



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY BULLETIN #20-67-ELI

### CA AND SNAP RECERTIFICATION PERIODS EXTENSION

<p><b>Date:</b> November 2, 2020</p>	<p><b>Subtopic(s):</b> COVID-19, CA and SNAP benefits</p>
	<p>The purpose of this policy bulletin is to inform Job Center, HIV/AIDS Service Administration (HASA) Center and Supplemental Nutrition Assistance Program (SNAP) Center staff about the extensions of recertification periods for a certain identified Cash Assistance (CA) and SNAP cases. This policy bulletin is informational for all other staff.</p> <p>Due to the COVID-19 pandemic, the monthly CA and SNAP recertifications average for cases with recertification periods expiring in December 2020 through March 2021 is significantly higher than the pre-pandemic monthly average. The federal government has given the Human Resources Administration (HRA) the permission to extend CA and SNAP recertification periods for up to six months in order to smooth out the recertification workload. The first extension will impact randomly selected CA and SNAP cases with recertification periods expiring in December 2020 with the exception of those previously extended.</p> <p><b>Note:</b> CA cases that are newly accepted and in their four-month recertification period and SNAP cases that are eligible to recertify through the Interactive Voice Response System (IVRS) process are not eligible for extension.</p> <p>Recertification notices (<b>Z88</b> for SNAP and <b>W-908T</b> for CA) will be sent only to CA and SNAP participants that will need to recertify for the period ending December 31, 2020. Those participants whose cases' recertification periods are extended will not receive their notices until prior to their new recertification period. This will eliminate a confusion, inquires, and unnecessary traffic into the open centers.</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

Additionally, CA and SNAP cases that are extended will be sent the new Information About Your Recertification (**FIA-1242**) letter informing them that their certification period has been extended and that they will receive a new letter when it is time to recertify.

Participants that have submitted the SNAP recertifications through ACCESS HRA (AHRA) prior to the extension will be recertified as per normal process.

If requested, staff will provide the information regarding the recertification status for CA and SNAP cases by checking in the Welfare Management System (WMS). Participants can also view AHRA for their next recertification.

*Effective Immediately*

**Attachments:**

<b>FIA-1242 (E)</b>	Information About Your Recertification
<b>FIA-1242 (S)</b>	Information About Your Recertification (Spanish)



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

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

## Information About Your Recertification

Good news!

**You do not have to recertify at this time!** The federal government has given the Human Resources Administration (HRA) the ability to extend your Cash Assistance (CA) and/or Supplemental Nutrition Assistance Program (SNAP) certification period. This means that you do not need to recertify right now to keep getting your benefits. If you already submitted your recertification form, we will still act on any changes you reported.

When it comes time to recertify, we will send you a letter with all of the necessary information to complete your recertification.

DRAFT

**Do you have a medical or mental health condition or disability?** Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.



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

Número de caso: \_\_\_\_\_

Nombre del caso: \_\_\_\_\_

## Información sobre su recertificación

¡Buenas noticias!

**¡No tiene que hacer su recertificación esta vez!** El gobierno federal ha otorgado a la Administración de Recursos Humanos (*Human Resources Administration, HRA*) la capacidad de extender el periodo de recertificación para sus beneficios de Asistencia en Efectivo (*Cash Assistance, CA*) y/o del programa de Asistencia de Nutrición Suplementaria (*Supplemental Nutrition Assistance Program, SNAP*). Esto significa que no tiene que recertificar ahora para continuar recibiendo sus beneficios. Si ya ha enviado su formulario de recertificación, proseguiremos con tomar las medidas que sean correspondientes a los cambios que haya reportado.

Cuando sea el tiempo de recertificar, le enviaremos una carta con la información necesaria para completar su recertificación.

Si desea saber cuándo debe recertificarse, entre a la página web de *ACCES HRA*, ingrese a su cuenta y busque donde dice "*Next Recertification Due*" (Próxima recertificación debida).

**¿Tiene usted alguna condición médica, de salud mental o alguna discapacidad?**

¿Se le dificulta entender o hacer lo que pide este aviso, debido a su condición? ¿Se le dificulta obtener otros servicios de la HRA debido a su condición? **Nosotros podemos ayudarle.** Llámenos al 212-331-4640. También puede pedir ayuda cuando visite las oficinas de la HRA. La ley le da derecho a pedir este tipo de ayuda.