



# FAMILY INDEPENDENCE ADMINISTRATION



Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #14-42-OPE

### NEW FORM: DO NOT GIVE THIS FORM TO ANYONE (FIA-1113)

<b>Date:</b> April 8, 2014	<b>Subtopic:</b> Forms
<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 Supplemental Nutrition Assistance Program (SNAP) Centers about the creation of a new “Do not give this information to anyone” (<b>FIA-1113</b>) form. This form will be used by users of the PC Banks in SNAP Centers to help them remember their User ID, password and other information pertaining to their online ACCESS NYC SNAP application.</p> <p><i>Effective Immediately</i></p> <p><b>Attachments:</b></p> <p><b>FIA-1113 (E)</b> Do not give this information to anyone (04/08/14)</p> <p><b>FIA-1113 (S)</b> Do not give this information to anyone (Spanish) (04/08/14)</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

**\*\*\*Do not give this information to anyone.\*\*\***

It is important that you remember and protect your User ID and your password so that you can access your Supplemental Nutrition Assistance Program (SNAP) application and other information.

We advise you to write down your User ID, password and any other information that will help you remember them on this piece of paper or someplace where you can see them when you want to check your account. Remember, wherever you write down this information, be sure to protect it to preserve the confidentiality of your information.

**LOG-IN INFORMATION:**

User ID:

Password:

SAMPLE

---

---

---

---

---

---

---

---

---

---

**\*\*\*Do not give this information to anyone.\*\*\***

**\*\*\*No dé esta información a nadie.\*\*\***

Es importante que usted tenga presente y proteja su identificación del usuario y contraseña para que se pueda acceder a su solicitud del Programa de Asistencia de Nutrición Suplementaria (SNAP) y otra información.

Le aconsejamos que escriba su identificación del usuario, contraseña y cualquier otra información que le ayudará a recordarlas en esta hoja de papel o algún lugar donde se puedan ver cuando usted quiera consultar su cuenta. Tenga presente, asegúrese de proteger esta información para mantener la confidencialidad de su información, no importa donde la escriba.

**INFORMACIÓN DE ACCESO:**

Identificación del usuario:

Contraseña:

SAMPLE

---

---

---

---

---

---

---

---

---

---

**\*\*\*No dé esta información a nadie.\*\*\***