



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-156-SYS

### FOOD STAMP BENEFITS APPLICATION SIGNATURE FORM (W-120)

| Date:<br>November 30, 2006  | Subtopic(s):<br>Forms  |
|---|--|
| <p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">FSSB</a>, section 4, page 24, Date of Application</p> <p>If a paper application contains, at a minimum, the applicant's name, address (if any), signature and date, it can be accepted as a filed application. Do not conduct the Food Stamp Reception Intake in POS.</p> | <p>This policy bulletin is to inform Non-Public Assistance (NPA) Food Stamp (FS) Office staff at sites being converted to the Paperless Office System (POS) that the Food Stamp Benefits Application Signature Form (<b>W-120</b>) has been developed as a supplement to the Food Stamp Benefits Application/Recertification form (<b>LDSS-4826</b>) to preserve the FS application filing date. This policy bulletin is informational for all other staff.</p> <p>The <b>W-120</b> is used to preserve the FS application filing date when an applicant is applying for FS benefits but <u>has not</u> completed the <b>LDSS-4826</b>. The date the <b>W-120</b> is signed at the POS NPA FS Office is the actual filing date for FS benefits.</p> <p>When an individual comes to a POS NPA FS Office to file an application for FS benefits, the Food Stamp Receptionist (FSR) or other designated person (designee) will ask him/her if s/he has completed the paper version of the <b>LDSS-4826</b>.</p> <p>If the individual has completed the <b>LDSS-4826</b>, the FSR or designee must accept the paper version of the <b>LDSS-4826</b> as a filed application. The <b>W-120</b> does not need to be completed. In addition, the FSR or designee must also:</p> <ul style="list-style-type: none"> <li>• scan and index the <b>LDSS-4826</b> into the electronic case record; and</li> <li>• screen the applicant for Expedited Food Stamp (EFS) processing, in accordance with PB #06-89-ELI. If the applicant is determined eligible for EFS benefits, the FSR or designee schedules an I-interview for within the next 48 hours. If the applicant is determined ineligible for EFS benefits, the FSR or designee schedules an I-interview for within five calendar days.</li> </ul> |

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

The paper application must be used to determine if the applicant is eligible for expedited services.

If the individual has not completed the **LDSS-4826**, the FSR or designee generates the **W-120** by conducting a Food Stamp Reception Intake by completing the **FS POS Reception** screens listed below:

**FS POS Reception: Applicant Information Screen**

The screenshot shows a web-based application window titled "FS POS RECEPTION: Application Information." The window has a menu bar with "Ticket List", "Quick Call", "FS Reception", "Configuration", "Open POS", "Help", and "Exit". The main content area is titled "Applicant" and contains several input fields and sections:

- Name Fields:** First Name, Middle Name, Last Name (text boxes).
- SSN Fields:** SSN, Re-Enter SSN (text boxes).
- Sex:** A dropdown menu.
- Date Of Birth:** A date picker field.
- Ethnicity Section:** A grid of radio button options:
  - Hispanic/Latino:  Yes  No
  - Asian:  Yes  No
  - White:  Yes  No
  - Native American/Alaska Native:  Yes  No
  - Black or African American:  Yes  No
  - Native Hawaiian/Pacific Islander:  Yes  No
- Language Preferences:**
  - Preferred Language for Speaking: [Dropdown]
  - Preferred Language for Reading: [Dropdown]
  - Needs Interpreter:  Yes  No
  - Language for Notices: [Dropdown]

At the bottom of the form are five buttons: "Next", "Previous", "Go To", "Suspend", and "Cancel".

An applicant needs only to provide his/her name, address (if any) and signature to file an application for FS. All other requested information is optional.

The FSR or designee asks the applicant for his/her name, Social Security number, date of birth, sex, ethnicity and language preferences. Once all the information is entered, the FSR or designee clicks the **Next** button to proceed to the **FS POS Reception: Address** screen.

### FS POS Reception: Address Screen

The FSR or designee asks the applicant for his/her residential and mailing address(es) (if any). Once all the information is entered, the FSR or designee clicks the **Next** button to proceed to the **FS POS Reception: Authorized Representative** screen.

