Human Resources Administration Department of Social Services

FAMILY INDEPENDENCE ADMINISTRATION

James K. Whelan, Executive Deputy Commissioner

Jill Berry, Deputy Commissioner Office of Program Support Stephen Fisher, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #15-41-OPE

NEW FORM: DO YOU HAVE DOCUMENTS TO SUBMIT TO THE HUMAN RESOURCES ADMINISTRATION (HRA)? (FIA-1138)

Date:	Subtopic(s):		
April 27, 2015	CBO's, Forms, SNAP		
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Supplemental Nutrition Assistance Program (SNAP) staff about a new form titled "Do you have documents to submit to the Human Resources Administration (HRA)?" (FIA-1138). The FIA-1138 has been created to inform SNAP applicants/ participants that they can return requested documents to participating Community Based Organizations (CBO's) instead of coming to their center.		
	The FIA-1138 must be included as an insert whenever the "Documentation Requirements and/or Assessment Follow-Up" (W-113K) form is sent to SNAP-only applicants/participants.		
	A sample of the new form is attached.		
	Effective Immediately		
	Attachment		
□ Please use Print on	FIA-1138(E)	Do you have documents to submit to the Human	
Demand to obtain copies of forms.	FIA-1138(S)	Resources Administration (HRA)? Do you have documents to submit to the Human Resources Administration (HRA)? (Spanish)	

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 you have documents to submit to the Human Resources Administration (HRA)?

You don't need to go to your Supplemental Nutrition Assistance Program (SNAP) Center to hand in documents. Visit any one of the locations below instead. It may be more convenient than going to your SNAP center. All of these locations will accept your documents on HRA's behalf.

For more information, please call one of your local Community Based Organizations (CBO's) listed below.

PHIPPS

BRONX

BRONXWORKS 2925 Grand Concourse Bronx, NY 10468

(718) 295-7160 Wednesday-Thursday. Friday: 10AM-3PM

Bronx, NY 10452 (212) 894-8060 First and Second Wednesday

1477 Townsend Avenue

of the month: 9AM-4:30PM

BRONXWORKS - TOWNSEND

KINGSBRIDGE HEIGHTS COMMUNITY CENTER

538 East Fordham Road Bronx, NY 10458 (646) 276-4904 Thursday: 9AM-5PM Friday: 9AM-2PM

BROOKLYN

UNITED JEWISH **ORGANIZATION** OF WLBG

32 Penn Street Brooklyn, NY 11211 (718) 643-9700

Monday-Thursday: 9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

184 Wyckoff Brooklyn, NY 11237 (718) 366-1830

Wednesday: 1PM-5:30PM Thursday: 9AM-4PM

(718) 373-4565

REACHING OUT COMMUNITY SERVICE

BRONX - TOWNSEND

1477 Townsend Avenue

Tuesday and Thursday:

Bronx, NY 10452

(718) 588-3839

9AM-5PM

3125 3rd Avenue Bronx, NY 10451 (212) 894-8060 Tuesday, Thursday and Saturday: 9AM-4:30PM

PART OF THE SOLUTION 2759 Webster Ave Bronx, NY 10458 (718) 220-4892 Monday-Friday: 9AM-5PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM **FOOD BANK** 252 West 116 Street

New York, NY 10026 (212) 894-8060 Monday-Thursday: 9AM-3PM

Friday: 9AM-4:30PM Saturday: 9:15AM -2PM **NEW YORK COMMON PANTRY**

8 East 109 Street New York, NY 10029 (917) 720-9705 Thursday and Friday:

2PM-4PM

Saturday: 9AM-2PM

7708 New Utrecht Avenue Brooklyn NY 11214

Wednesday: 9AM-4PM

BED/STUY WIC/CENTER

20 New York Avenue Brooklyn, NY 11216 (212) 453-9532 Monday and Tuesday: 9AM-5PM

CAMBA 885 Flatbush Avenue Brooklyn, NY 11226

(718) 287-0010 Monday-Friday: 9AM-5PM

CROWN HEIGHTS JCC

387 Kingston Avenue Brooklyn, NY 11225 (718) 778-8808

Monday-Thursday: 9AM-5PM Friday: 9AM-2PM

BORO PARK JCC 4912 14th Avenue Brooklyn, NY 11219 (718) 972-6600 Monday-Thursday:

9AM-5PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG

378 Flushing Avenue Brooklyn, NY 11205 (718) 865-8278

Monday-Thursday: 10AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

145 East 98th Street Brooklyn, NY 11212 (917) 819-3200

Monday and Tuesday: 9AM-5PM

SHOREFRONT JEWISH COMMUNITY COUNCIL

128 Brighton Beach, 4th Floor Brooklyn, NY 11235 (718) 743 0575 Ext. 7501 Monday-Wednesday: 9AM-5PM

STATEN ISLAND

PROJECT HOSPITALITY/ HELP CENTER IN BAY ST 514 Bay Street

Staten Island, NY 10304 (718) 448-3470 Wednesday: 9AM-5PM

PROJECT HOSPITAL/

EL CENTRO 1540 Castleton Avenue Staten Island, NY 10302 (718) 447-5483 Monday: 9AM-5PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND FOOD PANTRY

2134 Richmond Terrace Staten Island, NY 10302 (718) 808-1840 Tuesday: 10AM-2PM Thursday: 1PM-4:30PM

QUEENS

DEPARTMENT OF LABOR FLUSHING

138-60 Barclay Avenue 2nd Floor Queens, NY 11355 (212) 894-8060 Wednesday and Thursday: 9AM-4:30PM

RIVER FUND

8911 Lefferts Boulevard Queens, NY 11418 (718) 441-1125 Monday-Friday: 9AM-5PM

for an updated list of locations.



