

February 23, 2024

GENERAL LETTER NO. 6-AP-164

ISSUED BY: Bureau of Family Food and Work Supports
Division of Community Access

SUBJECT: Employees' Manual, Title 6 Appendix, **Income Maintenance Programs Appendix**,
Contents 1-4, Contents 5-9, 107, and forms, revised.

Summary

This chapter is revised to update the following forms:

- 470-3106, FIA Referral for Mandatory Participants (BRS), obsolete.
- RC-0120, Legal Information and RC-0120(S), Legal Information (Spanish Version), revised to update language.
- RC-0130, Medical Assistance Desk Aid, revised to update values relating to Federal Poverty Levels.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 6 Appendix, and destroy them:

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Contents 5-9	December 22, 2023
107	February 24, 2023
470-3106	06/19
RC-0120	07/21
RC-0120S	07/21
RC-0130	11/23

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

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FIA Referral for Mandatory Participants, Form 470-3105

Purpose	Form 470-3105 informs FIP clients that they have been referred to PROMISE JOBS as a mandatory participant and that they have ten days to contact PROMISE JOBS to schedule orientation and to write and sign a <i>Family Investment Agreement</i> .
Source	This form is generated from Central Office. Print a sample from the online manual to use in discussions with clients.
Completion	One of these forms is sent when the IM worker changes a referral code on the ABC system for a FIP recipient from exempt to mandatory for PROMISE JOBS participation.
Distribution	The form is mailed to the participant from Central Office.
Data	The forms list the address and phone number of the office the participant should contact and the deadline for the contact.