



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



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

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY DIRECTIVE #04-04-ELI

(This Policy Directive replaces PD #02-13-ELI)

MENTAL HEALTH OUTREACH AT CORRECTIONAL FACILITIES

Date: March 15, 2004	Subtopic(s): Applications
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AUDIENCE The instructions in this policy directive are for designated staff at the Office of Central Processing (OCP), Job Centers, and informational for all other staff.

POLICY The Family Independence Administration is implementing a special application process for individuals who are released from correctional facilities in New York City and are deemed, or are likely to be deemed, Seriously and Persistently Mentally Ill (SPMI) and in need of mental health treatment.

BACKGROUND In August 1999 a class action suit, Brad H., was filed alleging that the City of New York failed to provide appropriate discharge plans for mentally ill individuals incarcerated in city jails. As a result of the settlement of this lawsuit, the City of New York is responsible for ensuring that incarcerated individuals who are in need of mental health treatment and services are provided with immediate access to medication and/or any other services upon release.

Access to medication and services is expected to assist in successfully reintegrating these individuals into the community and reducing the likelihood of their reentry into the criminal justice system as a result of untreated mental illness.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

SPAN Offices are located in each borough.

To comply with this settlement, Discharge Planners from the Office of Correctional Health Services of the Health and Hospital Corporation (HHC) stationed at correctional institutions in New York City and staff from the Department of Health and Mental Hygiene's Services Planning and Assistance Network (SPAN) Offices will discuss with affected individuals their plan for support upon release, including possible need for cash assistance, food stamps and Medicaid.

Discharge Planner

Prior to release from the correctional facility, the Discharge Planner staff will assist a Brad H. class member who is currently incarcerated, but pending discharge, to apply for public assistance by:

Public Assistance application process

Applicants will be given the entire application kit.

- providing an Application Kit.
- assisting the individual with the completion of the Application/ Job Profile (**W-680B**).
- assisting the individual in gathering documentation necessary to support his/her eligibility.
- screening the individual for immediate needs by completing an Immediate Needs Questionnaire.
- advising the incarcerated individual that s/he can request to have the application pended for up to 90 days by completing the Request to Pend the Application (**W-137E**). The Discharge Planner will explain in plain language the importance of having the application pended.
- providing the individual with a Referral Notice in order to identify him/herself as a Brad H. class member.

The Discharge Planning staff will send (via fax and messenger) the **W-680B**, the Immediate Needs Questionnaire, the **W-137E** if the request to pend the application is made, and any other relevant documentation the individual may have to OCP.

Office of Central Processing (OCP)

Upon receipt of an application packet from the Discharge Planner, OCP will:

Once the **W-680B** has been registered, the application process will continue when the individual is released and reports to a Job Center.

- register the application into the Welfare Management System (WMS) for public assistance (PA) and Medicaid (MA) only (Food Stamp [FS] status will be not applying [**NA**]);
- review the clearance report to determine if an active case already exists;
- scan the documents in the HRA Image Viewer;
- contact the Discharge Planner to determine whether a mistake was made if the Immediate Needs Questionnaire is not in the packet;
- hold the case for up to 90 days if the **W-137E** is submitted with the application; and

- reject the case on the 91st day when the applicant has not reported to a Job Center by the 90th day.

SPAN Office

The SPAN Office staff will assist a Brad H. class member who has been released from jail, but has not submitted an application for PA through the Discharge Planner, to apply for PA, FS, and MA. The SPAN Office will:

- provide an Application Kit;
- screen the individual for immediate needs by completing the Immediate Needs Questionnaire.
- assist with the completion of the application;
- give the individual a Referral Notice in order to identify him/her as a Brad H. class member.

Individuals referred from the SPAN office are responsible for filing the application at a local Job Center.

Application Requirements

Brad H. applicants will be subject to all of the application requirements. All applicants, however, will receive a mandatory referral to HS Systems, even if they do not contend they have a health or mental health barrier. The applicant will be referred to HSS on a day when the psychiatrist is available and the impact of the applicant’s mental illness on employability shall be completed on the first visit. To assist with the full determination of the individual’s employability the HRA Credentialed Alcohol and Substance Abuse Counselor (CASAC) stationed at HSS will evaluate Brad H. individuals who screen positive for substance abuse or is determined by HSS to test positive for substance abuse. The CASAC will determine if the individual is in need of substance abuse treatment.

