



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-03-OPE

REVISIONS TO THE WHAT YOU NEED TO KNOW ABOUT FOOD STAMPS (BRC-100)

Date: January 11, 2012	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>BRC-100</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that the “What You Need to Know About Food Stamps” (BRC-100) brochure has been revised.</p> <p>The BRC-100 brochure contains general information about the Food Stamp program and lists Food Stamp Centers in all five boroughs where a food stamp application may be filed. The brochure can be downloaded by the public from the Human Resources Administration’s (HRA) website at www.nyc.gov/hra. Sections of the form have been revised, as follows:</p> <p>“WHERE DO I APPLY FOR FOOD STAMP BENEFITS?”</p> <ul style="list-style-type: none"> The text has been changed to now read, “You can file your application online, fax, by mail, in person or your authorized representative can file it for you...” <p>“WHAT IF I DO NOT SPEAK ENGLISH?”</p> <ul style="list-style-type: none"> The word “through” has been added and the word “at” removed. <p>“WHAT TYPE OF DOCUMENTATION WILL I NEED TO SHOW TO BE ELIGIBLE FOR FOOD STAMPS?”</p> <p>The statement “According to U.S. Citizenship and Immigration Services, receiving food stamps will not affect your immigration case or lead to deportation” has been added.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

“LIST OF FOOD STAMP CENTERS”

- Concourse – F45 has been removed from the listing of Food Stamp Centers.
- Address information for Melrose – F40 has been updated to reflect its 3rd floor location.

“LIST OF EXTENDED-HOURS FOOD STAMP CENTERS”

- Concourse – F45 has been added to the list of extended-hours Food Stamp Centers.
- Fordham – F44 has been removed from the list of extended-hours Food Stamp Centers.
- Address information for Richmond – F99 has been updated to reflect its 2nd floor location.

“CONTACT INFORMATION”

- Contact information for Access NYC www.nyc.gov/accessnyc has been repositioned.

“APPLYING IS EASIER THAN EVER”

- The text, “also known as the Supplemental Nutrition Assistance Program (SNAP)” has been added.
- The revised text now reads, “You can purchase food by using an Electronic Benefit Transfer (EBT) card where you shop. This card will be provided to you, if you are eligible for Food Stamps.”

“WHO IS ELIGIBLE TO RECEIVE FOOD STAMP BENEFITS?”

- Removed the statement, “and qualifying is based on income”

“HOW CAN I GET A FOOD STAMP APPLICATION?”

- Language has been revised to now read:
 "You can apply online and get an application as well as eligibility prescreening, go to nyc.gov/accessnyc
 Call HRA's Infoline at 1-877-472-8411 or 311 and we will send you an application and information on where you may mail, fax or bring it.
 Download an application from HRA's website at nyc.gov/hra/foodstamps
 Pick one up from any Food Stamp Center.”

“IF I AM RECEIVING SSI/DISABILITY BENEFITS, DO I STILL QUALIFY FOR FOOD STAMPS? WILL MY SSI/DISABILITY PAYMENTS BE REDUCED?”

- The statement, “as long as you meet eligibility rules” has been removed.

“HOW MUCH INCOME CAN I HAVE AND STILL BE ELIGIBLE FOR FOOD STAMPS?”

- Changes have been made to reflect October 2011 changes to the Food Stamp Income Guidelines and maximum monthly allotments.

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of the **BRC-100** brochure and its multilingual equivalents are removed from circulation and recycled.

Effective Immediately


Related Item:

[PD #11-27-ELI](#)

Attachments:

- | | |
|--------------------|--|
| BRC-100 | What You Need to Know About Food Stamps (Rev. 01/12) |
| BRC-100 (S) | What You Need to Know About Food Stamps (Spanish) (Rev. 01/12) |

Refer to [PD #11-27-ELI](#) for a listing of the October 2011 changes

 Please use Print on Demand to obtain copies of forms.

WHERE DO I APPLY FOR FOOD STAMP BENEFITS?