Administration

¿Tiene usted documentos para presentar a la Administración de Recursos Humanos (HRA)?

No es necesario que usted se presente a su centro del Programa de Asistencia de Nutrición Suplementaria (SNAP) para entregar documentos. Visite a cualquiera de los locales listados más abajo en vez. Puede que ello sea más conveniente que acudir a su centro de SNAP. Todos estos locales aceptarán sus documentos de parte de la HRA.

Para más información, por favor llame a una de sus Organizaciones Comunitarias (CBO) locales listadas a continuación.

3125 3rd Avenue

Bronx, NY 10451

(212) 894-8060

martes, jueves y

sábado: 9AM-4:30PM

PHIPPS

BRONX

BRONXWORKS 2925 Grand Concourse Bronx, NY 10468

(718) 295-7160 miércoles-iueves. viernes: 10AM-3PM **BRONXWORKS - TOWNSEND** 1477 Townsend Avenue Bronx, NY 10452

(212) 894-8060 El primero y segundo miércoles del mes: 9AM-4:30PM

KINGSBRIDGE HEIGHTS COMMUNITY CENTER

538 East Fordham Road Bronx, NY 10458 (646) 276-4904

jueves: 9AM-5PM viernes: 9AM-2PM

BROOKLYN

UNITED JEWISH **ORGANIZATION** OF WLBG

32 Penn Street Brooklyn, NY 11211 (718) 643-9700

lunes-jueves: 9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

184 Wyckoff Brooklyn, NY 11237 (718) 366-1830 miércoles: 1PM-5:30PM

jueves: 9AM-4PM

COMMUNITY SERVICE 7708 New Utrecht Avenue Brooklyn NY 11214

BRONX - TOWNSEND

1477 Townsend Avenue

Bronx, NY 10452

(718) 588-3839

martes y jueves:

9AM-5PM

(718) 373-4565 miércoles: 9AM-4PM

REACHING OUT BED/STUY WIC/CENTER

20 New York Avenue Brooklyn, NY 11216 (212) 453-9532 lunes y martes:

9AM-5PM

MANHATTAN

PART OF THE

2759 Webster Ave

Bronx, NY 10458

Brooklyn, NY 11226

(718) 287-0010

lunes-viernes:

9AM-5PM

(718) 220-4892

lunes-viernes:

9AM-5PM

SOLUTION

COMMUNITY KITCHEN OF WEST HARLEM FOOD BANK

252 West 116 Street New York, NY 10026 (212) 894-8060 lunes-jueves: 9AM-3PM viernes: 9AM-4:30PM

sábado: 9:15AM -2PM

NEW YORK COMMON PANTRY 8 East 109 Street

New York, NY 10029 (917) 720-9705 iueves v viernes: 2PM-4PM

sábado: 9AM-2PM

CAMBA **CROWN HEIGHTS JCC**

885 Flatbush Avenue 387 Kingston Avenue Brooklyn, NY 11225 (718) 778-8808 lunes-jueves: 9AM-5PM

viernes: 9AM-2PM

BORO PARK JCC

4912 14th Avenue Brooklyn, NY 11219 (718) 972-6600

lunes-jueves: 9AM-5PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG

378 Flushing Avenue Brooklyn, NY 11205 (718) 865-8278

lunes-jueves: 10AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

145 East 98th Street Brooklyn, NY 11212 (917) 819-3200

lunes y martes: 9AM-5PM

SHOREFRONT JEWISH COMMUNITY COUNCIL

128 Brighton Beach, 4to piso Brooklyn, NY 11235 (718) 743-0575 Ext. 7501 lunes-miércoles: 9AM-5PM

STATEN ISLAND

PROJECT HOSPITALITY/ HELP CENTER IN BAY ST

514 Bay Street Staten Island, NY 10304 (718) 448-3470

miércoles: 9AM-5PM

PROJECT HOSPITAL/ **EL CENTRO**

1540 Castleton Avenue Staten Island, NY 10302 (718) 447-5483 lunes: 9AM-5PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND FOOD PANTRY

2134 Richmond Terrace Staten Island, NY 10302 (718) 808-1840 martes: 10AM-2PM iueves: 1PM-4:30PM

QUEENS

DEPARTMENT OF LABOR FLUSHING

138-60 Barclay Avenue 2do piso Queens, NY 11355 (212) 894-8060 miércoles y jueves: 9AM-4:30PM

RIVER FUND

8911 Lefferts Boulevard Queens, NY 11418 (718) 441-1125 lunes-viernes: 9AM-5PM



Marque 311 para una lista actualizada de locales.