CASAC will be stationed at HSS

There is an edit in the MAPPER system to prevent the Worker from making a BEV appointment.

The Bureau of Eligibility Verification (BEV) interview for Brad H. class members will be waived during the application process. BEV will see this population through their normal undercare computer match process.

REQUIRED ACTION

OCP Staff

Upon receipt of a faxed packet from the Discharge Planner, OCP staff must register the application as follows:

- Register the case in **AP** status for PA and MA, and **NA** status for FS using the date the application was received from the Discharge Planner as the application file date;
- Enter Center **68** as the designated Center;
- Enter **BRADH** as the designated caseload.

Do not image documents received via fax.

Refer to PB #04-40-OPE for more information on this form.

Reviewing the status of pending applications

30th/45th Day

In addition, OCP must:

- scan the documents into the HRA Image Viewer once the original copy of the application and associated documents have been received.
- Review the clearance report to determine if the applicant has an active case.
 - If the applicant has an active case where s/he is the casehead, reject the application using reject code **360** and send the applicant the Action Taken on Your Application: Public Assistance, Food Stamps, and Medical Assistance Coverage form (**LDSS-4013A NYC**) informing him/her of the decision made on the application. The notice must go to the applicant’s known address of record and to Eric Hall, Supervisor of Benefits Unit Discharge Planning Program, 3346 Broadway, Room 351, New York, NY 10013.
- Determine if a **W-137E** was submitted.
 - **W-137E not submitted**
Place the case in a 30/45-day tickler file, depending on the case type. If there is no indication in WMS or NYCWAY that the applicant reported to a Job Center to continue the application process by the 30th/45th day, take action to reject the application on the 31st/46th day for FA and SNA cases respectively. Prepare the **LDSS-4013A (NYC)** informing the applicant of the decision made on his/her application. The **LDSS-4013A (NYC)** must be sent to the applicant’s address of record or to the General Post Office at 390 9th Ave, New York, NY 10001. In addition, a copy of the **LDSS-4013A (NYC)** should be forwarded to Eric Hall, Supervisor of Benefits Unit Discharge Planning Program.
 - **W-137E submitted**
The PA application will be pended for up to 90 days. Several steps must be taken to periodically review the status of the pending application in WMS and NYCWAY. OCP staff must review the status of the pended application as follows:
 - 30th/45th day: WMS and NYCWAY indicate the applicant has not reported to a Job Center to continue the application process:
 - ◀ If the case is in **AP** status for PA and MA only, do not take any action on the case.
 - ◀ Prepare the **LDSS-4013A (NYC)** using the space following the recoupment section on the **LDSS-4013A (NYC)** to note that the PA/MA application has been held for an extension at the individual’s request.

- ◀ Send the **LDSS-4013A (NYC)** to the applicant's address of record if there is a mailing address. If there is no mailing address, send notice to the Manhattan General Post Office at 390 9th Avenue, New York NY 10001;

80th Day

- 80th day: WMS and NYCWAY indicate the applicant has not reported to a Job Center to continue the application process:
 - ◀ Contact Eric Hall, Supervisor of the Benefits Unit, Discharge Planning Program at (212) 442-3566 or by fax at (212) 442-3911 and send a transmittal indicating the name and case number. This is done for all cases where the applicant has not reported to a Job Center to continue the application process. (If an applicant is still incarcerated, the Discharge Planner will prepare and submit a new application and Immediate Needs Questionnaire.)

If the applicant is still incarcerated, the Discharge Planner will submit a new application when a new release date is known.

91st Day

- 91st day: WMS and NYCWAY indicate the applicant has not reported to a Job Center to continue the application process.
 - ◀ Contact the Discharge Planner to determine if the applicant is still incarcerated.
 - ◀ If the applicant is still incarcerated or has been released but still has not reported to a Job Center to continue the application process, reject the application on the 91st day using code **286**;
 - ◀ Prepare and send a second **LDSS-4013A NYC** to the applicant's mailing address on the application (or to the General Post Office) and to Eric Hall, Supervisor of Benefits Unit Discharge Planning Program, 346 Broadway, Room 531, New York, NY 10013.

2nd **LDSS-4013A NYC** sent to applicant

Job Center Staff

Application Receptionist

Applicant identifies him/herself as a Brad H. applicant.