### FS POS Reception: Authorized Representative Screen

In instances where an authorized representative is submitting the application on behalf of an applicant, the FSR or designee asks the authorized representative for his/her name and address information. Alternate contact information for the applicant is also captured here. Once all the information is entered, the FSR or designee clicks the **Next** button to proceed to the **FS POS Reception: Applicant Signature** screen.

### FS POS Reception: Applicant Signature Screen

The FSR or designee clicks the **Print the Form** button to generate the **W-120**. The FSR or designee then places the **W-120** on the signature pad, clicks the **Activate Signature Capture** button and asks the applicant to sign the form. Once signed, the FSR or designee clicks the **Done** button and then the **Next** button to proceed to the **FS POS Reception: Filing Date** screen.

**FS POS Reception: Filing Date Screen**

The screenshot shows a software interface for 'FS POS Reception: Filing Date'. It features a menu bar with 'File' and 'Edit'. The main content area is split into two sections: 'Filing Date' and 'Contact Date'. Each section includes a text box for the date as determined by the system (both set to 12/01/2006), a radio button to override the system date (with 'No' selected), a text box for the updated date, and a dropdown menu for the reason for overriding. At the bottom of the window, there are five buttons: 'Next', 'Previous', 'Go To', 'Suspend', and 'Cancel'.

Applicants unable to stay for expedited screening will be scheduled for a full eligibility interview within five days.

The **LDSS-4826** will be completed at the eligibility interview using POS.

See [PB #06-89-ELI](#)

POS will pre-fill the filing date and contact date, but the FSR or designee can change these dates if necessary. The FSR or designee clicks the **Next** button to proceed to the EFS prescreening screens. If the applicant is able to stay for EFS prescreening and is determined eligible for EFS benefits, the FSR or designee schedules an I-interview for within the next 48 hours. If the applicant is unable to stay to be prescreened for expedited services or if s/he is determined ineligible for EFS benefits, the FSR or designee schedules an I-interview for within five calendar days.

Information on conducting EFS processing in POS will be detailed in a forthcoming bulletin.

NPA FS Offices which have not been converted to POS will continue to follow the current paper FS application process.

A sample of the **W-120** is attached.

*Effective December 18, 2006*

**Reference:**

Food Stamp Source Book, Section 4: Application Processing – Page 24, Date of Application

**Related Item:**

[PB #06-89-ELI](#)

**Attachments:**

☞ Please use Print on Demand to obtain copies of forms.

**W-120**

Food Stamp Benefits Application Signature Form

**W-120 (S)**

Food Stamp Benefits Application Signature Form (Spanish)



Date: \_\_\_\_\_

Application File Date: \_\_\_\_\_

Center: \_\_\_\_\_

**Food Stamp Benefits Application Signature Form**  
(Supplement to the **LDSS-4826**)

**This is a supplement to the State approved electronic Food Stamp Benefits Application/Recertification (LDSS-4826).** We will accept this form as an application for Food Stamp Benefits if, at a minimum, it contains your name, address (if you have one) and signature. This information will establish your Food Stamp Benefits application filing date at Non-Public Assistance (NPA) Food Stamp Offices that use an electronic interviewing process called the Paperless Office System (POS). However, we must interview you to determine your eligibility for benefits. At the interview, a Worker will ask you questions to complete the **LDSS-4826**.

**Note:** If you complete this form but are unable to give us additional information today to help us determine your eligibility for Expedited Food Stamp Service, you will be scheduled for a full eligibility interview within five days.

Case Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth (optional): \_\_\_\_\_ Social Security Number (optional): \_\_\_\_\_

\_\_\_\_\_  
Applicant/Authorized Representative's Signature

**When You Are Applying for Food Stamp Benefits:**

- You can file an application the same day you receive it. If you are determined eligible, benefits will be provided, back to the filing date of your application.
- You can file your application before you have an interview.
- You can apply for and get Food Stamp Benefits for eligible household members even if you or some other members of your household are not eligible for benefits because of immigration status. For example, immigrant parents can apply for Food Stamp Benefits for their children even if they are not themselves eligible for benefits.

