



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #14-123-OPE

REVISIONS TO THE NOTICE TO HOUSEHOLDS WITH AUTHORIZED REPRESENTATIVES FOR THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) (W-132T) FORM

Date: October 27, 2014	Subtopic(s): Form Revision
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that the Notice To Households With Authorized Representatives For The Supplemental Nutrition Assistance Program (SNAP) (W-132T) form has been revised to clarify and simplify the language on the form. In addition, 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.</p> <p>Center Directors must ensure that all previous versions of form W-132T are removed from circulation and recycled.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>W-132T Notice To Households With Authorized Representatives For The Supplemental Nutrition Assistance Program (SNAP) (Rev. 10/27/14)</p> <p>W-132T (S) Notice To Households With Authorized Representatives For The Supplemental Nutrition Assistance Program (SNAP) (Spanish) (Rev. 10/27/14)</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

Notice To Households With Authorized Representatives For The Supplemental Nutrition Assistance Program (SNAP)

When the head of your household, spouse, or another responsible member of the household cannot come to an in-person interview, another adult may be chosen to serve as an authorized representative for your case. The authorized representative does not need to live with you. If you choose to use an authorized representative to apply or recertify for SNAP, here is some important information:

1. The authorized representative must be chosen in writing by the head of household, spouse, or another responsible household member.
2. The authorized representative must be familiar with your household information and circumstances.
3. The authorized representative must complete the interview for the household.
4. You and your household will be held responsible if the authorized representative provides incorrect information which results in the household receiving more SNAP benefits than it should.
5. The application form can be signed by a responsible member of the household or the authorized representative.
6. The authorized representative must not be an HRA employee involved in the SNAP certification and/or issuance process*.
7. The authorized representative must not be a retailer authorized to accept SNAP benefits*.
8. An individual who has been disqualified from receiving SNAP for committing a program violation cannot act as an authorized representative during the disqualification period.*

* For an exception to this policy, HRA must determine that no one else is available to serve as an authorized representative and must give specific written approval to use the chosen individual as the authorized representative.

Disqualification Of Authorized Representatives

An individual may be disqualified from being an authorized representative for up to one year if he/she has:

1. Misrepresented the household's circumstances;
2. Knowingly given false household information; or
3. Improperly used SNAP benefits.

A written notice will be sent to the household and the authorized representative 30 days prior to the date of disqualification.

Aviso a Hogares con Representantes Autorizados para el Programa de Asistencia de Nutrición Suplementaria (SNAP)

Cuando el jefe del hogar, cónyuge u otro miembro responsable de su hogar no puede comparecer a una cita en persona, otro miembro adulto del hogar puede ser seleccionado para servir de representante autorizado para su caso. El representante autorizado no tiene que vivir con usted adulto no reside en el mismo hogar. Si usted elige servirse de un representante autorizado para presentar solicitud o recertificarse para SNAP, vea la siguiente información pertinente:

1. El representante autorizado tiene que ser nombrado por escrito por el jefe del hogar, cónyuge, u otro miembro responsable del hogar.
2. El representante autorizado tiene que ser un adulto familiarizado con las circunstancias e información pertinentes de su hogar.
3. El representante autorizado tiene que llevar a cabo la entrevista para el hogar.
4. Usted y su hogar serán responsables de cualquier información incorrecta proporcionada por el representante autorizado que resulte en la expedición al hogar de más beneficios de SNAP de los que tenga derecho el hogar.
5. La solicitud puede ser firmada por un miembro responsable del hogar o por el representante autorizado.
6. El representante autorizado no puede ser un empleado de la HRA parte del trámite de certificación y/o expedición de SNAP*.
7. El representante autorizado no puede ser detallista autorizado para aceptar beneficios de SNAP.
8. Una persona que ha sido descalificada de recibir SNAP por haber cometido una infracción al programa no puede hacer papel de representante autorizado durante el periodo de descalificación*.

* Para una excepción a este política, la HRA debe determinar que no hay nadie más disponible para hacer papel de representante autorizado y debe proveer aprobación concreta por escrito para servirse de la persona elegida como representante autorizado.

Descalificación de Representantes Autorizados

Se puede descalificar a un representante autorizado por hasta un año en caso de que haya:

1. Falseado las circunstancias del hogar;
2. Proporcionado a sabiendas información falsa sobre el hogar; o
3. Utilizado beneficios de SNAP de modo indebido.

Se enviará un aviso por escrito al hogar afectado y al representante autorizado 30 días antes de la fecha de descalificación.