



FAMILY INDEPENDENCE ADMINISTRATION
 Seth W. Diamond, Executive Deputy Commissioner




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 Policy, Procedures and Training


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 Office of Procedures

POLICY BULLETIN #07-02-OPE

REVISIONS TO M-42U AND W-138Q FORMS

<p>Date: January 03, 2007</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at Job Centers and Non-Public Assistance (NPA) Food Stamp (FS) Offices that the Non-Public Assistance Food Stamp Centers and Associated Medicaid Offices (M-42u) form and the Food Stamp Income Guidelines (W-138Q) form have been revised. They have been updated to reflect that the Jamaica Medicaid Office (F-54) has relocated to 165-08 88th Avenue, (6th Floor) Queens, NY 11432.</p> <p>Additional Changes:</p> <p>M-42u</p> <ul style="list-style-type: none"> • The title of the form has been changed to Non-Public Assistance Food Stamp Offices and Associated Medicaid Offices. • Zip codes have been added to each address. • The address has been changed for the F-79 Far Rockaway location to 219 Beach Street, Far Rockaway, NY 11692. • The telephone numbers for each location have been removed. • Text indicating how to make an appointment by telephone has been added. • The Telephone number for InfoLine has been added. • The form has been translated into Spanish. <p>Center Directors/Office Site Managers must ensure that all previous versions of these forms, including multilingual equivalents are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></p>

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*

 Please use Print on Demand to obtain copies of forms.

Attachments:

- M-42u** Non-Public Assistance Food Stamp Offices and Associated Medicaid Offices (Rev. 1/3/07)
- M-42u (S)** Non-Public Assistance Food Stamp Offices and Associated Medicaid Offices (Spanish) (1/3/07)
- W-138Q** Food Stamp Income Guidelines (Rev. 1/3/07)
- W-138Q (S)** Food Stamp Income Guidelines (Spanish) (Rev. 1/3/07)



Non-Public Assistance Food Stamp Offices and Associated Medicaid Offices

To make an application appointment with the Food Stamp Office nearest you, you may appear in person any time between the hours of 9 AM and 5 PM, Monday through Friday. If you wish to make a telephone appointment, call InfoLine at (877) 472-8411 for the telephone number of the nearest Food Stamp Office.

Food Stamp Office	Associated Medicaid Office
F-02 East End 2322 Third Avenue, Third Floor New York, NY 10035	Metropolitan Hospital 1901 2nd Avenue, First Floor, Room 1D-27 New York, NY 10029
F-11* Union Square (extended hours) Dual Food Stamp/Medicaid Office 109 East 16th Street, Sixth Floor, Room 600 New York, NY 10003	F-11 Union Square (extended hours) Dual Food Stamp Food/Medicaid Office 109 East 16th Street, Sixth Floor New York, NY 10003
F-13 Washington Heights 4660 Broadway, First Floor New York, NY 10040	Columbia-Presbyterian Hospital 622 West 168th Street, First Floor (PH040) New York, NY 10032
F-14 St. Nicholas 132 West 125th Street, Fifth Floor New York, NY 10027	Harlem Hospital (Ron Brown Bldg.) 530 Lenox Ave., First Fl., Rm 1061 (137th St. entrance) New York, NY 10037
F-20 Fort Greene 275 Bergen Street, Third Floor Brooklyn, NY 11217	Boerum Hill 35 4th Avenue Brooklyn, NY 11217
F-21 Williamsburg 30 Thornton Street, Fourth Floor Brooklyn, NY 11206	Woodhull Hospital 760 Broadway, Ground Floor Brooklyn, NY 11206
F-22* Coney Island 2865 West 8th Street, First Floor Brooklyn, NY 11224	Coney Island 30-50 West 21st Street, First Floor Brooklyn, NY 11224
F-23 Boro Hall (extended hours) 45 Hoyt Street, Sixth Floor Brooklyn, NY 11201	Boerum Hill 35 4th Avenue Brooklyn, NY 11217
F-24* Greenwood 227 Schermerhorn Street, First Floor Brooklyn, NY 11201	
F-25 Midwood 3050 West 21st Street, Second Floor Brooklyn, NY 11224	Coney Island 30-50 West 21st Street, First Floor Brooklyn, NY 11224
F-26 North Brooklyn 500 Dekalb Avenue, Fifth Floor Brooklyn, NY 11205	Woodhull Hospital 760 Broadway, Ground Floor Brooklyn, NY 11206