Once an individual reports to the Job Center and identifies him/herself as a Brad H. applicant (the individual should have a referral notice identifying him/herself as a Brad H. applicant, but the individual can also verbally identify him/herself as a Brad H. applicant), the Application Receptionist must check WMS and/or NYCWAY to determine whether the applicant was referred from the SPAN Office or the Discharge Planner. (If a pending application exists in WMS and the Center designation is **068**, the applicant was referred by the Discharge Planner.)

Applicant does not identify him/herself as a Brad H. applicant

If the individual does not identify him/herself as a Brad H. applicant, but the Initial Clearance on the Site Determination Window shows that the individual has a PA case in **AP** status at Center **68**. The Receptionist must refer the individual to the Brad H. Liaison as indicated below.

Note: In a non-POS Center, if the individual does not identify him/herself as a Brad H. applicant, and upon review of the clearance report the Worker finds that the applicant is already in **AP** status at Center **68**, the application/registration (app/reg) number must be used. The other app/reg number must be withdrawn.

The Receptionist must also:

- Assign the case to the Clerk to perform the application/maintenance (app/maint) action. The Center designation must be changed in WMS to pull the case into POS.
- Once the app/maint action is completed, review the application and the Immediate Needs Questionnaire to determine if an immediate need/emergency situation exists.
- Make an In-Center Referral of an Application Interview activity to the Brad H. Liaison, who will process the application in accordance with the instructions outlined in this policy directive.
- Alert the Brad H. Liaison of any immediate need that may exist.

Note: For non-POS Centers the Receptionist pulls up a current **TAD** and gives it to the Clerk, instructing him/her to do an app/maint action to change the Center designation. The Center designation must be changed from **68** to the Center that will make the eligibility determination. This must be done prior to making an HSS referral. Once the app/maint action is completed, the Receptionist will forward the case to the Brad H. Liaison to complete the eligibility process.

This action is only necessary for cases registered by OCP.

Each Center will have a Designated Liaison to handle the application process for all Brad H. applicants.

The caseload must remain Brad H. until an eligibility determination is made.

Brad H. applicants referred by SPAN office

- If the individual is identified as a Brad H. applicant, but does not have an existing application on file, click on the **Referral** button of the Site Determination window and select “other” as the reason for the referral, then enter “Brad H. Case” in the text box as the description.

Note: For non-POS Centers the Receptionist must have the application registered prior to referring the applicant to the Brad H. liaison.

Brad H. Liaison

Discharge Planner referrals

If a Brad H. applicant has submitted an application prior to release and reports to the Job Center prior to the expiration of the pended period. the Brad H. Liaison must:

- Ask the individual if s/he wishes to apply for food stamps. If s/he does, print the first page of the application from the HRA Image Viewer for the applicant to sign.
- Use the Application Modification activity in POS to change the Food Stamp status from **NA** to **AP**. In non-POS Centers, do an app/maint action to change the FS status from **NA** to **AP**.
- Check the HRA Image Viewer for the documents scanned in by the OCP.

SPAN Office referrals

If the applicant has been referred by the SPAN office:

This action does not generate the HSS appointment; the Worker will have to go back into NYCWAY to schedule the HSS appointment.

- Register the application in accordance with current procedure. The FS file date is the date the applicant submits the application. (In a non-POS Center the application would be registered at reception.)
- In order to make a Brad H. HSS referral on these cases, synchronize the case with NYCWAY by performing the following actions in NYCWAY:
 - Enter the application registration number in the **Case Number** field.
 - Enter Action Code **938W** in the **Enter an Action** field and press **Enter**.

This is true for POS and non-POS Centers.

The Brad H. Liaison must also determine eligibility for expedited food stamps and immediate needs on the first visit and check WMS for all Brad H. applicants to see if the applicant:

- is currently in sanctioned status,
- has a recently closed case (less than 30 days),
- received expedited Food Stamp service on an application that was previously closed or rejected, or
- has an active case.

If any of the above circumstances exist, proceed as follows:

I-interview required

Durational Sanctions

If the Brad H. applicant has recently been sanctioned (line sanction or case closing for single-person households) due to noncompliance, determine the reason for the noncompliance and if appropriate, take action to lift the sanction (by activating the line or reopening the case) or if an action to sanction is pending, settle the case and restore benefits appropriately:

Benefits cannot be restored for any period in which an individual was incarcerated.

