



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-158-OPE

*(This Policy Bulletin Replaces PB #08-36-OPE and PB #08-94-OPE)*

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

<b>Date:</b> December 18, 2008	<b>Subtopic(s):</b> Forms
<p>  This procedure can now be accessed on the FIAweb.           </p> <p>See <a href="#">PB #08-148-OPE</a> for the relocation of F20.</p>	<p>The purpose of this policy bulletin is to inform all Non Cash Assistance Food Stamp (NCA FS) Center staff that the Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices (<b>M-42u</b>) form and the Food Stamp Income Guidelines (<b>W-138Q</b>) form have been revised.</p> <p>Changes to <b>M-42u</b> form:</p> <ul style="list-style-type: none"> <li>The sentence “If you wish to make a telephone appointment, call Infoline at (877) 472-8411 for the telephone number of the nearest Food Stamp Center” has been replaced with:               <p>“You may also mail or fax your application. To request an application and instructions on the documentation requirements and information about where to mail or fax the completed application, call Infoline at (877) 472-8411.”</p> </li> <li>The address of the Fort Greene Food Stamp Center (F20) has been changed to 275 Bergen Street, First Floor, Brooklyn, NY 11217.</li> </ul> <p>Changes to <b>W-138Q</b> form:</p> <ul style="list-style-type: none"> <li>The statements “You may also mail or fax your application to any Food Stamp Center within the five boroughs of New York City. If you wish to make a telephone appointment, call Infoline at (877) 472-8411 for the telephone number of the nearest Food Stamp Center” have been replaced with the following two sentences:</li> </ul>

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*

“You may also mail or fax your application. To request an application and instructions on the documentation requirements and information about where to mail or fax the completed application, call Infoline at (877) 472-8411.”

- The address of the Fort Greene Food Stamp Center (F20) has been changed to 275 Bergen Street, First Floor, Brooklyn, NY 11217.
- The Homebound Food Stamp Center (F63) was removed from the form.

See [CD #08-31](#) for the closing of F63.

NCA FS Center Managers must ensure that all previous versions of these forms and the multilingual equivalents are removed from circulation and recycled.

Samples of the revised forms are attached.


*Effective Immediately*

**Related Items:**

- [CD #08-31](#)
- [PB #08-148-OPE](#)

**Attachments:**

- M-42u** Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Rev. 12/18/08)
- M-42u (S)** Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Spanish) (Rev. 12/18/08)
- W-138Q** Food Stamp Income Guidelines (Rev. 12/18/08)
- W-138Q (S)** Food Stamp Income Guidelines (Spanish) (Rev. 12/18/08)

 Please use Print on Demand to obtain copies of forms.

## Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices

To file a **Food Stamp application** with the Center nearest you, you may appear in person any time between the hours of 8:30 AM and 5:00 PM, Monday through Friday. In Extended Hours Centers you may appear in person between the hours of 8:30 AM and 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturday. You may also mail or fax your application. To request an application and instructions on the documentation requirements and information about where to mail or fax the completed application, call Infoline at (877) 472-8411.

Food Stamp Center	Associated Medicaid Office
<b>F02 East End</b> 2322 Third Avenue, Third Floor New York, NY 10035	<b>Metropolitan Hospital</b> 1901 1st Avenue, First Floor, Room 1D-27 New York, NY 10029 (Use the 2nd Avenue entrance at 97th Street)
<b>F13 Washington Heights</b> 4055 Tenth Avenue, Lower Level New York, NY 10034	<b>Columbia-Presbyterian Hospital</b> 622 West 168th Street, First Floor, Room PH040 New York, NY 10032
<b>F14 St. Nicholas</b> 132 West 125th Street, Third Floor New York, NY 10027	<b>Harlem Hospital</b> (Ron Brown Building) 530 Lenox Avenue, First Floor, Room 1061 (137th Street entrance) New York, NY 10037
<b>F19 Waverly*</b> 12 West 14th Street, Fourth Floor New York, NY 10011	<b>Bellevue Hospital</b> 462 First Avenue "G" Link, Ground Floor New York, NY 10016
<b>F20 Fort Greene</b> 275 Bergen Street, First Floor Brooklyn, NY 11217	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217
<b>F21 Williamsburg</b> 30 Thornton Street, Fourth Floor Brooklyn, NY 11217	<b>Woodhull Hospital</b> 760 Broadway, Ground Floor Brooklyn, NY 11206
<b>F23 Boro Hall*</b> 45 Hoyt Street, Sixth Floor Brooklyn, NY 11201	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturday.

### Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices

Food Stamp Center	Associated Medicaid Office
<b>F26 North Brooklyn</b> 500 Dekalb Avenue, Fifth Floor Brooklyn, NY 11205	<b>Woodhull Hospital</b> 760 Broadway, Ground Floor Brooklyn, NY 11206
<b>F27 New Utrecht</b> 6740 4th Avenue, First Floor Brooklyn, NY 11220	<b>Coney Island</b> 3050 West 21st Street, First Floor Brooklyn, NY 11224
<b>F28 Brighton</b> 2865 West 8th Street, First Floor Brooklyn, NY 11224	
<b>F38 Rider</b> 305 Rider Avenue, Second Floor Bronx, NY 10451	<b>Lincoln Hospital</b> 234 East 149th Street, Basement, Room B-75 Bronx, NY 10451
<b>F40 Melrose</b> 260 East 161st Street, Fourth Floor Bronx, NY 10451	
<b>F44 Fordham*</b> 2551 Bainbridge Avenue, Second Floor Bronx, NY 10458	
<b>F46 Crotona</b> 1910 Monterey Avenue, Fifth Floor Bronx, NY 10457	<b>Bronx Lebanon Hospital</b> 1316 Fulton Avenue, First Floor Bronx, NY 10456
<b>F53 Queens</b> 32-20 Northern Boulevard, Fourth Floor Long Island City, NY 11101	<b>Elmhurst Hospital</b> 79-01 Broadway, Room D4-17 Elmhurst, NY 11373
<b>F54 Jamaica*</b> 165-08 88th Avenue, Third Floor Jamaica, NY 11432	<b>Jamaica</b> 165-08 88th Avenue, Sixth Floor Jamaica, NY 11432
<b>F79 Rockaway</b> 219 Beach 59th Street, First Floor Rockaway, NY 11692	<b>Rockaway</b> 219 Beach 59th Street, Second Floor Rockaway, NY 11692
<b>F99 Richmond*</b> 201 Bay Street, First Floor Staten Island, NY 10301	<b>Staten Island</b> 215 Bay Street Staten Island, NY 10301

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturday.

## Centros de Cupones para Alimentos de No Asistencia en Efectivo y Oficinas de Medicaid Correspondientes

**Para presentar una solicitud de Cupones para Alimentos** en el Centro más cercano a usted, puede presentarse a cualquier hora de 8:30 AM a 5:00 PM, de lunes a viernes. En Centros con Horarios Suplementario, usted puede presentarse en persona entre las horas de 8:30 AM y 6:00 PM, de lunes a viernes (hasta las 7:00 PM en días selectos) y entre 9:00 AM a 5:00 PM los sábados. También puede enviar por correo o faxear su solicitud. Para pedir una solicitud e instrucciones para los requisitos documentales e información sobre a dónde enviar por correo o faxear la solicitud llenada, llame a la Línea Informativa (Infoline) al (877) 472-8411.

Centro de Cupones para Alimentos	Oficina de Medicaid Correspondiente
<b>F02 East End</b> 2322 Third Avenue, 3er Piso New York, NY 10035	<b>Metropolitan Hospital</b> 1901 1st Avenue, 1er Piso, Sala 1D-27 New York, NY 10029 (Use la entrada en 2nd Avenue con 97th Street)
<b>F13 Washington Heights</b> 4055 Tenth Avenue, Planta Baja New York, NY 10034	<b>Columbia-Presbyterian Hospital</b> 622 West 168th Street, 1er Piso, Sala PH040 New York, NY 10032
<b>F14 St. Nicholas</b> 132 West 125th Street, 3er Piso New York, NY 10027	<b>Harlem Hospital</b> (Edificio Ron Brown) 530 Lenox Avenue, 1er Piso, Sala 1061 (entrada en la 137th Street) New York, NY 10037
<b>F19 Waverly*</b> 12 West 14th Street, 4to Piso New York, NY 10011	<b>Bellevue Hospital</b> 462 First Avenue "G" Link, Planta Baja New York, NY 10016
<b>F20 Fort Greene</b> 275 Bergen Street, 1er Piso Brooklyn, NY 11217	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217
<b>F21 Williamsburg</b> 30 Thornton Street, 4to Piso Brooklyn, NY 11206	<b>Woodhull Hospital</b> 760 Broadway, Planta Baja Brooklyn, NY 11206
<b>F23 Boro Hall*</b> 45 Hoyt Street, 6to Piso Brooklyn, NY 11201	<b>Boerum Hill</b> 35 4th Avenue Brooklyn, NY 11217

\*Centros con Horarios Suplementario – 8:30 AM a 6:00 PM, lunes a viernes (hasta las 7:00 PM en días selectos) y entre 9:00 AM y 5:00 PM los sábados.