Non-Public Assistance Food Stamp Offices and Associated Medicaid Offices

Food Stamp Office	Associated Medicaid Office
F-27 New Utrecht 6740 4th Avenue, First Floor Brooklyn, NY 11220	Coney Island 30-50 West 21st Street, First Floor Brooklyn, NY 11224
F-28 Brighton 2865 West 8th Street, First Floor Brooklyn, NY 11224	
F-31* Stadium 260 East 161st Street, Eighth Floor Bronx, NY 10451	Lincoln Hospital 234 East 149th Street, Basement – Room B-75 Bronx, NY 10451
F-46 Crotona 1910 Monterey Avenue, Fifth Floor Bronx, NY 10457	Bronx Lebanon Hospital 1316 Fulton Avenue Bronx, NY 10456
F-48 Bergen (extended hours) 305 Rider Avenue Bronx, NY 10451	Lincoln Hospital 234 East 149th Street, Basement – Room B-75 Bronx, NY 10451
F-40 Melrose 260 East 161st Street, Fourth Floor Bronx, NY 10451	
F-54 Jamaica (extended hours) 165-08 88th Avenue, Sixth Floor Queens, NY 11432	Jamaica 165-08 88th Avenue, Sixth Floor Queens, NY 11432
F-42*/F-79 Far Rockaway 219 Beach 59th Street Far Rockaway, NY 11692	Far Rockaway 219 Beach 59th Street, Second Floor Far Rockaway, NY 11692
F-43* Long Island City 45-12 32nd Place, First Floor Long Island City, NY 11101	Elmhurst Hospital 79-01 Broadway, Room D4-17 Long Island City, NY 11373
F-53 Flushing 32-20 Northern Boulevard, Fourth Floor Flushing, NY 11101	
F-51* St. George (unengageable) 201 Bay Street Staten Island, NY 10301	Staten Island 215 Bay Street Staten Island, NY 10301
F-99 Richmond (engageable) 201 Bay Street Staten Island, NY 10301	

*Medical Insurance and Community Services Administration (MICA) Center. F31 does not accept new applicants.



Oficinas de Cupones para Alimentos de no Asistencia Pública y Oficinas de Medicaid Correspondientes

Para programar una cita de solicitud con la Oficina de Cupones para Alimentos más cercana a usted, puede presentarse a cualquier hora de 9 AM a 5 PM, de lunes a viernes. Si desea programar una cita telefónica, llame a la Línea Directa (InfoLine) al (877) 472-8411 para obtener el número de teléfono de la Oficina de Cupones para Alimentos más cercana a usted.

Oficina de Cupones para Alimentos	Oficina de Medicaid Correspondiente
F-02 East End 2322 Third Avenue, 3er Piso New York, NY 10035	Metropolitan Hospital 1901 2nd Avenue, 1er Piso, Sala 1D-27 New York, NY 10029
F-11* Union Square (horario extendido) Oficina combinada de Cupones para Alimentos y Medicaid 109 East 16th Street, 6to Piso, Sala 600 New York, NY 10003	F-11 Union Square (horario extendido) Oficina combinada de Cupones para Alimentos y Medicaid 109 East 16th Street, 6to Piso New York, NY 10003
F-13 Washington Heights 4660 Broadway, 1er Piso New York, NY 10040	Columbia-Presbyterian Hospital 622 West 168th Street, 1er Piso (PH040) New York, NY 10032
F-14 St. Nicholas 132 West 125th Street, 5to Piso New York, NY 10027	Harlem Hospital (Ron Brown Bldg.) 530 Lenox Ave., 1er Piso, Sala 1061 (entrada en la 137th St.) New York, NY 10037
F-20 Fort Greene 275 Bergen Street, 3er Piso Brooklyn, NY 11217	Boerum Hill 35 4th Avenue Brooklyn, NY 11217
F-21 Williamsburg 30 Thornton Street, 4to Piso Brooklyn, NY 11206	Woodhull Hospital 760 Broadway, 1er Piso Brooklyn, NY 11206
F-22* Coney Island 2865 West 8th Street, 1er Piso Brooklyn, NY 11224	Coney Island 30-50 West 21st Street, 1er Piso Brooklyn, NY 11224
F-23 Boro Hall (horario extendido) 45 Hoyt Street, 6to Piso Brooklyn, NY 11201	Boerum Hill 35 4th Avenue Brooklyn, NY 11217
F-24* Greenwood 227 Schermerhorn Street, 1er Piso Brooklyn, NY 11201	
F-25 Midwood 3050 West 21st Street, 2do Piso Brooklyn, NY 11224	Coney Island 30-50 West 21st Street, 1er Piso Brooklyn, NY 11224
F-26 North Brooklyn 500 Dekalb Avenue, 5to Piso Brooklyn, NY 11205	Woodhull Hospital 760 Broadway, 1er Piso Brooklyn, NY 11206

