



# FAMILY INDEPENDENCE ADMINISTRATION


James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #14-128-OPE

*(This Policy Bulletin Replaces PB #12-03-OPE)*

### REVISIONS TO THE WHAT YOU NEED TO KNOW ABOUT THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (BRC-100) BROCHURE

<p><b>Date:</b> December 2, 2014</p>	<p><b>Subtopic(s):</b> Brochure</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the “What You Need to Know About The Supplemental Nutrition Assistance Program” (<b>BRC-100</b>) brochure and the insert have been revised.</p> <p>The <b>BRC-100</b> brochure contains general information about SNAP and lists SNAP Centers in all five boroughs where an application may be filed. The brochure has been revised as follows:</p> <ul style="list-style-type: none"> <li>• The letter “<b>F</b>” in front of the center numbers has been replaced with the letter “<b>S</b>”.</li> <li>• The word “Program” has been added throughout the brochure after Supplemental Nutrition Assistance.</li> <li>• Coney Island –S22 address has been changed.</li> <li>• Melrose –S40 became Hunts Point-S40 and the address has been changed.</li> <li>• The word “Center” has been added to Concourse – S45 and Richmond – S99.</li> <li>• All of the Centers have been repositioned on the brochure.</li> <li>• Changes have been made to reflect November 2014 SNAP income guidelines and maximum monthly allotments.</li> <li>• The names of the Mayor and the Commissioner have been changed to reflect the current administration.</li> </ul> <p>Job Center Directors and NCA SNAP Center Directors must ensure that all previous versions of the <b>BRC-100</b> brochure and inserts are removed from circulation and recycled. New brochures can be ordered using the Central Intake Workflow System (CIWS).</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

Samples of the revised brochure and insert are attached.

**Related Item:**

[PD #14-23-ELI](#)

**Attachments:**

 Please use Print on Demand to obtain copies of forms.

- BRC-100** What You Need to Know About The Supplemental Nutrition Assistance Program (Rev.10/14)
- BRC-100 (S)** What You Need to Know About The Supplemental Nutrition Assistance Program (Rev.10/14)
- BRC-100 (Insert)** What You Need to Know About The Supplemental Nutrition Assistance Program (Rev.10/14)
- BRC-100 (S) (Insert)** What You Need to Know About The Supplemental Nutrition Assistance Program (Spanish) (Rev. 10/14)

## What Type of Documentation Will I Need?

While documentation is not needed 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. If you don't have all the documents, you can still apply. When possible, HRA staff can help you get them.

- **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 Immigration Status:** Birth certificate, U.S. passport, USCIS documentation, military service records, etc. (Receiving Supplemental Nutrition Assistance Program benefits will not affect your immigration case or lead to deportation.)



### Access NYC

[www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc)

### 311 or

TTY 311 at: 212-504-4115

### HRA's Website

[www.nyc.gov/hra](http://www.nyc.gov/hra)

**NYC**

Bill de Blasio  
Mayor

Human Resources  
Administration  
Department of  
Social Services

Steven Banks  
Commissioner

BRC-100  
Rev. 10/14

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## What You Need to Know About The Supplemental Nutrition Assistance Program (Food Stamps)



**NYC** Human Resources  
Administration  
Department of  
Social Services

The Supplemental Nutrition Assistance Program, formerly called the Food Stamp Program, 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.

### How much income can I have and still be eligible for Supplemental Nutrition Assistance Program benefits?

You can be employed, own your own home and car, have money saved, and still be eligible. Many immigrants can receive a benefit, too. You should come in and apply if you need assistance. The amount of benefits you receive depends on your household size, expenses, and your income. Each application is evaluated on an individual basis.

### If I am receiving SSI/Disability benefits, do I still qualify? Will my SSI/Disability payments be reduced?

You can still qualify for Supplemental Nutrition Assistance Program benefits even if you receive SSI/disability benefits. Your benefits will not be reduced.



### How can I apply?

- **You can apply online and get an application as well as an eligibility prescreening by going to [nyc.gov/accessnyc](http://nyc.gov/accessnyc)**
- **Call HRA's Infoline at 718-557-1399 or 311 and we will send you an application and information on where you can mail it in, fax or bring in person**
- **Download an application from HRA's website at [nyc.gov/hra/foodstamps](http://nyc.gov/hra/foodstamps)**
- **Pick up an application from any HRA Center.**

If you have an authorized representative, he/she can file the application for you at any Supplemental

Nutrition Assistance Program Center or at a participating community based organization. You can conduct your eligibility interview over the telephone without having to come into a SNAP center.

### How soon after I apply will I receive my benefit?

It normally takes 30 days for your Supplemental Nutrition Assistance Program application to be processed. However, if you qualify for expedited processing, you can receive your benefits within five days.

Centers are open M–F, 8:30 am to 5:00 pm (except legal holidays).

