



# FAMILY INDEPENDENCE ADMINISTRATION


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## POLICY BULLETIN #13-41-OPE (This Policy Bulletin Replaces PB #10-42-OPE)

### REVISIONS TO FORMS W-138Q AND M-42U

<b>Date:</b> May 1, 2013	<b>Subtopic(s):</b> Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">CD #13-14</a> for the temporary relocation of the Coney Island SNAP Center 22.</p>	<p>The purpose of this policy bulletin is to inform all Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that the Supplemental Nutrition Assistance Program (SNAP) Income Guidelines form (<b>W-138Q</b>) and the Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers and Associated Medicaid Offices form (<b>M-42u</b>) have been revised to reflect the temporary relocation of the Coney Island SNAP Center 22 to 10 Bouck Court, Brooklyn, NY 11224.</p> <p>The following additional changes were made to the forms:</p> <p><b>W-138Q:</b></p> <ul style="list-style-type: none"> <li>• The note “As of August 29, 2012, any reference to the Food Stamp Program in this notice shall mean the Supplemental Nutrition Assistance Program (SNAP), and any reference to Food Stamps shall mean SNAP benefits” has been removed.</li> <li>• The word “benefits” has been added after the acronym “SNAP” in the first four bullets of the form when the reference applies to SNAP benefits.</li> <li>• The statement “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” has been removed.</li> </ul>

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

**M-42u:**

- The telephone number to fax a SNAP application was changed to (917) 639-1111.
- The website [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov) was added to the already listed [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc) website to apply for SNAP benefits online.
- The SNAP Center designations were changed (e.g. F02 was changed to SNAP Center 02).
- The note “As of August 29, 2012, any reference to the Food Stamp Program in this notice shall mean the Supplemental Nutrition Assistance Program (SNAP), and any reference to Food Stamps shall mean SNAP benefits” has been removed.
- The following SNAP Center floor designations were corrected:

<u>SNAP Center</u>	<u>Correct Floor</u>
26 (North Brooklyn)	Fourth Floor
40 (Melrose)	Third Floor
53 (Queens)	Second Floor
99 (Richmond)	Second Floor

NCA SNAP Center Directors must ensure that all previous versions of forms **W-138Q** and **M-42u** are removed from circulation and recycled.

Samples of the revised forms are attached.


*Effective Immediately*

**Related Item:**

[CD #13-14](#)

**Attachments:**

- W-138Q** Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Rev. 5/1/13)
- W-138Q (S)** Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Spanish) (Rev. 5/1/13)
- M-42u** Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers and Associated Medicaid Offices (Rev. 5/1/13)
- M-42u (S)** Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers and Associated Medicaid Offices (Spanish) (Rev. 5/1/13)

 Please use Print on Demand to obtain copies of forms.

## Supplemental Nutrition Assistance Program (SNAP) Income Guidelines

- SNAP benefits 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 SNAP benefits. You can be employed and still be eligible for SNAP benefits.
- You can own your own home and car and still be eligible for SNAP benefits.
- If you are eligible, you will receive SNAP benefits within 30 days. Certain households with little income or savings, or with high shelter costs, can receive SNAP benefits within five days.

Family Size	1	2	3	4	5	6	7	8	Each additional member
Maximum Gross Monthly Income	\$1,211	\$1,640	\$2,069	\$2,498	\$2,927	\$3,356	\$3,785	\$4,214	+ \$429

- These income limits are effective October 1, 2012.
- The Maximum Gross Monthly Income limits do not apply to SNAP 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 SNAP application, you may:**

- submit an application online through the **ACCESS NYC** website at [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc) or the **MyBenefits** website at [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov);
- mail your application to the **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**;
- fax your application to **(917) 639-1111**;
- 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 SNAP Centers identified below.

Your SNAP 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.

Please review the enclosed SNAP 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 SNAP application.

