



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN # 12-27-OPE

REVISIONS TO FORMS W-138Q AND W-519N

Date: April 3, 2012	Subtopic: Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Agency staff that the following forms have been revised to update the new address of the Coney Island Food Stamp Center (F22), which relocated to 3050 West 21st Street, Brooklyn, NY 11224:</p> <ul style="list-style-type: none"> • W-138Q Food Stamp Income Guidelines • W-519N Automated Finger Imaging System (AFIS) Directory <p>Samples of the forms are attached.</p> <p><i>Effective Immediately</i></p> <p>Related Item:</p> <p>CD #12-03</p> <p>Attachments:</p> <p>W-138Q Food Stamp Income Guidelines (Rev. 4/3/12) W-138Q (S) Food Stamp Income Guidelines (Spanish) (Rev. 4/3/12) W-519N Automated Finger Imaging System (AFIS) Directory (Rev. 4/3/12) W-519N (S) Automated Finger Imaging System (AFIS) Directory (Spanish) (Rev. 4/3/12)</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

Food Stamp Income Guidelines

- Food stamps provide your family with assistance when buying food. They are used in place of cash to buy food at grocery stores or supermarkets.
- You don't have to be out of work to apply for food stamps. You can be employed and still be eligible for food stamps.
- You can own your own home and car and still be eligible for food stamps.
- If you are eligible, you will receive food stamp assistance within 30 days. Certain households with little income or savings, or with high shelter costs, can receive food stamp benefits within five days.

Family Size	1	2	3	4	5	6	7	8	Each additional member
Maximum Gross Monthly Income	\$1,180	\$1,594	\$2,008	\$2,422	\$2,836	\$3,249	\$3,663	\$4,077	+ \$414

- These new income limits are effective October 1, 2011.
- The Maximum Gross Monthly Income limits do not apply to food stamp households with an elderly or disabled individual, or if everyone in your household receives SSI, TANF, or SNA, you do not need to meet any income limit. Households that incur dependent care expenses are subject to higher gross income limits.

To file a food stamp application, you may:

- submit an application online through the **ACCESS NYC** website at www.nyc.gov/accessnyc or the **MyBenefits** website at www.mybenefits.ny.gov;
- mail your application to the **Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**;
- fax your application to **(718) 834-3296** or **(718) 834-3299**;
- apply at a participating community based organization (CBO) [call 311 for a listing of participating CBO's]; or
- appear in person during the listed hours of operation for any of the Food Stamp Centers identified below.

Your food stamp application will be considered as filed if it contains a minimum of your name, address (if you have one), and a signature on the application. When your application is received, you will be contacted to schedule an eligibility interview.

If you are elderly or disabled or have a hardship such as child care, travel or work hours that make it difficult for you to have an in-office eligibility interview, you may request a telephone eligibility interview when we contact you.

Please review the enclosed Food Stamp Documentation Guide (**W-129G**), which lists some of the more common documents that can be used to verify each of the applicable eligibility factors. If you are mailing the application, please ensure that you enclose copies of all required documentation. If you plan to file the application in person, please bring originals of all required documentation. Providing the required documentation will assist us in expediting the processing of your food stamp application.

New York City Food Stamp Centers				Extended Hours Centers	
The following Food Stamp Centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays)				The following Food Stamp Centers are open from 8:30 AM to 6:00 PM, Monday through Friday and 9:00 AM to 5:00 PM on Saturday (except legal holidays)	
Manhattan	East End – F02 2322 Third Avenue 3rd Floor New York, NY 10035	Washington Heights – F13 4055 10th Avenue Lower Level New York, NY 10034	St. Nicholas – F14 132 West 125th Street 3rd Floor New York, NY 10027	Waverly – F19 12 West 14th Street 4th Floor New York, NY 10011	
Brooklyn	Williamsburg – F21 30 Thornton Street 4th Floor Brooklyn, NY 11206	Coney Island – F22 3050 West 21 Street 1st Floor Brooklyn, NY 11224	Ft. Greene – F20 275 Bergen Street 1st Floor Brooklyn, NY 11217		
	North Brooklyn – F26 500 Dekalb Avenue 4th 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	Concourse – F45 1375 Jerome Avenue 2nd Floor Bronx, NY 10452		
Queens	Queens – F53 32-20 Northern Boulevard 2nd Floor Long Island City, NY 11101	Rockaway – F79 219 Beach 59th Street 1st Floor Rockaway, NY 11692	Jamaica – F54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432		
Staten Island				Richmond – F99 201 Bay Street 2nd Floor Staten Island, NY 10301	

