



**FAMILY INDEPENDENCE ADMINISTRATION**  
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**POLICY BULLETIN #06-21-ELI**  
*(This Policy Bulletin Replaces PB #02-128-ELI)*

**REFERRALS TO NPA FOOD STAMP OFFICE 63**

<p><b>Date:</b> February 14, 2006</p>	<p><b>Subtopic(s):</b> Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #06-23-OPE for information on the <b>W-138Q</b></p> <p>F-15 services those persons who <u>are</u> in receipt of SSI, provided that the household does not exceed two individuals, both of whom must be receiving SSI.</p> <p>Please note the new phone and fax numbers and address.</p>	<p><b>Revisions to the Original Policy Bulletin:</b></p> <p>This policy bulletin has been revised to advise all staff that Non-Public Assistance Food Stamp (NPA FS) Office F-63 has moved to 253 Schermerhorn Street, 3rd Floor, Brooklyn, NY 11201. The Food Stamp Income Guidelines form (<b>W-138Q</b>) has been revised to reflect the changes.</p> <p><b>Purpose:</b></p> <p>F-63 is the NPA FS Office that services the homebound population for all five boroughs in New York City. To be serviced by F-63, in addition to being homebound, applicants/participants must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Have medical verification of permanent disability</li> <li>• Be over 60 years of age</li> <li>• Not be in receipt of Social Security Supplemental Income (SSI)</li> </ul> <p>F-63 is a "paper center," meaning that all contact and interaction with the applicants/participants occurs via telephone, mail or fax. If a homebound individual wants to apply for food stamps at F-63, s/he must be advised to request an application either by calling F-63 at (718) 722-4800/4801/4802/4803 or by faxing an application request to (718) 923-6554 or (718) 834-3296. The applicant/participant may also send a family member or representative to pick up or deliver applications and other documents necessary for the determination of eligibility.</p>

**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*

All cases must be recertified before being transferred.

If an NPA FS case needs to be transferred to F-63, follow the guidelines outlined on page 141 of the Food Stamp Center Operational Handbook (attached). All cases must be recertified before being transferred. Under no circumstances is a participant's case to be closed in order for the participant to reapply at F-63.

*Effective Immediately*

**Related Item:**

PB #06-23-OPE      Revision to the **W-138Q**

**Attachments:**

Food Stamp Center Operational Handbook, page 141

Please use Print on Demand to obtain copies of forms.