

DRAFT

Date: _____
Case Number: _____
Case Name: _____

You May Be Owed Money By the City of New York Homebound Review Project

The Human Resources Administration (HRA) is reviewing some closed cases. We are doing this because in some of these closed cases, someone in the home may have been required to come to an in-person appointment when they should have had the chance to be visited at home **for an appointment, or to give HRA papers, or to have forms filled out**. You can ask us to review your case to see if you are eligible for back cash assistance, food stamps, and/or Medicaid.

How do I ask for a review?

To ask for a review, fill out the enclosed form and mail it to HRA in the provided postage-paid envelope. If you lose the envelope you can mail the form to:

Human Resources Administration/FIA
Special Needs Region-HBRP
180 Water Street, Room 2121
New York, NY 10038-4923

You may also request a review by calling the Homebound Review Project at (212) 835-7357.

If you want to reapply for ongoing benefits, check **box #1** on the form to tell us that you intend to apply for ongoing benefits by going to your local Job Center.

If you have a serious health problem and need HRA to make a home visit to take your application, we can make a home visit. Check **box #2** on the form and we will contact you.

If you do not want to apply for ongoing assistance, but want your case reviewed for back benefits, check box #3 on the form and we will contact you after the review is completed.

If I request a review, what will happen?

HRA will review your case to see if it closed because you could not come in for an appointment, bring in a document or do enough hours of an activity such as work, training, or WeCARE. If you lost benefits for these reasons, we will notify you and tell you what you have to do next. Please note that you can only receive back cash benefits if you are currently eligible for cash assistance. If you are not eligible for cash assistance, you will receive a credit.

Do you have questions about this letter? Do you need help reading it?

Call HRA at (212) 835-7357 for help.

You can also call the Legal Aid Society with questions about this notice at: (212) 577-3699.

Federal, State and City laws protect individuals who are disabled. To find out more about this, look at the enclosed form.