ACCESS HRA Release Communication
Release 4.1

Release R4.1

Date: November 17, 2017

The **NYC Human Resources Administration** (HRA) is pleased to announce that the following features within the ACCESS HRA Client Portal and ACCESS HRA mobile application will go live on **Friday, November 17th**:

✓ **Featured updates within ACCESS HRA Client Portal:**

- **SNAP Periodic Report (LDSS 4310) is now available online!**
  - Clients who have to complete a SNAP Periodic Report will now be able to submit it online via the ACCESS HRA Client Portal. This application is made available to clients in the 6th month of their benefits case. The online Periodic Report is pre-filled with existing case information for clients to submit any changes to their household, income, and expenses on their active SNAP case.

- **Other updates now available:**
  - **CA Application and Recertification:**
    - Interim Assistance Reimbursement language and checkbox was added to the 'Electronic Signature and Submission' screen
    - The "State" field within the Landlord address is no longer pre-populated
    - The Confirmation page now displays a link to direct clients to 'My Cases' page
  - **SNAP Application and Recertification:**
    - The Confirmation page now displays a chart of 'Required Documents' for clients to return based on information provided in their online application
      - Sections have been reordered to encourage clients to submit documents and then complete the interview
    - The Brooklyn fax number (917-639-1112) has been removed from the Confirmation pages, Summary PDFs, Coversheets, Submission emails, and the FAQ/Help pages
  - **Medicaid Renewals – DAB form (MAP-909e)**:
    - Updated text is now displayed in the 'Resources' section of the form
    - A new income type ("Retirement") has been added
  - **My Cases – Case List:**
    - The order in which cases are displayed will now be: Active, Applying, Single Issuance, Rejected, Closed

✓ **Featured updates within ACCESS HRA Mobile:**

- The SNAP Periodic Report will now appear when "In Progress" or "Submitted" in the 'Online Applications' list.

For screen images of the features introduced in this release, please see the attached Quick Guide.

Please note that ACCESS HRA website is now found at: www.nyc.gov/accesshra.