Applying for Food Stamps is easier than ever. You can file your application on line, fax, by mail, in person or your authorized representative can file it for you at any Food Stamp Center or at a participating community based organization. If you are working, are elderly or disabled, have problems with child care, or difficulty traveling to our office, you can ask to have your eligibility interview over the phone.

WHAT IF I DO NOT SPEAK ENGLISH?

We will arrange for free interpretation through the Food Stamp Center.

WHAT TYPE OF DOCUMENTATION WILL I NEED TO SHOW TO BE ELIGIBLE FOR FOOD STAMPS?

While no documentation is necessary to apply, you will eventually be asked to verify the information you give us. Below is a list of documents. If you provide them right away we can determine your eligibility faster.

- Proof of Identity:

Photo ID, driver's license, passport, naturalization certificate, hospital/doctor's records, or adoption papers.

- Proof of where you live:

Statement from landlord/primary tenant, current rent receipt or lease, or mortgage records.

- Proof of Income (if any):

Current pay stubs, pay envelopes, business records, tax records, or current income tax return, etc.

- Proof of Citizenship or Current Alien Status:

Birth certificate, U.S. passport, USCIS documentation, military service records, etc.

According to U.S. Citizenship and Immigration Services, receiving food stamps will not affect your immigration case or lead to deportation.

Other documents may also be acceptable.

IF I DON'T HAVE ALL THE DOCUMENTS NOW, CAN I STILL APPLY FOR FOOD STAMPS?

Yes, you can still apply. When possible, Food Stamp center staff will help you to get the required documents.



These Food Stamp centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays).

Manhattan		
East End - F02 2322 Third Avenue, 3rd Floor New York, NY 10035	Washington Heights - F13 4055 Tenth Avenue, Lower Level New York, NY 10034	St. Nicholas - F14 132 West 125th Street, 3rd Floor New York, NY 10027
Brooklyn		
Williamsburg - F21 30 Thornton Street, 4th Floor Brooklyn, NY 11206	Coney Island - F22 2865 West 8th Street, 1st Floor Brooklyn, NY 11224	
North Brooklyn - F26 500 Dekalb Avenue, 5th Floor Brooklyn, NY 11205	East New York - F28 404 Pine Street, 1st Floor Brooklyn, NY 11208	
Bronx		
Melrose - F40 260 East 161st Street, 3rd Floor Bronx, NY 10451	Crotona - F46 1910 Monterey Avenue, 5th Floor Bronx, NY 10457	
Queens		
Queens - F53 32-20 Northern Boulevard, 2nd Floor LIC, NY 11101	Rockaway - F79 219 Beach 59th Street, 1st Floor Rockaway, NY 11692	

The following centers are open Monday through Friday, 8:30 AM to 6:00 PM and Saturdays, 9:00 AM to 5:00 PM (except legal holidays):

Waverly - F19 12 West 14th Street, 4th Floor, New York, NY 10011
Fort Greene - F20 275 Bergen Street, 1st Floor, Brooklyn, NY 11217
Concourse - F45 1375 Jerome Avenue, 2nd Floor, Bronx, NY 10452
Jamaica - F54 165-08 88th Avenue, 3rd Floor, Jamaica, NY 11432
Richmond - F99 201 Bay Street, 2nd Floor, Staten Island, NY 10301

You may also mail your application to the Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201

Access NYC
www.nyc.gov/accessnyc

311 or
TTY (311) at: (212) 504-4115

HRA's Website
www.nyc.gov/hra



Michael R. Bloomberg
Mayor

Human Resources
Administration
Department of
Social Services

Robert Doar
Commissioner

BRC-100
Rev. 01/12

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What You Need to Know About Food Stamps

Food Stamp Program
Family Independence Administration



APPLYING IS EASIER THAN EVER

The Food Stamp Program, also known as the Supplemental Nutrition Assistance Program (SNAP), provides food support to low-income New Yorkers including working families, the elderly and the disabled to increase their ability to purchase food. You can purchase food by using an Electronic Benefit Transfer (EBT) card where you shop. This card will be provided to you, if you are eligible for Food Stamps.

