)</li> <li>• “Appointment Notice” (<b>EXP-85c</b>) (02/23/18)</li> <li>• “Veteran’s Child Support Letter” (<b>EXP-85PP</b>) (12/18/2017)</li> <li>• “Notice of Job Preparation Day” (<b>EXP-85W</b>) (05/03/2018)</li> <li>• “Denial of Your Request for Home Visit Needed/Homebound Status” (<b>FIA-1028s</b>) (02/14/2018)</li> <li>• “You Do Not Have to Wait Online for a Budget Letter” (<b>FIA-1034</b>) (02/21/2018)</li> <li>• “Response to Your Request for a Budget Calculation Report” (<b>FIA-1034a</b>) (12/20/2017)</li> <li>• “Replacement of Common Benefit Identification Card (CBIC) Request” (<b>FIA-1059</b>) (12/18/2017)</li> <li>• “You Don’t Need to Wait” (<b>FIA-1061</b>) (04/03/2018)</li> <li>• “Non-Custodial Parent Referral to OCSE” (<b>FIA-1087</b>) (05/03/2018)</li> <li>• “Mandatory Appointment Regarding Your Work Requirements” (<b>FIA-1140</b>) (07/10/2017)</li> <li>• “Important CITYFEPS Notice: The Amount You Have To Pay For Rent Is Changing” (<b>FIA-1165a</b>) (12/26/2017)</li> <li>• “Automated Finger Imaging System (AFIS) Freedom Notice” (<b>FIA-1172</b>) (12/15/2016)</li> <li>• “Don’t Lose Out! Attend This Interview To See if You Can Earn More Money” (<b>FIA-1180a</b>) (01/05/2017)</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

- “CITYFEPS Denial Form” (**HPA-9**) (7/3/15)
- “Living In Communities (LINC) Ill Notice” (**HPA-20**) (01/27/2016)
- “Complaint Form” (**M-43a**) (12/21/17)
- “Check Insert” (**M-384x**) (3/6/12)
- “Excess Child Support Information” (**M-384y**) (12/20/17)
- “Notice of Determination on Application for Guide Dog Food Assistance Program” (**M-686c**) (8/18/17)
- “ALCOHOL CRISIS CENTER (ACC) DISCHARGE NOTIFICATION” (**M-687c**) (12/21/17)
- “Exclusion From Project Participation Form” (**W-100C**) (12/26/17)
- “Employability Assessment for ABAWDS Supplemental Nutrition Assistance Program (SNAP)” (**W-100F**) (12/27/17)
- “Employment Declaration for Supplemental Nutrition Assistance Program (SNAP)” (**W-100J**) (12/27/17)
- “Claim of In-Kind Work” (**W-100K**) (12/26/17)
- “Notice of Intent to Discontinue Supplemental Nutrition Assistance Program (SNAP) Benefits” (**W-129EE**) (12/22/17)
- “Notice of Intent to Discontinue Supplemental Nutrition Assistance Program (SNAP) Benefits Timely” (**W-129S**) (12/29/17)
- “Request for Replacement of Supplemental Nutrition Assistance Program (SNAP) Benefits Stolen from the EBT System” (**W-130B**) (10/31/13)
- “Notice To Households With Authorized Representatives For The Supplemental Nutrition Assistance Program (SNAP)” (**W-132T**) (12/22/17)
- “Notice of Restoration of Supplemental Nutrition Assistance Program (SNAP) Benefits” (**W-134V**) (12/22/17)
- “Request to Pend an Application” (**W-137E**) (12/20/17)
- “Notice to Participants Who Use An Authorized Representative” (**W-138W**) (12/20/17)
- “Notice of Benefits and Services Available from the HIV/AIDS Services Administration (HASA)” (**W-139E**) (8/27/15)
- “Notice of Supplemental Nutrition Assistance Program (SNAP) Case Transferred” (**W-140H**) (1/23/18)
- “Appointment Notice” (**W-140JJ**) (1/3/18)
- “Change in Two- Party/Direct Vendor Rent Payment” (**W-145B**) (10/8/10)
- “Notice of Change in Cash Payment for Safety Net Cases (Timely)” (**W-145D**) (8/16/17)
- “Notice to Participant Receiving Restricted Rent Checks (Timely)” (**W-146A**) (1/17/18)
- “Landlord Agreement” (**W-146V**) (12/22/17)

- “Direct Vendor Rent Program” (**W-146Y**) (5/3/18)
- “Request for Review of Underpayment” (**W-147B**) (1/17/18)
- “Notice of Action Taken on Underpayment Claim” (**W-147C**) (1/17/18)
- “Authorization for Reimbursement of Public Assistance Benefits form SSI Retroactive Payment” (**W-148A**) (12/28/17)
- “Client Log” (**W-151J**) (2/26/18)
- “Rivera Request Receipt” (**W-186**) (6/10/10)
- “Notice in reference to cash assistance case being closed” (**W-209**) (1/23/18)
- “Referral for Assessment at the Substance Abuse Service Center SASC” (**W-456AA**) (12/21/17)
- “Training Assessment Group Appointment Verification” (**W-500DD**) (12/27/17)
- “Notice to Report Employment Information” (**W-500M**) (12/27/17)
- “Wage Subsidy/Transitional Employment Assignment Letter” (**W-500VV**) (12/27/17)
- “Notice of Inability to Finger Image Participant” (**W-519J**) (12/7/17)
- “Mandatory Appointment for Evaluation of Work Activity” (**W-584K**) (8/24/10)
- “Step-Parent/Grandparent Budget Worksheet - Cash Assistance” (**W-648B**) (12/26/17)
- “Request for Third Party Health Insurance Information Letter” (**W-906KK**) (12/27/17).

Samples of the forms are not attached to this policy bulletin. They can be found by searching for them on eDocs. Please refer to “*Accessing HRA EDocs, FIA Web Page and Multi-Language Forms*” ([PB #15-60-SYS](#)) for instructions on accessing documents on eDocs.

Refer to [PB #15-60-SYS](#)

*Effective Immediately*

**Related Item:**

[PB #15-60-SYS](#)