- If the sanction was caused as a direct result of the incarceration (for example, an applicant failed to keep a scheduled appointment because s/he was incarcerated and was sanctioned as a result) take action to lift the sanction or if an action to sanction is pending, settle the case and restore benefits.
- If the applicant can show good cause for his/her noncompliance with a requirement (for example, an applicant failed to keep a scheduled appointment because s/he did not have child care in place) or has valid medical documentation to prove that s/he was incapacitated at the time the sanction/closing was imposed, take action to lift the sanction or if an action to sanction is pending, settle the case and restore benefits.

In instances where the sanction or case closing was justified (if incarceration or illness was not the reason for failing to comply, and there was no other good cause reason), and a durational sanction has not yet expired, reject the PA application in accordance with current procedure and process a separate determination for MA and FS.

Case Closed Less Than 30 Days

I-interview may not be required

If a review of WMS indicates that the applicant’s case was recently closed (less than 30 days) for reasons other than noncompliance with an employment requirement, determine if the reason for the closing was incarceration (for example, as a result of incarceration, the applicant failed to keep a face-to-face recertification appointment). If incarceration was a direct cause of the closing, resolve the issue (e.g., conduct the face-to-face recertification interview) and take action to reopen the case. If incarceration was not the cause of the closing, the applicant must complete the application process outlined in this policy directive.

Received Expedited Food Stamp Service on a Previous Application

I-interview required

If a review of WMS indicates that the applicant received expedited Food Stamp service on a previous application (within the last 12 months) with issuance code **54** or **55**, indicating that verification was pended and recurring FS were not subsequently authorized or the application was denied for failure to comply with an eligibility requirement, review the reason for the denial to determine if it was related to Food Stamp eligibility. If the denial was a result of the applicant’s failure to comply with a Food Stamp requirement, expedited Food Stamp service cannot be offered. The applicant must be deemed eligible for FS under the regular processing before FS benefits can be issued.

Active Cases

Contact the Brad H. Liaison at the other Center to inform him/her of the required follow-up.

I-interview not required

If an applicant has an active case where s/he is the casehead or legally responsible relative, explain to him/her that it is not necessary to submit another application. However, a referral to HS Systems (HSS) is required, regardless of the individual's current employment status code. The Worker must enter Action Code **199H** (Client Identified as Brad H.) in NYCWAY to identify the individual as a Brad H. participant, and then enter **138W** to refer him/her to HSS. If additional follow-up is required, contact the Brad H. liaison at the original center to inform him/her that the participant is being referred back to his/her original Center.

Note: If the individual requests to have the HSS appointment rescheduled, enter Action Code **138Z** to schedule a new appointment.

If a Brad H. applicant is active on another PA case, and s/he is not the casehead or legally responsible relative, determine if the applicant is residing at the same address and if meals are purchased and prepared separately from those of the primary tenant.

I-interview required

- If the primary tenant is the parent of the Brad H. applicant and the individual is 22 years of age or older, and meals are purchased and prepared together, the applicant must be a separate suffix on the PA case and share the same FS suffix. In this instance create a new suffix with the Brad H. applicant as the casehead. If the meals are not purchased and prepared together the Brad H. applicant can choose to have his/her own case.
- If the primary tenant is the parent of the Brad H. applicant and the applicant is 21 years of age or younger, s/he is mandated to the FS case and therefore must be a suffix on the PA case. In this instance create a new suffix with the Brad H. applicant as the casehead.

After the aforementioned issues have been evaluated and resolved continue with the normal application process:

Evaluate for immediate needs and expedited Food Stamp service.

- Conduct the I-interview and review the Immediate Needs Questionnaire to determine if an emergency exists. Ask the applicant about emergency situations that may exist and evaluate for immediate needs and/or expedited food stamps in accordance with current procedure (See section on Determining Eligibility.) If the applicant is found ineligible for an immediate needs grant or expedited Food Stamp service, be sure to note the reason(s) in the case record in accordance with current procedure.

Note: In a POS Center, after the printing of the **W-680B** and capturing all required signatures, the Application Interview can be suspended and the Expedited FS Interview activity can be initiated as per current flow.

Scheduling HSS Appointments

All Brad H. applicants must be referred to HSS. New Action Codes for Brad H. referrals to HSS.