\*These centers are open M–F, 8:30 am to 6:00 pm and Sat., 9:00 am to 5:00 pm (except legal holidays).

#### Manhattan

East End - S02 Center  
2322 3rd Ave., 3rd Fl.  
New York, NY 10035

St. Nicholas - S14 Center  
132 West 125th St., 3rd Fl.  
New York, NY 10027

Washington Heights - S13 Center  
4055 10th Ave., Lower Level  
New York, NY 10034

\*Waverly - S19 Center  
12 West 14th St., 4th Fl.  
New York, NY 10011

#### Queens

Queens - S53 Center  
32-20 Northern Blvd., 2nd Fl.  
Long Island City, NY 11101

Rockaway - S79 Center  
219 Beach 59th St., 1st Fl.  
Far Rockaway, NY 11692

\*Jamaica - S54 Center  
165-08 88th Ave., 3rd Fl.  
Jamaica, NY 11432

#### Bronx

Hunts Point - S40 Center  
845 Barretto Street  
Bronx, NY 10474

Crotona - S46 Center  
1910 Monterey Ave., 5th Fl.  
Bronx, NY 10457

\*Concourse - S45 Center  
1375 Jerome Ave., 2nd Fl.  
Bronx, NY 10452

#### Brooklyn

Williamsburg - S21 Center  
30 Thornton St., 4th Fl.  
Brooklyn, NY 11206

Coney Island - S22 Center  
2857-2865 West 8th St.  
Brooklyn, NY 11224

North Brooklyn - S26 Center  
500 Dekalb Ave., 5th Fl.  
Brooklyn, NY 11205

East New York - S28 Center  
404 Pine Street, 1st Fl.  
Brooklyn, NY 11208

\*Fort Greene - S20 Center  
275 Bergen St., 1st Fl.  
Brooklyn, NY 11217

#### Staten Island

\*Richmond - S99 Center  
201 Bay St., 1st Fl.  
Staten Island, NY 10301

## ¿Qué Tipo de Documentación Voy a Necesitar?

A pesar de que no se necesita documentación para presentar solicitud, a la larga a usted se le pedirá que verifique la información que nos proporcione. Más abajo vea una lista de documentos. Si usted proporciona estos documentos de inmediato, nosotros podremos determinar su elegibilidad más rápido. Si usted no tiene todos los documentos, aún puede presentar solicitud. Cuando sea posible el personal de la HRA le puede ayudar a obtener estos documentos.

- **Prueba de identidad:**  
**Identificación con foto, licencia de conducir, pasaporte, certificado de naturalización, expedientes médicos/hospitalarios, o documentos de adopción.**
- **Comprobante de su dirección:**  
**Declaración del casero/inquilino principal, contrato actual del arrendamiento o recibo de alquiler, o expedientes hipotecarios.**
- **Prueba de ingreso (de haberlo):**  
**Talones de paga actuales, sobre de paga, expedientes comerciales, expedientes tributarios, o declaración actual de impuestos, etc.**
- **Prueba de Ciudadanía o Estado de Inmigración Actual:** **Certificado de Nacimiento, pasaporte de E.E.U.U., documentación de USCIS, expedientes de servicio militar, etc. (El recibir beneficios del Programa de Asistencia de Nutrición Suplementaria no afectará su caso de inmigración, ni tampoco resultará en la deportación.)**



### Access NYC

[www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc)

### 311 o

TTY 311 al: 212-504-4115

### Sitio de la Red de HRA

[www.nyc.gov/hra](http://www.nyc.gov/hra)

# NYC

**Bill de Blasio**  
Alcalde

**Administración de Recursos Humanos**  
Departamento de Servicios Sociales

**Steven Banks**  
Comisionado

BRC-100 (S)  
Rev. 10/14

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Lo Que Usted Necesita Saber Sobre

## El Programa de Asistencia de Nutrición Suplementaria (Cupones para Alimentos)



**NYC** **Administración de Recursos Humanos**  
Departamento de Servicios Sociales

El Programa de Asistencia de Nutrición Suplementaria, anteriormente llamado el Programa de Cupones para Alimentos, brinda apoyo nutricional a neoyorquinos de bajos ingresos, incluyendo las familias que trabajan, los ancianos y los incapacitados, para incrementar su capacidad de comprar alimentos. Usted puede comprar comida con su tarjeta de Transferencia Electrónica de Beneficios (EBT) en donde haga sus compras.

### ¿Cuánto ingreso puedo ganar y aún ser elegible para beneficios del Programa de Asistencia de Nutrición Suplementaria?

Usted puede estar empleado(a), ser dueño de su casa y automóvil, tener dinero ahorrado, y aún ser elegible. Muchos inmigrantes pueden recibir un beneficio también. Usted debe presentarse y tramitar solicitud si necesita asistencia. La cantidad de beneficios que usted reciba dependerá del número de integrantes de su hogar, gastos, y de su ingreso. Todos los solicitantes serán evaluados individualmente.