New York City SNAP Centers			Extended Hours Centers	
The following SNAP Centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays)			The following SNAP 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)	
<b>Manhattan</b>	East End – SNAP Center 02 2322 Third Avenue 3rd Floor New York, NY 10035	Washington Heights – SNAP Center 13 4055 10th Avenue Lower Level New York, NY 10034	St. Nicholas – SNAP Center 14 132 West 125th Street 3rd Floor New York, NY 10027	Waverly – SNAP Center 19 12 West 14th Street 4th Floor New York, NY 10011
<b>Brooklyn</b>	Williamsburg – SNAP Center 21 30 Thornton Street 4th Floor Brooklyn, NY 11206	Coney Island – SNAP Center 22 10 Bouck Court 1st Floor Brooklyn, NY 11224	Ft. Greene – SNAP Center 20 275 Bergen Street 1st Floor Brooklyn, NY 11217	
	North Brooklyn – SNAP Center 26 500 Dekalb Avenue 4th Floor Brooklyn, NY 11205	East New York – SNAP Center 28 404 Pine Street 1st Floor Brooklyn, NY 11208		
<b>Bronx</b>	Melrose – SNAP Center 40 260 East 161st Street 3rd Floor Bronx, NY 10451	Crotona – SNAP Center 46 1910 Monterey Avenue 5th Floor Bronx, NY 10457	Concourse – SNAP Center 45 1375 Jerome Avenue 2nd Floor Bronx, NY 10452	
<b>Queens</b>	Queens – SNAP Center 53 32-20 Northern Boulevard 2nd Floor Long Island City, NY 11101	Rockaway – SNAP Center 79 219 Beach 59th Street 1st Floor Rockaway, NY 11692	Jamaica – SNAP Center 54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432	
<b>Staten Island</b>				Richmond – SNAP Center 99 201 Bay Street 2nd Floor Staten Island, NY 10301

## Guía de Ingresos del Programa de Asistencia de Nutrición Suplementaria (SNAP)

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

Miembros en la Familia	1	2	3	4	5	6	7	8	Cada miembro adicional
Máximo Ingreso Bruto Mensual	\$1,211	\$1,640	\$2,069	\$2,498	\$2,927	\$3,356	\$3,785	\$4,214	+ \$429

- Estos límites de ingresos entrarán en vigencia a partir del 1 de octubre de 2012.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de SNAP 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 incurren en gastos por cuidado de dependientes están sujetos a límites mayores de ingreso bruto.

Para presentar una solicitud de SNAP, usted puede:

- presentar una solicitud por el Internet mediante **ACCESS NYC** en [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc) o al website de **MyBenefits** en [www.mybenefits.ny.gov](http://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 **(917) 639-1111**;
- 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 SNAP identificados abajo.

Su solicitud de SNAP 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.

Por favor repase la Guía de Documentación de SNAP (**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 SNAP.

Centros de SNAP de la Ciudad de Nueva York			Centros Con Horarios Suplementarios	
Los siguientes Centros de SNAP están abiertos de 8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales)			Los siguientes Centros de SNAP 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)	
<b>Manhattan</b>	East End – Centro de SNAP 02 2322 Third Avenue 3er piso New York, NY 10035	Washington Heights – Centro de SNAP 13 4055 10th Avenue planta baja New York, NY 10034	St. Nicholas – Centro de SNAP 14 132 West 125th Street 3er piso New York, NY 10027	Waverly – Centro de SNAP 19 12 West 14th Street 4to piso New York, NY 10011
<b>Brooklyn</b>	Williamsburg – Centro de SNAP 21 30 Thornton Street 4to piso Brooklyn, NY 11206	Coney Island – Centro de SNAP 22 10 Bouck Court 1er piso Brooklyn, NY 11224		Ft. Greene – Centro de SNAP 20 275 Bergen Street 1er piso Brooklyn, NY 11217
	North Brooklyn – Centro de SNAP 26 500 Dekalb Avenue 4to piso Brooklyn, NY 11205	East New York – Centro de SNAP 28 404 Pine Street 1er piso Brooklyn, NY 11208		
<b>Bronx</b>	Melrose – Centro de SNAP 40 260 East 161st Street 3er piso Bronx, NY 10451	Crotona – Centro de SNAP 46 1910 Monterey Avenue 5to piso Bronx, NY 10457		Concourse – Centro de SNAP 45 1375 Jerome Avenue 2do piso Bronx, NY 10452
<b>Queens</b>	Queens – Centro de SNAP 53 32-20 Northern Boulevard 2do piso Long Island City, NY 11101	Rockaway – Centro de SNAP 79 219 Beach 59th Street 1er piso Rockaway, NY 11692		Jamaica – Centro de SNAP 54 165-08 88th Avenue 3er piso Jamaica, NY 11432
<b>Staten Island</b>				Richmond – Centro de SNAP 99 201 Bay Street 2do piso Staten Island, NY 10301

## Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers and Associated Medicaid Offices

To file a Supplemental Nutrition Assistance Program (SNAP) application, you may appear in person at any of the SNAP Centers listed below between the hours of 8:30 AM and 5:00 PM, Monday through Friday. In Extended Hours Centers you may appear in person between the hours of 8:30 AM and 6:00 PM, Monday through Friday and between 9:00 AM and 5:00 PM on Saturday. You may also mail your application to the **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**, or fax your application to (917) 639-1111, or apply on line at [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc) or [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov). To request an application and instructions on the documentation requirements, call Infoline at (718) 557-1399.