**Oficinas de Cupones para Alimentos de no Asistencia Pública y
Oficinas de Medicaid Correspondientes**

Oficina de Cupones para Alimentos	Oficina de Medicaid Correspondiente
F-27 New Utrecht 6740 4th Avenue, 1er Piso Brooklyn, NY 11220	Coney Island 30-50 West 21st Street, 1er Piso Brooklyn, NY 11224
F-28 Brighton 2865 West 8th Street, 1er Piso Brooklyn, NY 11224	
F-31* Stadium 260 East 161st Street, 8vo Piso Bronx, NY 10451	Lincoln Hospital 234 East 149th Street, Sótano – Sala B-75 Bronx, NY 10451
F-46 Crotona 1910 Monterey Avenue, 5to Piso Bronx, NY 10457	Bronx Lebanon Hospital 1316 Fulton Avenue Bronx, NY 10456
F-48 Bergen (horario extendido) 305 Rider Avenue Bronx, NY 10451	Lincoln Hospital 234 East 149th Street, Sótano – Sala B-75 Bronx, NY 10451
F-40 Melrose 260 East 161st Street, 4to Piso Bronx, NY 10451	
F-54 Jamaica (horario extendido) 165-08 88th Avenue, 6to Piso Queens, NY 11432	Jamaica 165-08 88th Avenue, 6to Piso Queens, NY 11432
F-42*/F-79 Far Rockaway 219 Beach 59th Street Far Rockaway, NY 11692	Far Rockaway 219 Beach 59th Street, 2do Piso Far Rockaway, NY 11692
F-43* Long Island City 45-12 32nd Place, 1er Piso Long Island City, NY 11101	Elmhurst Hospital 79-01 Broadway, Sala D4-17 Long Island City, NY 11373
F-53 Flushing 32-20 Northern Boulevard, 4to Piso Flushing, NY 11101	
F-51* St. George (para no aptos para participar [unengageable]) 201 Bay Street Staten Island, NY 10301	Staten Island 215 Bay Street Staten Island, NY 10301
F-99 Richmond (para aptos para participar [engageable]) 201 Bay Street Staten Island, NY 10301	

*Centro de la Administración de Seguro Médico y de Servicios Comunitarios (Medical Insurance and Community Services Administration – MICSA). F31 no acepta solicitantes nuevos.



Food Stamp Income Guidelines

- Food stamps provide your family with assistance when buying food. They are used in place of cash to buy food at grocery stores or supermarkets.
- You don't have to be out of work to apply for food stamps. You can be employed and still be eligible for food stamps.
- You can own your own home and car and still be eligible for food stamps.
- If you are eligible, you will receive Food Stamp assistance within 30 days. Certain households with little income or savings, or with high shelter costs, can receive Food Stamp benefits within five days.

Family Size	1	2	3	4	5	6	7	8	Each additional member
Maximum Gross Monthly Income	\$1,062	\$1,430	\$1,799	\$2,167	\$2,535	\$2,904	\$3,272	\$3,640	+369

- These new income limits are effective October 1, 2006.
- The Maximum Gross Monthly Income limits do not apply to Food Stamp households with an elderly or disabled individual.

To make an application appointment with the Food Stamp Office nearest you, you may appear in person any time between the hours of 9 AM and 5 PM, Monday through Friday. If you wish to make a telephone appointment, call InfoLine at (877) 472-8411 for the telephone number of the nearest Food Stamp Office.