### ¿Si recibo beneficios de SSI/Incapacidad, aún soy elegible?

### ¿Se reducirán mis beneficios de SSI/Incapacidad?

Usted puede ser elegible para el Programa de Asistencia de Nutrición Suplementaria aun si recibe beneficios de SSI/Incapacidad. Sus beneficios no serán reducidos.



### ¿Cómo puedo presentar solicitud?

- **Usted puede presentar solicitud y obtener una solicitud en papel, y además pasar una selección preliminar de elegibilidad, si visita [nyc.gov/accessnyc](http://nyc.gov/accessnyc)**
- **Llame a la Línea Informativa (Infoline) de HRA al 718-557-1399 o al 311, y nosotros le enviaremos una solicitud e información sobre adónde usted puede enviarla por correo, faxearla, o entregarla en persona.**
- **Descargue una solicitud del sitio de la red de la HRA en [nyc.gov/hra/foodstamps](http://nyc.gov/hra/foodstamps).**
- **Recoja una solicitud en cualquier Centro de la HRA.**

Si usted tiene un representante autorizado, él/ella puede

presentar la solicitud por usted en cualquier Centro del Programa de Asistencia de Nutrición Suplementaria, o en una organización comunitaria participante. Usted puede llevar a cabo su entrevista de elegibilidad por teléfono sin tener que presentarse a un centro de SNAP.

### ¿Qué tan pronto tras presentar solicitud recibiré mis beneficios?

Generalmente tarda 30 días para que se tramite su solicitud del Programa de Asistencia de Nutrición Suplementaria. Sin embargo, si usted reúne los requisitos para la tramitación acelerada, puede recibir sus beneficios dentro de cinco días.

Los Centros están abiertos de lun-vier, de 8:30 am a 5:00 pm (excepto los días feriados legales).

\* Estos centros están abiertos de lun-vier, de 8:30 am a 6:00 pm, y el sáb., de 9:00 am a 5:00 pm (excepto los días feriados legales).

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404 Pine Street, 1st Fl.  
Brooklyn, NY 11208

\* Fort Greene - S20 Center  
275 Bergen St., 1st Fl.  
Brooklyn, NY 11217

#### Staten Island

\* Richmond - S99 Center  
201 Bay St., 1st Fl.  
Staten Island, NY 10301

**How much income can I have and still be eligible for Supplemental Nutrition Assistance Program benefits?**

**The Income Guidelines and maximum monthly allotment as of November 2014 are as follows:**

INCOME GUIDELINES			
Family Size	Gross Monthly Income Limit*	Net Monthly Income Limit**	Maximum Monthly Allotment
1	\$1,265	\$973	\$194
2	\$1,705	\$1,311	\$357
3	\$2,144	\$1,650	\$511
4	\$2,584	\$1,988	\$649
5	\$3,024	\$2,326	\$771
6	\$3,464	\$2,665	\$925
7	\$3,904	\$3,003	\$1,022
8	\$4,344	\$3,341	\$1,169
Each Additional Member	+ \$440	+ \$339	+ \$146

\*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 or Cash Assistance 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 SNAP benefits you receive depends on your household size, expenses, and your income.

**¿Cuánto ingreso puedo ganar y aún ser elegible para beneficios del Programa de Asistencia de Nutrición Suplementaria?**

**Las pautas de Ingreso y la asignación máxima mensual desde noviembre de 2014 se listan a continuación:**

LAS PAUTAS DE INGRESO			
Número de integrantes de la Familia	Límite del Ingreso Bruto Mensual*	Límite del Ingreso Neto Mensual**	Asignación Máxima Mensual
1	\$1,265	\$973	\$194
2	\$1,705	\$1,311	\$357
3	\$2,144	\$1,650	\$511
4	\$2,584	\$1,988	\$649
5	\$3,024	\$2,326	\$771
6	\$3,464	\$2,665	\$925
7	\$3,904	\$3,003	\$1,022
8	\$4,344	\$3,341	\$1,169
Cada Miembro Adicional	+ \$440	+ \$339	+ \$146

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

\*\*Si su hogar consta de una persona de 60 años de edad o más o incapacitada, sólo necesita cumplir el límite de ingreso neto. Si todas las personas en su hogar reciben SSI o Asistencia en Efectivo, usted no necesita cumplir ningún límite de ingreso.

Su ingreso total, antes de los impuestos u otras sustracciones de nómina, se denomina el ingreso bruto. Sin embargo, se permiten ciertas sustracciones de su ingreso bruto, denominadas deducciones. Éstas pueden ser designadas para la vivienda, pagos de cuidado infantil, gastos médicos mensuales mayores de \$35 para personas ancianas o incapacitadas, o cuidado de dependientes. La cantidad restante excluyendo las deducciones, se denomina ingreso neto.

La cantidad de los beneficios de SNAP que usted recibe depende del número de integrantes de su familia, sus gastos y su ingreso.