



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 #15-68-OPE

REVISION TO THE “DO YOU HAVE DOCUMENTS TO SUBMIT TO THE HUMAN RESOURCES ADMINISTRATION (HRA)?” FORM (FIA-1138)

Date: August 4, 2015	Subtopic(s): Easy Access, SNAP
<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 bulletin is to inform all Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) staff that the “Do You Have Documents To Submit To Human Resources Administration (HRA)?” (FIA-1138) form has been revised as follows:</p> <ul style="list-style-type: none"> • The Project Hospitality/Help Center in Staten Island was removed from the form. • Urban Upbound Far Rockaway and Urban Upbound Long Island City have been added to the form. • Bronxworks, Bronxwork-Townsend, Community Kitchen of West Harlem, Department of Labor-Flushing, Phipps, Project Hospitality-EI Centro, Reach Out Community Services, Ridgewood Bushwick Senior Citizens Council, have changes to operation hours and days. <p>Center Directors must ensure that staff utilize the updated version of FIA-1138, and that all previous versions are removed and recycled.</p> <p><i>Effective Immediately</i></p> <p>Related Item:</p> <p>PB #15-41-OPE</p> <p>Attachment:</p> <p>FIA-1138 Do You Have Documents to Submit to the Human Resources Administration (HRA)? (Rev. 8/04/15)</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

FIA-1138(S)

Do You Have Documents to Submit to the Human Resources Administration (HRA)? (Rev. 8/04/15)

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.

BRONX

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

BRONXWORKS
2925 Grand Concourse
Bronx, NY 10468
(718) 295-7160
Wednesday:
9AM-4:30PM

BRONXWORKS –TOWNSEND
1477 Townsend Avenue
Bronx, NY 10452
(718) 588-3839
Tuesday and Thursday: 9AM-5PM
(212) 894-8060
Wednesday: 9AM-4PM

PHIPPS
3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
Monday, Wednesday
and Friday: 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
252 West 116 Street
New York, NY 10026
(212) 894-8060
Monday-Thursday: 9AM-3PM
Friday: 9AM-6PM

NEW YORK COMMON PANTRY
8 East 109 Street
New York, NY 10029
(917) 720-9705
Thursday and Friday:
2PM-4PM
Saturday: 9AM-2PM

BROOKLYN

UNITED JEWISH ORGANIZATION OF WLBG
32 Penn Street
Brooklyn, NY 11211
(718) 643-9700
Monday-Thursday:
9AM-5PM

REACHING OUT COMMUNITY SERVICES
7708 New Utrecht Avenue
Brooklyn, NY 11214
(718) 373-4565
Tuesday-Thursday: 9AM-5PM

BOFO PARK JCC
4912 14th Avenue
Brooklyn, NY 11219
(718) 972-6600
Monday-Thursday:
9AM-5PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
145 East 98th Street
Brooklyn, NY 11212
(917) 819-3200
Monday and Tuesday: 9AM-5PM

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

SAMPLE

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
Monday-Friday: 9AM-5PM

CROWN HEIGHTS JCC
387 Kingston Avenue
Brooklyn, NY 11225
(718) 778-8808
Monday-Thursday: 9AM-5PM
Friday: 9AM-2PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG
378 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
Monday-Thursday: 10AM-5PM

CAMBA
885 Flatbush Avenue
Brooklyn, NY 11226
(718) 287-0010
Monday-Friday:
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/ EL CENTRO
1546 Castleton Avenue
Staten Island, NY 10302
(718) 420-6466
Friday: 10AM-12PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)
23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
Monday-Friday: 9AM-3PM

QUEENS

DEPARTMENT OF LABOR FLUSHING
138-60 Barclay Avenue
2nd Floor
Queens, NY 11355
(212) 894-8060
Tuesday-Thursday:
9AM-4:30PM

URBAN UPBOUND LONG ISLAND CITY
38-84 13th Street
Queens, NY 11101
(718) 784-0877
Tuesday: 10AM-6PM
Wednesday: 9AM-3:30PM
Friday: 10AM-6PM
Saturday: 10AM-3PM

URBAN UPBOUND FAR ROCKAWAY
348 Beach 71st Street
Queens, NY 11692
(718) 784-0877
Monday-Wednesday: 9AM-5PM
Thursday: 11AM-7PM
Friday: 9AM-5PM

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



for an updated list of locations



¿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. En vez de ello, visite a cualquiera de los locales listados a continuación. Puede que esto resulte 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.

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Marque 311 para una lista actualizada de locales.