New York City Food Stamp Offices					Extended Hours Centers**
Manhattan	East End – F02 2322 Third Avenue 3rd floor New York, NY 10035	Washington Heights – F13 4660 Broadway 1st floor New York, NY 10040	St. Nicholas – F14 132 West 125th Street 3rd floor New York, NY 10027	Waverly – F19 12 West 14th Street 2nd floor New York, NY 10011	Union Square – F11* 109 East 16th Street 6th floor New York, NY 10003
Brooklyn	F15 (SSI only)* 253 Schermerhorn Street 1st floor Brooklyn, NY 11201	Ft. Greene – F20 275 Bergen Street 1st floor Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 1st floor Brooklyn, NY 11206	Coney Island – F22* 2865 West 8th Street 1st floor Brooklyn, NY 11224	Boro Hall – F23 45 Hoyt Street 6th floor Brooklyn, NY 11201
	Greenwood – F24* 227 Schermerhorn Street 1st floor Brooklyn, NY 11201	Midwood – F25 3050 West 21st Street 2nd floor Brooklyn, NY 11224	North Brooklyn – F26 500 Dekalb Avenue 5th floor Brooklyn, NY 11205	New Utrecht – F27 6740 4th Avenue 1st floor Brooklyn, NY 11220	
	Brighton – F28 2865 West 8th Street 1st floor Brooklyn, NY 11224	F61* (Residential Facilities Only) 253 Schermerhorn Street 3rd floor Brooklyn, NY 11201	F63* (Homebound Non-SSI only) 253 Schermerhorn Street 3rd floor Brooklyn, NY 11201		
Bronx	Stadium – F31* 260 East 161st Street 8th floor Bronx, NY 10451	Colgate – F32 1209 Colgate Avenue 2nd floor Bronx, NY 10472	Rider – F38 305 Rider Avenue 2nd floor Bronx, NY 10451	Melrose – F40 260 East 161st Street 4th floor Bronx, NY 10451	Fordham – F44 2551 Bainbridge Ave. 2nd floor Bronx, NY 10458
	Crotona – F46 1910 Monterey Avenue 5th floor Bronx, NY 10457				
Queens	Far Rockaway – F42/F79* 219 Beach 59th Street 1st floor Rockaway, NY 11692	Long Island City – F43* 45-12 32nd Place 1st floor LIC, NY 11101	Queens – F53 32-20 Northern Boulevard 4th floor LIC, NY 11101		Jamaica – F54 165-08 88th Ave. 6th floor Jamaica, NY 11432
Staten Island	St. George – F51* 201 Bay Street 1st floor S.I., NY 10301				Richmond – F99 201 Bay Street 1st floor S.I., NY 10301

*Medical Insurance and Community Services Administration (MICSAs) Center. F61 provides services by mail, phone and fax to residents in State-certified residential treatment group homes. F63 provides food stamps to eligible individuals who are medically verified to be permanently homebound; these services are provided by phone, mail and fax. F31 does not accept new applicants.

**Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday, and 9:00 AM to 5:00 PM on Saturdays.

Food Stamp Resource Limits/Exemptions

The Food Stamp resource limits (including bank accounts, savings bonds and cash on hand) are as follows:

- \$3,000 for a household where at least one person is elderly (60 years or older) or disabled
- \$2,000 for all other households

Please note: Other resource items and/or exceptions may apply. We will notify you of any other items and exemptions when you apply for benefits.

SAMPLE



Guía de Ingresos de Cupones para Alimentos

- Los cupones para alimentos le proveen a su familia asistencia a la hora de comprar alimentos. Estos cupones para alimentos se utilizan en lugar de dinero en efectivo para comprar en bodegas o supermercados.
- Usted no tiene que estar desempleado para solicitar cupones para alimentos. Usted puede estar empleado y aun ser elegible para cupones para alimentos.
- Usted puede ser elegible para recibir cupones para alimentos aun si es propietario(a) de su casa y automóvil.
- Si usted es elegible, recibirá asistencia de Cupones para Alimentos dentro de 30 días. Ciertos hogares con poco ingreso o ahorros, o con altos costos de alquiler, pueden recibir beneficios de Cupones para Alimentos dentro de cinco días.

Miembros en la Familia	1	2	3	4	5	6	7	8	Cada Miembro Adicional
Máximo Ingreso Bruto Mensual	\$1,062	\$1,430	\$1,799	\$2,167	\$2,535	\$2,904	\$3,272	\$3,640	+369

- Estos nuevos límites de ingresos entrarán en vigencia el 1 de octubre, 2006.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de Cupones para Alimentos con personas ancianas o incapacitadas.