**Centros de Cupones para Alimentos de No Asistencia en Efectivo y  
Oficinas de Medicaid Correspondientes**

<b>Centro de Cupones para Alimentos</b>	<b>Oficina de Medicaid Correspondiente</b>
<b>F26 North Brooklyn</b> 500 Dekalb Avenue, 5to Piso Brooklyn, NY 11205	<b>Woodhull Hospital</b> 760 Broadway, Planta Baja Brooklyn, NY 11206
<b>F27 New Utrecht</b> 6740 4th Avenue, 1er Piso Brooklyn, NY 11220	<b>Coney Island</b> 3050 West 21st Street, 1er Piso Brooklyn, NY 11224
<b>F28 Brighton</b> 2865 West 8th Street, 1er Piso Brooklyn, NY 11224	
<b>F38 Rider</b> 305 Rider Avenue, 2do Piso Bronx, NY 10451	<b>Lincoln Hospital</b> 234 East 149th Street, Sótano, Sala B-75 Bronx, NY 10451
<b>F40 Melrose</b> 260 East 161st Street, 4to Piso Bronx, NY 10451	
<b>F44 Fordham*</b> 2551 Bainbridge Avenue, 2do piso Bronx, NY 10458	
<b>F46 Crotona</b> 1910 Monterey Avenue, 5to Piso Bronx, NY 10457	<b>Bronx Lebanon Hospital</b> 1316 Fulton Avenue, 1er Piso Bronx, NY 10456
<b>F53 Queens</b> 32-20 Northern Boulevard, 4to Piso Long Island City, NY 11101	<b>Elmhurst Hospital</b> 79-01 Broadway, Sala D4-17 Elmhurst, NY 11373
<b>F54 Jamaica*</b> 165-08 88th Avenue, 3er Piso Jamaica, NY 11432	<b>Jamaica</b> 165-08 88th Avenue, 6to Piso Jamaica, NY 11432
<b>F79 Rockaway</b> 219 Beach 59th Street, 1er Piso Rockaway, NY 11692	<b>Rockaway</b> 219 Beach 59th Street, 2do Piso Rockaway, NY 11692
<b>F99 Richmond*</b> 201 Bay Street, 1er Piso Staten Island, NY 10301	<b>Staten Island</b> 215 Bay Street Staten Island, NY 10301

\*Centros con Horarios Suplementario – 8:30 AM a 6:00 PM, lunes a viernes (hasta las 7:00 PM en días selectos) y entre 9:00 AM y 5:00 PM los sábados.

### 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
<b>Maximum Gross Monthly Income</b>	\$1,127	\$1,517	\$1,907	\$2,297	\$2,687	\$3,077	\$3,467	\$3,857	+ \$390

- These new income limits became effective October 1, 2008.
- The Maximum Gross Monthly Income limits do not apply to Food Stamp households with an elderly or disabled individual, or if everyone in your household receives SSI, TANF, or SNA, you do not need to meet any income limit.

**To file a Food Stamp application** with the Center nearest you, you may appear in person any time between the hours of 8:30 AM and 5:00 PM, Monday through Friday. Applications can be filed in person at any Food Stamp Center, or through an authorized representative. You may also mail or fax your application. To request an application and instructions on the documentation requirements and information about where to mail or fax the completed application, call Infoline at (877) 472-8411.