WHO IS ELIGIBLE TO RECEIVE FOOD STAMP BENEFITS?

Many people are eligible and don't realize it. You can be employed, own your own home and car, have money saved and still be eligible for Food Stamps. Many immigrants who were once ineligible can now receive food stamps. Each application is evaluated on an individual basis.

HOW CAN I GET A FOOD STAMP APPLICATION?

- You can apply on line and get an application as well as eligibility prescreening, go to nyc.gov/accessnyc
- Call HRA's Infoline at 1-877-472-8411 or 311 and we will send you an application and information on where you may mail, fax or bring it.
- Download an application from HRA's website at nyc.gov/hra/foodstamps
- Pick one up from any Food Stamp Center.

IF I AM RECEIVING SSI/DISABILITY BENEFITS, DO I STILL QUALIFY FOR FOOD STAMPS? WILL MY SSI/DISABILITY PAYMENTS BE REDUCED?

Yes, you can still qualify for Food Stamp benefits even if you receive SSI/disability benefits. Receipt of Food Stamps does not reduce your SSI/Disability payments.

HOW SOON AFTER I APPLY WILL I RECEIVE FOOD STAMPS?

If you qualify for expedited processing of your Food Stamp application and you are eligible for Food Stamp benefits, you will receive them within five days.



HOW MUCH INCOME CAN I HAVE AND STILL BE ELIGIBLE FOR FOOD STAMPS?

The Food Stamp Income Guidelines and maximum monthly allotment as of October 2011 are as follows:

FOOD STAMP INCOME GUIDELINES			
Family Size	Gross Monthly Income Limit*	Net Monthly Income Limit**	Maximum Monthly Allotment
1	\$1,180	\$908	\$200
2	\$1,594	\$1,226	\$367
3	\$2,008	\$1,545	\$526
4	\$2,422	\$1,863	\$668
5	\$2,836	\$2,181	\$793
6	\$3,249	\$2,500	\$952
7	\$3,663	\$2,818	\$1,052
8	\$4,077	\$3,136	\$1,202
Each Additional Member	+\$414	+\$319	+\$150

*Households that incur dependent care expenses are subject to higher gross income limits.

If your household has a person who is 60 or older or disabled, you only need to meet the net income limit. If everyone in your household receives SSI, TANF, or SNA you do not need to meet any income limit. Your total income, before taxes or any other subtractions, is called **gross income.

However, certain subtractions to your gross income, called deductions, are allowed. These can be for things like housing, child support payments, monthly medical expenses over \$35 for elderly or disabled people, or dependent care. The amount left over after deductions is called **net income**.

The amount of Food Stamp benefits you receive depends on your household size, expenses, and your income.

¿ADÓNDE PRESENTO LA SOLICITUD PARA BENEFICIOS DE CUPONES PARA ALIMENTOS?

El trámite de solicitud de Cupones para Alimentos ahora es más fácil que nunca. Usted puede presentar su solicitud en línea, por fax, por correo, en persona, o por medio de un representante autorizado en cualquier Centro de Cupones para Alimentos o en una organización comunitaria participante. Si usted trabaja, es anciano(a) o incapacitado(a), tiene problemas con el cuidado infantil, o dificultad en transportarse a nuestra oficina, puede solicitar que le hagan su entrevista de elegibilidad por teléfono.

¿QUÉ SUCEDE SI NO HABLO INGLÉS?

Nosotros arreglaremos interpretación gratuita mediante el Centro de Cupones para Alimentos.

¿QUÉ TIPO DE DOCUMENTACIÓN NECESITO MOSTRAR PARA SER ELEGIBLE PARA CUPONES PARA ALIMENTOS?

Mientras que para presentar una solicitud no es necesario tener documentación, con el tiempo a usted se le pedirá que compruebe la información que nos entregó. Abajo hay una lista de documentos. Si nos los proporciona inmediatamente, podemos determinar su elegibilidad más rápido.