Applicant Task List (**W-680F**) is not required.

- Initiate an Employability Plan (EP) to make the necessary referral(s).
- All Brad H. applicants must be evaluated by the psychiatrist at HS Systems to determine their ability to participate in work activities. Schedule the applicant for an HSS appointment by entering Action Code **938W** (Brad H. Applicant Referral to HSS) in NYCWAY and give the applicant the Physician’s Employability Report (**W-538**). Action Code **938W** will automatically generate the appointment for a date and time when the Psychiatrist will be available.

If the appointment must be changed, it must be scheduled for a day when the psychiatrist will be available (see the Brad H. Appointment Schedule [Attachment C] for available days and times). Give the applicant a return appointment for a date after the HSS process is completed in accordance with current procedure. **Note:** If the applicant requests to have the HSS appointment rescheduled enter **938Z** to schedule a new appointment.

- Screen the applicant/participant for drug and/or alcohol abuse using the Alcohol and Drug Abuse Screening and Referral Form (**LDSS-4571**). If the individual screens positive for substance, refer him/her to the CASAC at HSS for the same day as the HSS appointment by posting Action Code **915S** in NYCWAY. The Worker can make this referral within the EP after the **138W/938W** has been posted. The **915S** will generate the Referral for Assessment at Substance Abuse Service Center (SASC [**W-456AA**]), which must be given to the applicant/participant.

CASAC will evaluate the individual for substance abuse treatment and will assign applicants/participants to treatment programs.

Note: After the HSS medical exam on Day 1, if the individual is determined to be a possible substance abuser by HSS or by the Worker in the Job Center, the Out-stationed Worker (OSW) at HSS will refer the individual to the CASAC stationed at HSS using Action Code **242C**. In the event that the individual cannot be seen by the CASAC or the individual is unable to remain for the substance abuse assessment, the Supervisor of the OSW must refer the applicant/participant to the CASAC at the Substance Abuse Centralized Assessment Program (SACAP) at 109 E. 16th Street using Action Code **915T** in NYCWAY, which will generate an online appointment.

Brad H. individuals who are referred to an inpatient or residential program will not be infraacted for failing to return to HSS.

- If the CASAC determines that the individual requires treatment, the CASAC will refer the individual to a treatment program and enter code **240T** in NYCWAY, which will cancel the return appointment to the Job Center. If the individual is in a court-ordered treatment program and the program is HRA-approved, the CASAC must enter the treatment information in NYCWAY. If the program is not an HRA-approved program the CASAC will enter the assessment outcome in NYCWAY. In this instance the individual will be called into SASC after three months for a reevaluation. In either situation (HRA-approved/not approved), the CASAC will enter Action Code **218**.

Note: If the CASAC determines that the individual is in need of immediate treatment that will prevent him/her from returning to HSS to complete the HSS evaluation, the action code posted by the CASAC will close out the HSS return appointment and prevent the HSS infraaction from being posted. After the individual completes the inpatient treatment, s/he will be called back into the SACAP for a follow-up assessment in accordance with current procedure.

- Based on the results of the HSS and/or CASAC referrals, if the applicant is deemed fully employable or employable with limitations, modify/update the Employability Plan and refer him/her to the appropriate vendor for engagement. Ensure that all child care issues, if applicable, have been resolved prior to referring the applicant/participant to a vendor.
- If the applicant is a single parent (or caretaker of a child) and requests training or indicates that s/he is currently enrolled in a training program, enter **935T** in NYCWAY. Once the case becomes active the applicant will be called into TAG.
- If the participant is a single parent (or caretaker of a child) and meets the criteria for a referral to the Training Assessment Group (TAG), refer him/her to TAG in accordance with current procedure.
- If minor children are on the case and there is an absent parent, schedule the applicant for an appointment with the Office of Child Support and Enforcement (OCSE).
- Screen the applicant for Domestic Violence using the Domestic Violence Screening Form (**LDSS-4813**). The EP has been programmed to allow the availability of DV referrals for Brad H. applicants after an HSS outcome has been posted to NYCWAY.
- In a POS Center, click “**no**” to the “Previous EVR Referral” question, and to the “New Referral Necessary” question in the referrals window.