SNAP Center	Associated Medicaid Office
<b>SNAP Center 02 East End</b> 2322 Third Avenue, Third Floor New York, NY 10035	<b>Harlem Hospital</b> (Ron Brown Building) 530 Lenox Avenue, First Floor, Room 1061 (137th Street entrance) New York, NY 10037
<b>SNAP Center 13 Washington Heights</b> 4055 Tenth Avenue, Lower Level New York, NY 10034	<b>Columbia-Presbyterian Hospital</b> 622 West 168th Street, First Floor, Room PH040 New York, NY 10032
<b>SNAP Center 14 St. Nicholas</b> 132 West 125th Street, Third Floor New York, NY 10027	<b>Harlem Hospital</b> (Ron Brown Building) 530 Lenox Avenue, First Floor, Room 1061 (137th Street entrance) New York, NY 10037
<b>SNAP Center 19 Waverly*</b> 12 West 14th Street, Fourth Floor New York, NY 10011	<b>Bellevue Hospital</b> 462 First Avenue "G" Link, Ground Floor New York, NY 10016
<b>SNAP Center 20 Fort Greene*</b> 275 Bergen Street, First Floor Brooklyn, NY 11217	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217
<b>SNAP Center 21 Williamsburg</b> 30 Thornton Street, Fourth Floor Brooklyn, NY 11206	<b>Woodhull Hospital</b> 760 Broadway, Ground Floor Brooklyn, NY 11206
<b>SNAP Center 22 Coney Island</b> 10 Bouck Court, First Floor Brooklyn, NY 11224	<b>Coney Island</b> 3050 West 21st Street, First Floor Brooklyn, NY 11224
<b>SNAP Center 26 North Brooklyn</b> 500 DeKalb Avenue, Fourth Floor Brooklyn, NY 11205	<b>Woodhull Hospital</b> 760 Broadway, Ground Floor Brooklyn, NY 11206
<b>SNAP Center 28 East New York</b> 404 Pine Street, First Floor Brooklyn, NY 11208	<b>East NY Medicaid Office</b> 2094 Pitkin Avenue Brooklyn, NY 11208

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday and between 9:00 AM and 5:00 PM on Saturday.

**Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP)  
Centers and Associated Medicaid Offices**

<b>SNAP Center</b>	<b>Associated Medicaid Office</b>
<b>SNAP Center 40 Melrose</b> 260 East 161st Street, Third Floor Bronx, NY 10451	<b>Lincoln Hospital</b> 234 East 149th Street, Basement, Room B-75 Bronx, NY 10451
<b>SNAP Center 45 Concourse*</b> 1375 Jerome Avenue, Second Floor Bronx, NY 10452	
<b>SNAP Center 46 Crotona</b> 1910 Monterey Avenue, Fifth Floor Bronx, NY 10457	<b>Bronx Lebanon Hospital</b> 1316 Fulton Avenue, First Floor Bronx, NY 10456
<b>SNAP Center 53 Queens</b> 32-20 Northern Boulevard, Second Floor Long Island City, NY 11101	<b>Elmhurst Hospital</b> 79-01 Broadway, Room D4-17 Elmhurst, NY 11373
<b>SNAP Center 54 Jamaica*</b> 165-08 88th Avenue, Third Floor Jamaica, NY 11432	<b>Jamaica</b> 165-08 88th Avenue, Sixth Floor Jamaica, NY 11432
<b>SNAP Center 79 Rockaway</b> 219 Beach 59th Street, First Floor Rockaway, NY 11692	<b>Rockaway</b> 219 Beach 59th Street, Second Floor Rockaway, NY 11692
<b>SNAP Center 99 Richmond*</b> 201 Bay Street, Second Floor Staten Island, NY 10301	<b>Staten Island</b> 215 Bay Street Staten Island, NY 10301

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday and between 9:00 AM and 5:00 PM on Saturday.

## Centros de Programa de Asistencia de Nutrición Suplementaria de No Asistencia en Efectivo (NCA SNAP) y Oficinas de Medicaid Correspondientes

Para presentar una solicitud del Programa SNAP puede presentarse a cualquiera de los Centros de Programa SNAP indicados abajo entre las horas de 8:30 AM a 5:00 PM de lunes a viernes. En Centros con Horario Suplementario, usted puede presentarse entre las horas de 8:30 AM y 6:00 PM, de lunes a viernes y entre 9:00 AM a 5:00 PM el sábado. También puede enviar por correo su solicitud a los Servicios de la **División del Programa de SNAP, Unidad de Referencia y Solicitud por Correo (MARU) al P. O. Box 24510, Brooklyn, NY 11201** o enviar por fax su solicitud al (917) 639-1111, o presente solicitud en por Internet en [www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc) o en [www.mybenefits.ny.gov](http://www.mybenefits.ny.gov). Para pedir una solicitud e instrucciones para los requisitos documentales llame al la Línea Informativa (Infoline) al (718) 557-1399.