- Prueba de identidad:

Identificación con fotografía, licencia de conducir, pasaporte, certificado de naturalización, registros de hospital/doctor, o papeles de adopción.

- Prueba de donde vive:

Declaración del casero/inquilino principal, recibo de renta actual o contrato de alquiler, registros de hipoteca.

- Prueba de ingresos (si tiene):

Talones de pago actual, sobres de pago, registros comerciales, registros de impuestos o declaración de impuesto actual, etc.

- Prueba de ciudadanía o situación inmigratoria actual:

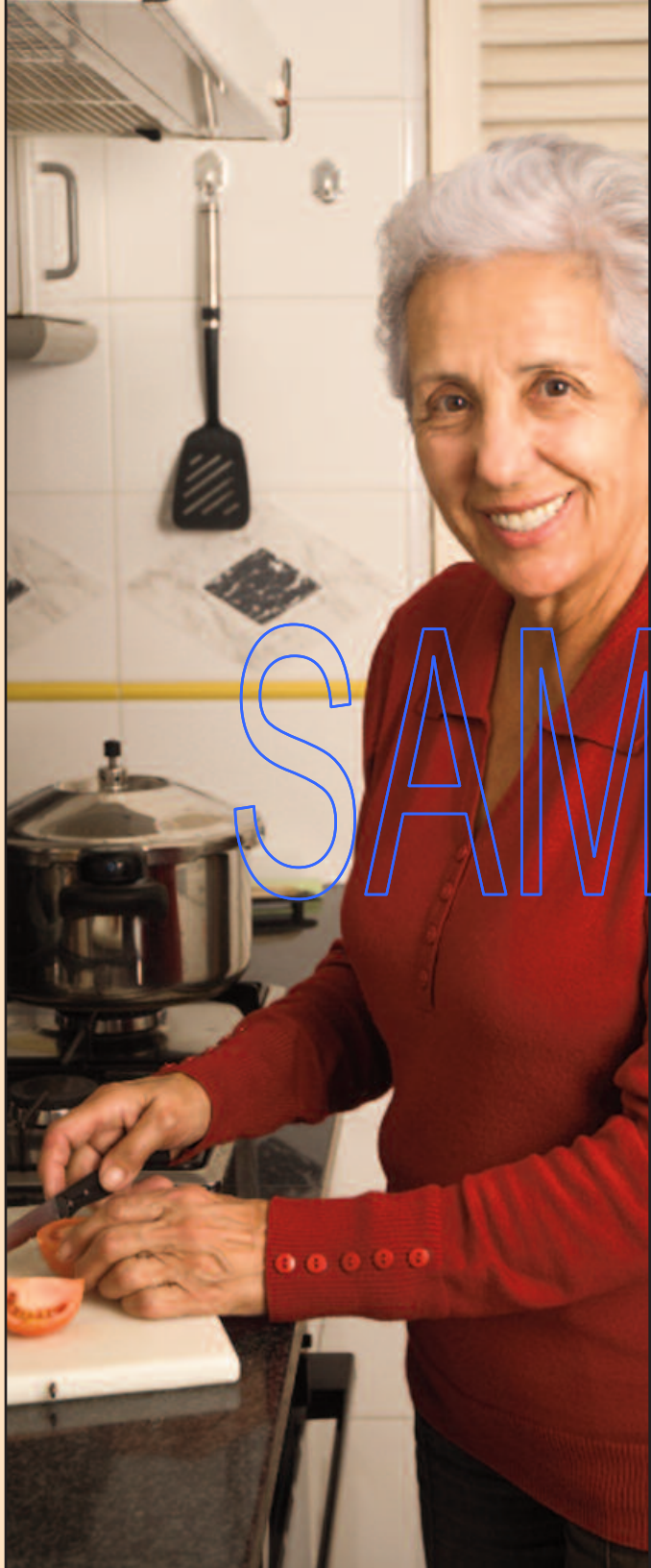
Certificado de nacimiento, pasaporte de Estados Unidos, documentación de USCIS, registros de servicio militar, etc.