Guía de Ingresos de Cupones para Alimentos

- Los cupones para alimentos le proveen a su familia asistencia a la hora de comprar alimentos. Estos cupones para alimentos se utilizan en lugar de dinero en efectivo para comprar alimentos en bodegas o supermercados.
- Usted no tiene que estar desempleado para solicitar cupones para alimentos. Usted puede estar empleado y aun ser elegible para los cupones para alimentos.
- Usted puede ser elegible para recibir cupones para alimentos aun si es propietario(a) de su casa y automóvil.
- Si usted es elegible, recibirá asistencia de cupones para alimentos dentro de 30 días. Ciertos hogares con poco ingreso o ahorros, o con altos costos de alquiler, pueden recibir los beneficios de cupones para alimentos dentro de cinco días.

Miembros en la Familia	1	2	3	4	5	6	7	8	Cada miembro adicional
Máximo Ingreso Bruto Mensual	\$1,180	\$1,594	\$2,008	\$2,422	\$2,836	\$3,249	\$3,663	\$4,077	+ \$414

- Estos nuevos límites de ingresos entrarán en vigencia el 1 de octubre de 2011.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de cupones para alimentos con personas ancianas o incapacitadas, o si todos en su hogar reciben SSI, TANF, o SNA, usted no tiene que reunir ningún límite de ingreso. Los hogares que incurrir en gastos por cuidado de dependientes están sujetos a límites mayores de ingreso bruto.

Para presentar una solicitud de cupones para alimentos, usted puede:

- presentar una solicitud por el Internet mediante **ACCESS NYC** en www.nyc.gov/accessnyc o a **MyBenefits** website at www.mybenefits.ny.gov;
- enviar por correo su solicitud a la **Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**;
- enviar por fax al **(718) 834-3296 o (718) 834-3299**;
- presentar solicitar en una organización comunitaria (CBO) (llamar al 311 para una lista de CBO participantes); o
- presentarse en persona durante las horas laborales indicadas para cualquiera de los Centros de Cupones para Alimentos identificados abajo.

Su solicitud de cupones para alimentos se considerará presentada si contiene como mínimo su nombre, dirección (de tenerla), y firma en la solicitud. Cuando se reciba su solicitud, nos comunicaremos con usted para programar una entrevista de elegibilidad.

Si usted es anciano o incapacitado o se le dificulta presentarse a una entrevista de elegibilidad en nuestra oficina debido a cuidado infantil, transporte o a su horario de trabajo, puede solicitar una entrevista de elegibilidad telefónica cuando nos comuniquemos con usted.

Por favor repase la Guía de Documentación de Cupones para Alimentos (**W-129G [S]**), adjunta que lista algunos de los documentos más comunes que se pueden utilizar para verificar cada uno de los factores de elegibilidad que corresponden. Si usted va a enviar por correo su solicitud, favor de asegurarse de adjuntar copias de todos los documentos solicitados. Si piensa presentar la solicitud en persona, favor de traer originales de toda la documentación solicitada. El proporcionar la documentación solicitada permitirá acelerar el trámite de solicitud de cupones para alimentos.