Refer to PD #03-60-EMP

Referral to OCSE

Referral to Domestic Violence Unit

Reapplicants If the applicant is reapplying and/or the documents needed to verify eligibility requirements (e.g. residence, citizenship, alien status, etc.) are available in the case record or on the HRA Image Viewer, do not ask the applicant to resubmit documents.

Eligibility Determination Eligibility Determination

Determine whether or not the applicant is eligible for expedited Food Stamp service or an immediate needs grant.

Eligible for expedited FS If the applicant is eligible for expedited Food Stamp services, single-issue the FS portion of the case using FS opening code **029** as the FS reason code. Enter the date the individual came into the Job Center to apply for food stamps as the FS “from date” and issue benefits from that date.

Note: New FS Opening Code **029** identifies the case as a Brad H. case and allows FS to be issued from the date the applicant reports to the Center and not the date the PA application was filed.

Eligible for recurring FS When accepting the case for recurring benefits, if food stamps were not issued under expedited processing and the applicant is otherwise eligible, use FS opening code **029** as the reason for Food Stamp eligibility and issue benefits retroactive to the date the applicant filed an application for food stamps (the first day the applicant reported to the Job Center). In addition, ensure that the caseload is changed from Brad H. to an appropriate Unit Worker.

Eligible for recurring PA The need for additional documentation may require additional visits and eligibility for public assistance will be determined upon compliance.

For cases where an decision to accept the PA case is made beyond the 30th (FA)/45th (SNA) day, issue public assistance benefits as follows:

- If there is a **W-137E** on record, issue benefits from the date on which all eligibility criteria were satisfied.
- If the delay is caused by the agency, issue benefits retroactive to the 30th/45th day.

PROGRAM IMPLICATIONS

Food Stamp Implications Food Stamp regulations prevent incarcerated individuals from receiving food stamps while incarcerated. Therefore, an individual’s Food Stamp benefits will be issued from the date the individual reports to the Job Center.

Medicaid
Implications

A separate Medicaid process has been initiated for this program. Applicants may have an active Medicaid case upon release.

LIMITED ENGLISH SPEAKING ABILITY (LESA) IMPLICATIONS

For Limited English Speaking Ability (LESA) applicants, make sure to obtain appropriate interpreter services in accordance with Policy Directive 02-43-OPE. Supervisors must also ensure the following actions are taken:

- At application, that the applicant submits a completed Language Questionnaire (**W-680FF**) and that his/her language is correctly recorded in WMS.
 - Selected forms have been translated and are available on the FIAweb in Arabic, Chinese, Haitian Creole, French, Korean, Russian, Vietnamese and Yiddish (in addition to Spanish). Workers must provide both the appropriate translated form and the English version of a form to applicants whose primary reading language is one of the translated languages.
 - For POS Centers, when a multilingual form is not available in POS, a manual form is completed. When imaging forms for the case record, make sure to include both the English and the translated version of the form. The **W-680FF** must be included in the imaged case record.
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FAIR HEARING IMPLICATIONS

Avoidance

An applicant whose case is denied or whose benefits are delayed is entitled to request a Fair Hearing. Remember to provide the applicant with an opportunity for a conference/resolution on the issue.

Conferences

If the applicant comes to the Job Center to request a conference the receptionist must alert the Fair Hearing and Conference (FH&C) unit that the applicant needs to be seen by a FH&C Supervisor I/Associate Job Opportunity Specialist I (AJOS I). If the applicant calls the Brad H. Liaison directly, the liaison must tell the applicant to call the FH&C unit.

The FH&C Supervisor I/AJOS I will listen to and evaluate the applicant’s complaint. After reviewing the case record and discussing the issue with the Brad H. Liaison, the FH&C Supervisor will make a decision as to whether the applicant’s Fair Hearing request can be resolved. The FH&C Supervisor I/AJOS I is responsible for ensuring that further appeal by the applicant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets All complete evidence packets should include a copy of the application, the Immediate Needs Questionnaire, and any notice sent to the applicant concerning his/her application for assistance, including the Notice of Action Taken on Your Application (**LDSS 4013A NYC** and **LDSS 4013B NYC**, if necessary). In cases of adequacy, a budget printout and benefit issuance printout is necessary.

REFERENCES

14 NYCRR 587.1
 New York Mental Hygiene Law Section 29.15(f)

ATTACHMENTS

Forms can now be accessed through Print on Demand at all Job Centers.