Según los Servicios de Ciudadanía de E.E.U.U. y de Inmigración, recibir Cupones para Alimentos no afecta su caso migratorio ni conduce a la deportación.

Es posible que otros documentos también sean aceptables.

¿SI YO NO TENGO TODOS LOS DOCUMENTOS AHORA, PUEDO TODAVÍA PRESENTAR LA SOLICITUD PARA CUPONES PARA ALIMENTOS?

Sí, aún puede presentar solicitud. Cuando sea posible, el personal del centro de Cupones para Alimentos lo ayudará a obtener los documentos requeridos.



Estos centros de Cupones para Alimentos están abiertos de lunes a viernes desde las 8:30 AM a las 5:00 PM (excepto los feriados legales).

Manhattan		
East End - F02 2322 Third Avenue, 3er Piso New York, NY 10035	Washington Heights - F13 4055 Tenth Avenue, planta baja New York, NY 10034	St. Nicholas - F14 132 West 125th Street, 3er Piso New York, NY 10027
Brooklyn		
Williamsburg - F21 30 Thornton Street , 4to Piso Brooklyn, NY 11206	Coney Island - F22 2865 West 8th Street, 1er Piso Brooklyn, NY 11224	
North Brooklyn - F26 500 Dekalb Avenue, 5to Piso Brooklyn, NY 11205	East New York - F28 404 Pine Street, 1er Piso Brooklyn, NY 11208	
Bronx		
Melrose - F40 260 East 161st Street, 4to Piso Bronx, NY 10451	Crotona - F46 1910 Monterey Avenue, 5to Piso Bronx, NY 10457	
Queens		
Queens - F53 32-20 Northern Boulevard, 2ndo Piso Long Island City, NY 11101	Rockaway - F79 219 Beach 59th Street, 1er Piso Far Rockaway, NY 11692	

Los siguientes centros atienden de lunes a viernes desde las 8:30 AM a las 6 PM y los sábados desde las 9 AM a las 5 PM (excepto los feriados legales):

Waverly - F19 12 West 14th Street, 4to Piso, New York, NY 10011
Fort Greene - F20 275 Bergen Street, 1er Piso, Brooklyn, NY 11217
Concourse - F45 1375 Jerome Avenue, 2nd Floor, Bronx, NY 10452
Jamaica - F54 165-08 88th Avenue, 3er Piso, Jamaica, NY 11432
Richmond - F99 201 Bay Street, 1er Piso, Staten Island, NY 10301

Además, usted puede enviar su solicitud por correo a la Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201

Access NYC
www.nyc.gov/accessnyc

311 o
TTY (311) al: (212) 504-4115

Página de Internet de la HRA
www.nyc.gov/hra



Michael R. Bloomberg
Alcalde

Administración de
Recursos Humanos
Departamento de
Servicios Sociales

Robert Doar
Comisionado

BRC-100 (S)
Rev. 01/12

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Humanos de la Ciudad de Nueva York.

Lo Que Necesita Saber Sobre Los Cupones Para Alimentos

Programa de Cupones para Alimentos

Administración para la Independencia Familiar

NYC Administración de
Recursos Humanos
Departamento de
Servicios Sociales

AHORA ES MÁS FÁCIL QUE NUNCA PRESENTAR UNA SOLICITUD

El Programa de Cupones para Alimentos, también conocido como el Programa de Asistencia Nutricional Suplemental (SNAP), provee ayuda de alimentos a los neoyorquinos de bajos ingresos, incluyendo familias que trabajan, personas de anciana edad y los incapacitados para incrementar su capacidad para comprar alimentos. Usted puede gastar sus cupones para alimentos usando la tarjeta de débito en el lugar donde hace sus compras. Esta tarjeta se le proporcionará, si usted es elegible para Cupones para Alimentos.