Centros de Cupones para Alimentos de la Ciudad de Nueva York Los siguientes Centros de Cupones para Alimentos están abiertos de 8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales)				Centros Con Horarios Suplementarios Los siguientes Centros de Cupones para Alimentos están abiertos de 8:30 AM a 6:00 PM, de lunes a viernes y de 9:00 AM a 5:00 PM el sábado (excepto los días feriados oficiales)	
Manhattan	East End – F02 2322 Third Avenue 3er piso New York, NY 10035	Washington Heights – F13 4055 10th Avenue planta baja New York, NY 10034	St. Nicholas – F14 132 West 125th Street 3er piso New York, NY 10027	Waverly – F19 12 West 14th Street 4to piso New York, NY 10011	
Brooklyn	Williamsburg – F21 30 Thornton Street 4to piso Brooklyn, NY 11206	Coney Island – F22 3050 West 21 Street 1er piso Brooklyn, NY 11224	Ft. Greene – F20 275 Bergen Street 1er piso Brooklyn, NY 11217		
	North Brooklyn – F26 500 Dekalb Avenue 4to piso Brooklyn, NY 11205	East New York – F28 404 Pine Street 1er piso Brooklyn, NY 11208			
Bronx	Melrose – F40 260 East 161st Street 3er piso Bronx, NY 10451	Crotona – F46 1910 Monterey Avenue 5to piso Bronx, NY 10457	Concourse – F45 1375 Jerome Avenue 2nd Floor Bronx, NY 10452		
Queens	Queens – F53 32-20 Northern Boulevard 2do piso Long Island City, NY 11101	Rockaway – F79 219 Beach 59th Street 1er piso Rockaway, NY 11692	Jamaica – F54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432		
Staten Island				Richmond – F99 201 Bay Street 2do piso Staten Island, NY 10301	

Automated Finger Imaging System (AFIS) Directory

Please report to the floor listed below and the Receptionist will direct you to the Finger Imaging Station

MANHATTAN

Food Stamp Centers	Address	Floor	Hours
East End – F02	2322 3rd Avenue, NY 10035	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Washington Heights – F13	4055 10th Avenue, NY 10034	Lower Level	Monday through Friday, 9:00 AM to 5:00 PM
St. Nicholas – F14	132 West 125th Street, NY 10027	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Waverly – F19	12 West 14th Street, NY 10011	4th Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Union Square #39	109 East 16th Street, NY 10013	11th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Special Project Job Center #80	172 Water Street, NY 10038	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM

BRONX

Food Stamp Centers	Address	Floor	Hours
Melrose – F40	260 East 161st Street, Bx, NY 10451	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Concourse – F45	1375 Jerome Avenue, Bx, NY 10457	2nd Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Crotona – F46	1910 Monterey Avenue, Bx, NY 10457	5th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Rider #38	305 Rider Avenue, Bx, NY 10451 (Entrance at 300 Canal Place)	4th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Fordham #44	2541-2549 Bainbridge Av. Bx, NY 10458	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM

BROOKLYN

Food Stamp Centers	Address	Floor	Hours
Fort Greene – F20	275 Bergen Street, Bklyn, NY 11217	1st Floor	Monday through Friday, 9:00 AM to 6:00PM Saturday, 9:00 AM to 5:00 PM
Williamsburg – F21	30 Thornton Street, Bklyn, NY 11206	1st and 4th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Coney Island – F22	3050 West 21st St., Bklyn, NY 11224	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
North Brooklyn – F26	500 DeKalb Avenue, Bklyn, NY 11205	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
East New York – F28	404 Pine Street, Bklyn, NY 11208	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Centers	Address	Floor	Hours
Refugee #47	88 3rd Avenue, Bklyn, NY 11217	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
Veterans #62	25 Chapel St., Bklyn, NY 11201	7th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Coney Island #63	3050 West 21st St., Bklyn, NY 11224	3rd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Linden #67	45 Hoyt St., Bklyn, NY 11201	7th Floor	Monday through Friday, 9:00 AM to 5:00 PM
Bayridge #70	6740 Fourth Avenue, Bklyn, NY 11220	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM

QUEENS

Food Stamp Centers	Address	Floor	Hours
Queens – F53	32-20 Northern Blvd, LIC, NY 11101 (Entrance at One Honeywell Street)	2nd Floor	Monday through Friday, 9:00 AM to 5:00 PM
Jamaica – F54	165-08 88th Av. Jamaica, NY 11432	4th Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM
Rockaway – F79	219 Beach 59th Street, NY 11692	1st Floor	Monday through Friday, 9:00 AM to 5:00 PM
Job Center	Address	Floor	Hours
Queens #53	34-00 Northern Blvd, LIC, NY 11101	6th Floor	Monday through Friday, 9:00 AM to 5:00 PM

STATEN ISLAND

Food Stamp Center	Address	Floor	Hours
Richmond – F99	201 Bay Street, S.I., NY 10301	1st Floor	Monday through Friday, 9:00 AM to 6:00 PM Saturday, 9:00 AM to 5:00 PM

If you are unavailable to be finger imaged during the business hours of the locations above, you may call the HRA Infoline at (718) 557-1399 for additional hours of operation.

Directorio del Sistema Automatizado para las Imágenes Digitales

Favor de presentarse al piso indicado abajo y la Recepción le dirigirá al Puesto de Imágenes Digitales.

MANHATTAN

Centros de Cupones para Alimentos	Dirección	Piso	Horas
East End – F02	2322 3rd Avenue, NY 10035	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Washington Heights – F13	4055 10th Avenue, NY 10034	Planta Baja	Lunes a viernes, 9:00 AM a 5:00 PM
St. Nicholas – F14	132 West 125th Street, NY 10027	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Waverly – F19	12 West 14th Street, NY 10011	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Union Square #39	109 East 16th Street, NY 10013	11vo Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centro de Trabajo para Proyectos Especiales #80	172 Water Street, NY 10038	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM

BRONX

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Melrose – F40	260 East 161st St. Bx, NY 10451	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Concourse – F45	1375 Jerome Av. Bx, NY 10457	2do Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Crotona – F46	1910 Monterey Av. Bx, NY 10457	5to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Rider #38	305 Rider Av. Bx, NY 10451 (Entrada en 300 Canal Place)	4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Fordham #44	2541-2549 Bainbridge Av. Bx NY 10458	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM

BROOKLYN

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Fort Greene – F20	275 Bergen St. Bklyn, NY 11217	1er Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Williamsburg – F21	30 Thornton St. Bklyn, NY 11205	1er y 4to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Coney Island – F22	3050 West 21st St. Bklyn, NY 11224	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
North Brooklyn – F26	500 DeKalb Av. Bklyn, NY 11205	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
East New York – F28	404 Pine St. Bklyn, NY 11208	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centros de Trabajo	Dirección	Piso	Horas
Refugee #47	88 3rd Av. Bklyn, NY 11217	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Veterans #62	25 Chapel St. Bklyn, NY 11201	7to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Coney Island #63	3050 West 21st St. Bklyn, NY 11224	3er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Linden #67	45 Hoyt St. Bklyn, NY 11201	7to Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Bayridge #70	6740 Fourth Av. Bklyn, NY 11220	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM

QUEENS

Centros de Cupones para Alimentos	Dirección	Piso	Horas
Queens – F53	32-20 Northern Blvd. LIC, NY 11101 (Entrada en One Honeywell Street)	2do Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Jamaica – F54	165-08 88th Av. Jamaica, NY 11432	4to Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM
Rockaway – F79	219 Beach 59th Street, NY 11692	1er Piso	Lunes a viernes, 9:00 AM a 5:00 PM
Centro de Trabajo	Dirección	Piso	Horas
Queens #53	34-00 Northern Blvd. LIC, NY 11101	6to Piso	Lunes a viernes, 9:00 AM a 5:00 PM

STATEN ISLAND

Centro de Cupones para Alimentos	Dirección	Piso	Horas
Richmond – F99	201 Bay Street, S.I., NY 10301	1er Piso	Lunes a viernes, 9:00 AM a 6:00 PM Sábado, 9:00 AM a 5:00 PM

Si usted no está disponible para que se le tomen las imágenes digitales durante las horas laborables de los locales listados arriba, puede llamar a HRA Infoline al (718) 557-1399 para horas laborables adicionales.