<b>New York City Food Stamp Centers</b> The following Food Stamp Centers are open from 8:30 AM to 5:00 PM Monday through Friday (except legal holidays)				<b>Extended Hours Centers</b> The following Centers have extended hours (except legal holidays).	
<b>Manhattan</b>	East End – F02 2322 Third Avenue 3rd Floor New York, NY 10035	Washington Heights – F13 4055 10th Avenue Lower Level New York, NY 10034	St. Nicholas – F14 132 West 125th Street 3rd Floor New York, NY 10027	Waverly – F19 12 West 14th Street 4th Floor New York, NY 10011	Monday, Wednesday, Thursday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Tuesday: 8:30 AM to 7:00 PM.
<b>Brooklyn</b>	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 4th Floor Brooklyn, NY 11206	Boro Hall – F23 45 Hoyt Street 6th Floor Brooklyn, NY 11201	
	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		
<b>Bronx</b>	Rider – F38 305 Rider Avenue, 2nd Floor Bronx, NY 10451	Melrose – F40 260 East 161st Street 4th Floor Bronx, NY 10451	Crotona – F46 1910 Monterey Avenue 5th Floor Bronx, NY 10457	Fordham – F44 2551 Bainbridge Avenue 2nd Floor Bronx, NY 10458	Monday, Tuesday, Thursday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5 PM. Wednesday: 8:30 AM to 7:00 PM.
<b>Queens</b>	Queens – F53 32-20 Northern Boulevard, 2nd Floor Long Island City, NY 11101	Rockaway – F79 219 Beach 59th Street 1st Floor Rockaway, NY 11692		Jamaica – F54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432	Monday, Tuesday, Wednesday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Thursday: 8:30 AM to 7:00 PM.
<b>Staten Island</b>				Richmond – F99 201 Bay Street 1st Floor Staten Island, NY 10301	Monday through Thursday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Friday: 8:30 AM to 7:00 PM.

\*F61 provides services by mail, phone and fax to residents in State-certified residential treatment group homes.

## 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
<b>Máximo Ingreso Bruto Mensual</b>	\$1,127	\$1,517	\$1,907	\$2,297	\$2,687	\$3,077	\$3,467	\$3,857	+ \$390

- Estos nuevos límites de ingresos entraron en vigencia el 1 de octubre, 2008.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de Cupones para Alimentos con personas ancianas o incapacitadas, o si todos en su hogar reciben SSI, TANF, o SNA, usted no tiene que reunir ningún límite de ingreso.

**Para presentar una solicitud de Cupones para Alimentos** con el Centro más cercano a usted, puede presentarse en persona a cualquier hora de 8:30 AM a 5:00 PM, de lunes a viernes. Las solicitudes se pueden presentar en persona en cualquier Centro de Cupones para Alimentos, o mediante un representante autorizado. Además usted puede enviar por correo o faxear su solicitud. Para pedir una solicitud e instrucciones para los requisitos documentales e información sobre a dónde enviar por correo o faxear la solicitud llenada, llame a la Línea Informativa (Infoline) al (877) 472-8411.

<b>Centros de Cupones para Alimentos de la Ciudad de Nueva York</b> Los siguientes Centros de Cupones para Alimentos están abiertos de 8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales).				<b>Centros Con Horarios Suplementarios</b> Los siguientes Centros tienen horario suplementario (excepto los días feriados oficiales).	
<b>Manhattan</b>	East End – F02 2322 Third Avenue 3er Piso New York, NY 10035	Washington Heights – F13 4055 10th Avenue Planta Baja New York, NY 10034	St. Nicholas – F14 132 West 125th Street 3er Piso New York, NY 10027	Waverly – F19 12 West 14th Street 4to Piso New York, NY 10011	Lunes, miércoles, jueves, viernes: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5:00 PM. Martes: 8:30 AM a 7:00 PM.
<b>Brooklyn</b>	F15 (solo SSI) 253 Schermerhorn Street 1er Piso Brooklyn, NY 11201	Ft. Greene – F20 275 Bergen Street 1er Piso Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 4to Piso Brooklyn, NY 11206	Boro Hall – F23 45 Hoyt Street 6to Piso Brooklyn, NY 11201	
	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		
<b>Bronx</b>	Rider – F38 305 Rider Avenue, 2do Piso Bronx, NY 10451	Melrose – F40 260 East 161st Street 4to Piso Bronx, NY 10451	Crotona – F46 1910 Monterey Avenue 5to Piso Bronx, NY 10457	Fordham – F44 2551 Bainbridge Avenue 2do Piso Bronx, NY 10458	Lunes, martes, jueves, viernes: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5 PM. Miércoles: 8:30 AM a 7:00 PM.
	<b>Queens</b>	Queens – F53 32-20 Northern Boulevard, 2do Piso Long Island City, NY 11101	Rockaway – F79 219 Beach 59th Street 1to Piso Rockaway, NY 11692	Jamaica – F54 165-08 88th Avenue 3er Piso Jamaica, NY 11432	
<b>Staten Island</b>				Richmond – F99 201 Bay Street 1er Piso Staten Island, NY 10301	Lunes a jueves: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5:00 PM. Viernes: 8:30 AM a 7:00 PM.

\* F61 proporciona servicios por correo, por teléfono y por fax a residentes de hogares de tratamiento en grupo autorizados por el Estado.