**Need Food Stamp Benefits Right Away? You May Be Eligible for Expedited Food Stamp Benefits Service.**

- If your household has little or no income or liquid resources, or if your rent and utility expenses are more than your income and liquid resources, or you are a migrant or seasonal farm worker with little or no income or resources when you apply, you may be qualified to receive Food Stamp Benefits within five calendar days of the date that you apply for benefits.
- Your Worker will always review your circumstances to see if you are qualified for expedited processing of your Food Stamp Benefits application.
- A process is in place to ensure that benefits will be issued to all Food Stamp-eligible households who meet the standards for expedited service.



Fecha: \_\_\_\_\_

Fecha de la Solicitud: \_\_\_\_\_

Centro: \_\_\_\_\_

## Formulario de la Firma de la Solicitud de Cupones para Alimentos

(Suplemento del formulario LDSS-4826-SP)

**Este formulario es un suplemento del formulario electrónico Solicitud/Recertificación de Beneficios de Cupones para Alimentos (LDSS-4826-SP), aprobado por el Estado.** Aceptaremos este formulario como solicitud para Beneficios de Cupones para Alimentos si por lo menos contiene su nombre, dirección (si tiene) y su firma. Esta información establecerá la fecha de su solicitud en Centros de Cupones para Alimentos de no Asistencia Pública (NPA Food Stamp Center) donde se usa un proceso electrónico de entrevistas llamado POS (the paperless office system). Sin embargo, nosotros tenemos que entrevistarle para determinar su elegibilidad para beneficios. Durante la entrevista un Trabajador le hará preguntas para llenar el **LDSS-4826-SP**.

**Nota:** Si usted llena este formulario pero hoy no puede proporcionar datos adicionales para ayudarnos a determinar su elegibilidad para Servicio Acelerado de Beneficios de Cupones para Alimentos, se le programará una cita para una entrevista de elegibilidad completa dentro de cinco días.

Nombre del Caso: \_\_\_\_\_

Dirección: \_\_\_\_\_  
\_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Fecha de Nacimiento (opcional): \_\_\_\_\_ Número de Seguro Social (opcional): \_\_\_\_\_

\_\_\_\_\_  
Firma del Solicitante/Representante Autorizado

### Quando Usted está Solicitando Beneficios de Cupones para Alimentos:

- Puede presentar la solicitud el mismo día que la reciba. Si se determina que usted es elegible, recibirá beneficios retroactivos a la fecha en que presentó la solicitud.
- Puede presentar su solicitud antes de su entrevista.
- Puede solicitar y recibir Cupones para Alimentos para miembros de su hogar elegibles aunque usted u otros miembros no sean elegibles debido a su estado migratorio. Por ejemplo, los padres inmigrantes pueden solicitar Cupones para Alimentos para sus hijos aunque los padres no sean elegibles para beneficios.

### ¿Necesita Beneficios de Cupones para Alimentos de Inmediato? Puede que Usted sea Elegible para el Servicio Acelerado de Beneficios de Cupones para Alimentos.

- Si su hogar carece de o tiene muy pocos ingresos o recursos líquidos, o si el alquiler y gastos de electricidad y/o gas exceden de la cantidad de sus ingresos y recursos líquidos, o si usted es un trabajador migrante o estacional de finca sin o con muy pocos ingresos o recursos cuando presente su solicitud, puede que sea elegible para recibir Beneficios de Cupones para Alimentos dentro de cinco días de la fecha en que solicitó beneficios.
- Su Trabajador siempre repasará los datos respecto a sus circunstancias para determinar si usted cumple los requisitos para que su solicitud de Beneficios de Cupones para Alimentos sea procesada de manera acelerada.
- Un proceso ha sido establecido para asegurarnos de que los beneficios sean expedidos a todos los hogares elegibles para recibir Cupones para Alimentos que cumplen los requisitos de servicio acelerado.