Para programar una cita de solicitud con la Oficina de Cupones para Alimentos más cercana a usted, puede presentarse a cualquier hora de 9 AM a 5 PM, de lunes a viernes. Si desea programar una cita telefónica, llame a la Línea Directa (InfoLine) al (877) 472-8411 para obtener el número de teléfono de la Oficina de Cupones para Alimentos más cercana a usted.

Oficinas de Cupones para Alimentos en la Ciudad de Nueva York					Centros con Horario Extendido**
Manhattan	East End – F02 2322 Third Avenue 3er piso New York, NY 10035	Washington Heights – F13 4660 Broadway 1er piso New York, NY 10040	St. Nicholas – F14 132 West 125th Street 3er piso New York, NY 10027	Waverly – F19 12 West 14th Street 2do piso New York, NY 10011	Union Square – F11* 109 East 16th Street 6to piso New York, NY 10003
Brooklyn	F15 (SSI only)* 253 Schermerhorn Street 1er piso Brooklyn, NY 11201	Ft. Greene – F20 275 Bergen Street 1er piso Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 1er piso Brooklyn, NY 11206	Coney Island – F22* 2865 West 8th Street 1er piso Brooklyn, NY 11224	Boro Hall – F23 45 Hoyt Street 6to piso Brooklyn, NY 11201
	Greenwood – F24* 227 Schermerhorn Street 1er piso Brooklyn, NY 11201	Midwood – F25 3050 West 21st Street 2do piso Brooklyn, NY 11224	North Brooklyn – F26 500 Dekalb Avenue 5to piso Brooklyn, NY 11205	New Utrecht – F27 6740 4th Avenue 1er piso Brooklyn, NY 11220	
	Brighton – F28 2865 West 8th Street 1er piso Brooklyn, NY 11224	F61* (Residential Facilities Only) 253 Schermerhorn Street 3er piso Brooklyn, NY 11201	F63* (Homebound Non-SSI only) 253 Schermerhorn Street 3er piso Brooklyn, NY 11201		
Bronx	Stadium – F31* 260 East 161st Street 8vo piso Bronx, NY 10451	Colgate – F32 1209 Colgate Avenue 2do piso Bronx, NY 10472	Rider – F38 305 Rider Avenue 2do piso Bronx, NY 10451	Melrose – F40 260 East 161st Street 4to piso Bronx, NY 10451	Fordham – F44 2551 Bainbridge Ave. 2do piso Bronx, NY 10458
	Crotona – F46 1910 Monterey Avenue 5to piso Bronx, NY 10457				
Queens	Far Rockaway – F42/F79* 219 Beach 59th Street 1er piso Rockaway, NY 11692	Long Island City – F43* 45-12 32nd Place 1er piso LIC, NY 11101	Queens – F53 32-20 Northern Boulevard 4to piso LIC, NY 11101		Jamaica – F54 165-08 88th Ave. 6to piso Jamaica, NY 11432
Staten Island	St. George – F51* 201 Bay Street 1er piso S.I., NY 10301				Richmond – F99 201 Bay Street 1er piso S.I., NY 10301

*Centros de la Administración de Seguro Médico y de Servicios Comunitarios (Medical Insurance and Community Services Administration – MICSAs). El F61 proporciona servicios por correo, por teléfono y por fax a residentes de hogares de tratamiento en grupo autorizados por el Estado. El F63 proporciona cupones para alimentos a personas elegibles que estén médicamente verificadas como permanentemente confinadas al hogar. Estos servicios son proporcionados por teléfono, por correo y por fax. El F31 no acepta nuevos solicitantes.

**Centros con Horario Extendido – 8:30 AM a 6:00 PM de lunes a viernes, y de 9:00 AM a 5:00 PM los sábados.

Límites/Exenciones de Recursos respecto a Cupones para Alimentos

Los límites de recursos respecto a Cupones para Alimentos (incluidos cuentas bancarias, bonos de ahorro y dinero en efectivo) son los siguientes:

- \$3,000 para los hogares con por lo menos una persona anciana (60 años o más de edad) o incapacitada
- \$2,000 para todos los demás hogares

Favor de notar: Puede que otros límites o exenciones de recursos correspondan a su caso. Usted será notificado(a) de cualquier otro límite o exención de recursos cuando solicite los beneficios.

SAMPLE