¿QUIÉN ES ELEGIBLE PARA RECIBIR BENEFICIOS DE CUPONES PARA ALIMENTOS?

Muchas personas son elegibles y no lo saben. Usted puede estar empleado, ser dueño de su propio hogar y vehículo, tener dinero ahorrado y todavía ser elegible para Cupones para Alimentos. Muchos inmigrantes que en algún momento no eran elegibles, ahora pueden recibir cupones para alimentos. Cada solicitud es evaluada en forma individual y la calificación se basa en los ingresos.

¿CÓMO PUEDO OBTENER UNA SOLICITUD?

- Usted puede presentar solicitud por Internet y obtener una solicitud, al igual que una preevaluación de elegibilidad, visite nyc.gov/accessnyc
- Llame a la Línea Informativa (Infoline) de la HRA al 1-877-472-8411 o 311 y le enviaremos una solicitud e información sobre adónde enviar por correo, faxear o traer la solicitud
- Descargue una solicitud del sitio Web de la HRA en nyc.gov/hra/foodstamps
- Recoja una en cualquier centro de Cupones para Alimentos

¿SI ESTOY RECIBIENDO BENEFICIOS DE SSI/ INCAPACIDAD, CALIFICO TODAVÍA PARA CUPONES PARA ALIMENTOS? ¿SE REDUCIRÁN MIS PAGOS DE SSI/INCAPACIDAD?

Sí, usted todavía puede calificar para beneficios de Cupones para Alimentos, incluso si usted recibe beneficios de SSI/ incapacidad. Recibir Cupones para Alimentos no reduce los pagos de SSI/incapacidad.

¿QUÉ TAN PRONTO DESPUÉS DE PRESENTAR UNA SOLICITUD RECIBIRÉ CUPONES PARA ALIMENTOS?

Si usted es elegible para Cupones para Alimentos acelerados, y es elegible para beneficios de Cupones para Alimentos, los recibirá dentro de cinco días.



¿CUÁL ES EL MÁXIMO INGRESO QUE PUEDO TENER PARA NO PERDER EL DERECHO A RECIBIR LOS CUPONES PARA ALIMENTOS?

Las Cantidades de Ingresos de Cupones para Alimentos y la máxima asignación mensual a partir de octubre del 2011 son las siguientes.

PAUTAS DE INGRESOS PARA CUPONES PARA ALIMENTOS			
Tamaño de Familia	Límite de ingresos brutos mensuales*	Límite de ingresos netos mensuales**	Asignación mensual máxima
1	\$1,180	\$908	\$200
2	\$1,594	\$1,226	\$367
3	\$2,008	\$1,545	\$526
4	\$2,422	\$1,863	\$668
5	\$2,836	\$2,181	\$793
6	\$3,249	\$2,500	\$952
7	\$3,663	\$2,818	\$1,052
8	\$4,077	\$3,136	\$1,202
Cada Miembro Adicional	+\$414	+\$319	+\$150

*Los hogares que tengan gastos de cuidado de dependientes están sujetos a límites más altos de ingreso bruto.

Si algún integrante de su hogar es una persona de 60 años o más o es incapacitada, sólo necesitará cumplir con el límite de ingresos netos. Si todos los integrantes de su hogar reciben SSI, TANF, o SNA no necesita cumplir con ningún tipo de límite de ingresos. Se denomina **ingreso bruto al ingreso total al que no se le ha descontado impuestos u otros conceptos.

Existen ciertos descuentos, denominados deducciones, que sí pueden aplicarse a su ingreso bruto. Estas deducciones pueden ser gastos de vivienda, pagos de manutención de niños, gastos médicos mensuales superiores a \$35 para personas mayores o incapacitadas o gastos de cuidado de dependientes. El monto restante después de haberse aplicado las deducciones se denomina **ingreso neto**.

El monto de los beneficios de Cupones para Alimentos (Food Stamps) que usted recibe depende del número de integrantes de su hogar, de sus gastos y sus ingresos.