W-137E	Request to Pend an Application
W-456AA	Referral for Assessment at Substance Abuse Service Center (SASC)
Attachment A	Referral Notice (Discharge Planner)
Attachment B	Referral Notice (SPAN Office)
Attachment C	<u>Brad H.</u> HSS Appointment Schedule
Attachment D	<u>Brad H.</u> Immediate Needs Checklist



Date: _____

Request to Pend an Application

To Whom it May Concern:

I _____ am a Brad H class member and have submitted an application for Public Assistance on _____. As a result of difficulties I may encounter in complying with requirements needed to establish my eligibility, I therefore request to have my application pending, if necessary, for 90 days.

Signature of Applicant

Fecha: _____

Petición para Tener la Solicitud Pendiente

A Quien le Corresponda:

Yo, _____ soy miembro de la clase Brad H, y he sometido una solicitud para Asistencia Pública el _____. Como resultado de las dificultades que pueda enfrentar al cumplir con los requisitos necesarios para establecer mi elegibilidad, por consiguiente, peticiono que mi solicitud permanezca pendiente, si es necesario, por 90 días.

Firma del Solicitante



Referral for Assessment at Substance Abuse Service Center (SASC)

Section I (To be completed by JOS Worker)

1. **Applicant's/Participant's Name** _____
First Name _____ M.I. _____ Last Name _____
2. Referral Date _____
3. Application Filing Date _____ Application Registry Number _____
4. Date of "I" Interview _____ Date of BEV Interview _____ Social Security Number _____
5. Case Number/Suffix _____ Proj. S/M PA Recurring Grant \$ _____ Proj. Monthly FS Grant \$ _____
6. Job Center Number _____ JOS/Worker Name _____ Caseload _____ Telephone Number: _____

Instructions to Applicant/Participant

Section II

A mandatory appointment has been scheduled for you at the Substance Abuse Service Center (SASC). You must report to the Substance Abuse Case Control Program (SACCP) with this form. You must report to this appointment on time. You cannot change the appointment unless you have a valid reason for doing so and can prove why you need to change the appointment. If you have an emergency, which must be documented, you must call the SASC Program at (212) 835-8300 before your scheduled appointment.

SASC Program Address:

Location Name _____

Location Address _____

City _____ State _____ Zip Code _____

Appointment Day/Date: _____ Time: _____ Phone: _____

Travel Directions:

Applicant/Participant Certification:

I understand that as a condition of eligibility for public assistance I must report to and cooperate with the SASC Program. I understand that failure to do so may make me ineligible for public assistance benefits.

Applicant/Participant Signature _____ Date _____

Section III (To be filled out by SASC Worker)

Outcome of Assessment

- 1. Applicant/Participant has cooperated and is returning to your program. Please excuse for today.
- 2. Applicant/Participant has reported and has been exempted from your program, effective today. Please remove from your roster for good cause.

SASC Worker's Signature _____ Date _____ Telephone _____

Envío para Evaluación al Centro de Servicios de Abuso de Sustancias (SASC)

Section I (To be completed by JOS Worker)

1. **Applicant's/Participant's Name** _____
First Name _____ M.I. _____ Last Name _____
2. Referral Date _____
3. Application Filing Date _____ Application Registry Number _____
4. Date of "I" Interview _____ Date of BEV Interview _____ Social Security Number _____
5. Case Number/Suffix _____ Proj. S/M PA Recurring Grant \$ _____ Proj. Monthly FS Grant \$ _____
6. Job Center Number _____ JOS/Worker Name _____ Caseload _____ Telephone Number: _____

Instrucciones al Solicitante/Participante

Sección II

Se le ha programado una cita obligatoria en el Centro de Servicios de Abuso de Sustancias (SASC), y debe presentarse al Programa de Control de Casos de Abuso a Sustancias (SACCP) con este formulario. Debe presentarse a esta cita a tiempo. No puede reprogramar esta cita a menos que tenga una razón válida y pueda probar por qué necesita reprogramarla. Si surge una emergencia, la cual tendría que ser documentada, tiene que llamar al Programa de SASC al (212) 835-8300 antes de su cita programada.