Centro de SNAP	Oficina de Medicaid Correspondiente
<b>Centro de SNAP 02 East End</b> 2322 Third Avenue, 3er piso New York, NY 10035	<b>Harlem Hospital</b> (Edificio Ron Brown) 530 Lenox Avenue, 1er piso, sala 1061 (entrada en la 137th Street) New York, NY 10037
<b>Centro de SNAP 13 Washington Heights</b> 4055 Tenth Avenue, planta baja New York, NY 10034	<b>Columbia-Presbyterian Hospital</b> 622 West 168th Street, 1er piso, sala PH040 New York, NY 10032
<b>Centro de SNAP 14 St. Nicholas</b> 132 West 125th Street, 3er piso New York, NY 10027	<b>Harlem Hospital</b> (Edificio Ron Brown) 530 Lenox Avenue, 1er piso, sala 1061 (entrada en la 137th Street) New York, NY 10037
<b>Centro de SNAP 19 Waverly*</b> 12 West 14th Street, 4to piso New York, NY 10011	<b>Bellevue Hospital</b> 462 First Avenue "G" Link, planta baja New York, NY 10016
<b>Centro de SNAP 20 Fort Greene*</b> 275 Bergen Street, 1er piso Brooklyn, NY 11217	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217
<b>Centro de SNAP 21 Williamsburg</b> 30 Thornton Street, 4to piso Brooklyn, NY 11206	<b>Woodhull Hospital</b> 760 Broadway, planta baja Brooklyn, NY 11206
<b>Centro de SNAP 22 Coney Island</b> 10 Bouck Court, 1er piso Brooklyn, NY 11224	<b>Coney Island</b> 3050 West 21st Street, 1er piso Brooklyn, NY 11224
<b>Centro de SNAP 26 North Brooklyn</b> 500 Dekalb Avenue, 4to piso Brooklyn, NY 11205	<b>Woodhull Hospital</b> 760 Broadway, planta baja Brooklyn, NY 11206
<b>Centro de SNAP 28 East New York</b> 404 Pine Street, 1er piso Brooklyn, NY 11208	<b>East NY Medicaid Office</b> 2094 Pitkin Avenue Brooklyn, NY 11208

\*Centros con Horario Suplementario – 8:30 AM a 6:00 PM, lunes a viernes y entre 9:00 AM y 5:00 PM el sábado.

**Centros de Programa de Asistencia de Nutrición Suplementaria de No Asistencia en Efectivo (NCA SNAP) y Oficinas de Medicaid Correspondientes**

<b>Centro de SNAP</b>	<b>Oficina de Medicaid Correspondiente</b>
<b>Centro de SNAP 40 Melrose</b> 260 East 161st Street, 3er piso Bronx, NY 10451	<b>Lincoln Hospital</b> 234 East 149th Street, sótano, sala B-75 Bronx, NY 10451
<b>Centro de SNAP 45 Concourse*</b> 1375 Jerome Avenue, 2do piso Bronx, NY 10452	
<b>Centro de SNAP 46 Crotona</b> 1910 Monterey Avenue, 5to piso Bronx, NY 10457	<b>Bronx Lebanon Hospital</b> 1316 Fulton Avenue, 1er piso Bronx, NY 10456
<b>Centro de SNAP 53 Queens</b> 32-20 Northern Boulevard, 2do piso Long Island City, NY 11101	<b>Elmhurst Hospital</b> 79-01 Broadway, sala D4-17 Elmhurst, NY 11373
<b>Centro de SNAP 54 Jamaica*</b> 165-08 88th Avenue, 3er piso Jamaica, NY 11432	<b>Jamaica</b> 165-08 88th Avenue, 6to piso Jamaica, NY 11432
<b>Centro de SNAP 79 Rockaway</b> 219 Beach 59th Street, 1er piso Rockaway, NY 11692	<b>Rockaway</b> 219 Beach 59th Street, 2do piso Rockaway, NY 11692
<b>Centro de SNAP 99 Richmond*</b> 201 Bay Street, 2do piso Staten Island, NY 10301	<b>Staten Island</b> 215 Bay Street Staten Island, NY 10301

\*Centros con Horario Suplementario – 8:30 AM a 6:00 PM, lunes a viernes y entre 9:00 AM y 5:00 PM el sábado.