



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-91-OPE

REVISION TO FOOD STAMP INCOME GUIDELINES FORM W-138Q

Date: July 26, 2007	Subtopic(s): 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 staff at Job Centers and Non-Public Assistance (NPA) Food Stamp (FS) Offices that the Food Stamp Income Guidelines form (W-138Q) has been revised:</p> <ul style="list-style-type: none"> • The Boro Hall Food Stamp Office (F-23) now has extended hours and will be open until 7 PM on Tuesdays. • The asterisks denoting Medical Insurance and Community Services Administration (MICSA) Food Stamp Centers have been removed, along with the corresponding footnote, since MICSA Food Stamp Centers were merged with the Family Independence Administration (FIA) effective July 13, 2007. <p>Samples of the form are attached.</p> <p>Center Directors and Office Site Managers must ensure that all previous versions of the W-138Q, including multilingual equivalents, are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></p> <p>Related Items:</p> <p>PB #07-24-OPE</p> <p>Attachments:</p> <p>W-138Q Food Stamp Income Guidelines (Rev. 7/26/07)</p> <p>W-138Q (S) Food Stamp Income Guidelines (Spanish) (Rev. 7/26/07)</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*



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 income limits were 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	Union Square – F11 109 East 16th Street, 6th floor New York, NY 10003	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 (Open until 7PM on Tuesdays)
	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
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 Avenue, 2nd floor Bronx, NY 10458 (Open until 7PM on Wednesdays)
	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 Long Island City, NY 11101	Queens – F53 32-20 Northern Boulevard, 4th floor Long Island City, NY 11101		Jamaica – F54 165-08 88th Avenue, 3rd floor Jamaica, NY 11432 (Open until 7PM on Thursdays)
	Staten Island	St. George – F51 201 Bay Street, 1st floor Staten Island, NY 10301			Richmond – F99 201 Bay Street, 1st floor Staten Island, NY 10301 (Open until 7PM on Fridays)

*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 7:00 PM, Tuesday 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 límites de ingresos entraron 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	Union Square – F11 109 East 16th Street, 6to piso New York, NY 10003	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 (Abierto hasta las 7PM los martes)
	Brooklyn	F15 (SSI only) 253 Schermerhorn Street, 1er piso Brooklyn, NY 11201	F16 (Greene) – F20 275 Bergen Street 1er piso Brooklyn, NY 11217	Williamsburg – F21 30 Thorton Street, 1er piso Brooklyn, NY 11206	Corey Island – F22 2365 West 8th Street, 1er piso Brooklyn, NY 11224 (Abierto hasta las 7PM los martes)
	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 Avenue, 2do piso Bronx, NY 10458 (Abierto hasta las 7PM los miércoles)
		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 Long Island City, NY 11101	Queens – F53 32-20 Northern Boulevard, 4to piso Long Island City, NY 11101		Jamaica – F54 165-08 88th Avenue, 3er piso Jamaica, NY 11432 (Abierto hasta las 7PM los jueves)
	Staten Island	St. George – F51 201 Bay Street, 1er piso Staten Island, NY 10301			Richmond – F99 201 Bay Street, 1er piso Staten Island, NY 10301 (Abierto hasta las 7PM los viernes)

*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 7:00 PM de martes 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