Dirección del Programa SASC: _____
Nombre del Local _____
Dirección del Local _____
Ciudad _____ Estado _____ Código Postal _____

Fecha y Día de la Cita: _____ Hora: _____ Teléfono: _____

Indicaciones de Viaje:

Certificación del Participante/Solicitante:

Yo entiendo que como condición de elegibilidad para asistencia pública debo presentarme y cooperar con el programa SASC. Yo también entiendo que el incumplimiento con dicho programa puede resultar en mi inelegibilidad para beneficios de asistencia pública.

Firma del Participante/Solicitante

Fecha

Section III (To be filled out by SASC Worker)

Outcome of Assessment

1. Applicant/Participant has cooperated and is returning to your program. Please excuse for today.
2. Applicant/Participant has reported and has been exempted from your program, effective today. Please remove from your roster for good cause.

SASC Worker's Signature

Date

Telephone

Attachment A

REFERRAL NOTICE

Note to Client: Please bring this notice with you to the HRA Job Center.

To Whom It May Concern:

Be advised that _____ is a member of the Brad H. class and has submitted an application for public assistance and Medical Assistance on _____. The application and relevant documentation can be accessed via the HRA Image Viewer.

If the applicant wishes to apply for food stamps at this time s/he can do so by signing and dating the Application/Job Profile (**W-680B**).

Sincerely,

Discharge Planner

AVISO DE REFERENCIA

Nota al Cliente: Favor de traer este aviso con usted al Centro de Trabajo de la Administración de Recursos Humanos (HRA).

A Quien le Corresponda:

La presente es para notificarle que _____ es un miembro de la clase Brad H. y ha sometido una solicitud el _____ para Asistencia Pública y Asistencia Médica. Se puede acceder a la solicitud y documentación pertinente vía el visionador de imágenes de la Administración de Recursos Humanos (HRA Image Viewer).

Si el solicitante desea cupones para alimentos en este momento, el/ella puede hacerlo al firmar y fechar la solicitud la Solicitud/Reseña del Trabajo (**W-680B**) (Application/Job Profile).

Atentamente,

Planificador de Puesta en Libertad

Attachment B

REFERRAL NOTICE (SPAN Office)

Notice to Client: Please bring this notice with you to the HRA Job Center.

To Whom It May Concern:

Be advised that _____ is a member of the Brad H. class and is submitting an application for public assistance, food stamps and Medical Assistance.

Please refer him/her to the Brad H. liaison.

Sincerely,

SPAN Office

AVISO DE ENVÍO A PLANIFICACIÓN DE DADA DE ALTA

Aviso al Cliente: Favor de traer este aviso con usted al Centro de Trabajo de la Administración de Recursos Humanos (HRA).

A Quien Le Corresponda:

Por el presente le informamos que _____ es miembro de la acción en grupo Brad H., y que ha solicitado asistencia pública, Cupones para Alimentos y Asistencia Médica.

Favor de enviar al solicitante al enlace de Brad H.

Atentamente,

Oficina de SPAN

Attachment C

Brad H. HSS Appointment Schedule

When referring Brad H. applicants to HSS staff must enter the appropriate action code in NYCWAY (**938W** for applicants and **138W** for participants) to schedule the applicant/participant for a HSS appointment. The action code will trigger slot availability based on the chart below. The following list provides the time and day availability for Brad H. applicants to go to HSS:

Borough	Day	Time	Slots per hour	Slots per day
Bronx applicants	Mondays	8 AM – 1 PM	4 applicants per hour	20 appointments per day
*Queens / Staten Island Manhattan	Tuesday	8 AM – 1 PM	4 applicants per hour	20 appointments per day
Brooklyn	Thursday	8 AM – 1 PM	4 applicants per hour	20 appointments per day

* Queens and Staten Island applicants are referred to the HSS office in Manhattan.

IMMEDIATE NEEDS CHECKLIST

1. Does the applicant have housing available upon release? Y N

If no explain in space provided:

2. Is the applicant facing a threat of an eviction, pending eviction or homelessness? Y N

If yes explain in space provided:

3. Does the applicant have a utility disconnect notice, or shut-off scheduled within 72 hours, or have utilities already been disconnected (Con Ed, Keyspan, etc.)? Y N

If yes explain in space provided:

4. Does the applicant have fuel for heating during the cold weather? Y N

If no explain in space provided:

Attachment D

5. Does the applicant have access to food, or little or no food upon release?

Y N

If no explain in space provided:

6. Is the applicant without items necessary for health and safety?

Y N

If yes explain in space provided:
