



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-68-OPE

REVISIONS TO THE FOOD STAMP INCOME GUIDELINES (W-138Q)

<p>Date: June 18, 2009</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #09-37-OPE for information on form W-129G.</p> <p>See PD #09-24-OPE for MARU information.</p>	<p>The purpose of this policy bulletin is to inform Non Cash Assistance Food Stamp (NCA FS) Center staff that the Food Stamp Income Guidelines (W-138Q) form has been revised.</p> <p>Form W-138Q has been revised to:</p> <ul style="list-style-type: none"> • provide applicants an address and fax number to file an application for food stamp benefits • inform applicants that a food stamp application will be considered as filed if it contains a minimum of their name, address (if they have one), and a signature (on either page 1 or page 5 of the food stamp application) • inform applicants that they may request a telephone eligibility interview if they are elderly, disabled or have a hardship that makes it difficult for them to have an in-office eligibility interview • inform applicants to review the Food Stamp Documentation Guide (W-129G) and to provide required documentation to verify food stamp eligibility factors. <p>Applicants who choose to file a food stamp application by mail are to mail the application to:</p> <p>Division of Food Stamp Services Mail Application & Referral Unit (MARU) P.O. Box 24510 Brooklyn, NY 11201</p> <p>Applicants who choose to file a food stamp application by fax are to fax the application to (718) 834-3296.</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*

NCA FS Center Managers must ensure that all previous versions of form **W-138Q** and its multilingual equivalents are removed from circulation and recycled.

A sample of the revised form is attached.

Effective Immediately

Related Items:

PD #09-24-OPE

PB #09-37-OPE

Attachments:

- | | |
|-------------------|--|
| W-138Q | Food Stamp Income Guidelines (Rev. 6/18/09) |
| W-138Q (S) | Food Stamp Income Guidelines (Spanish)
(Rev. 6/18/09) |

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

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	\$1,127	\$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. Households that incur dependent care expenses are subject to higher gross income limits.

To file a food stamp application, you may appear in person during the listed hours of operation for any of the Food Stamp Centers identified below. You may also mail your application to the **Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**, or fax your application to (718) 834-3296. Your food stamp application will be considered as filed if it contains a minimum of your name, address (if you have one), and a signature on page 1 or page 5 of the application. When your application is received, you will be contacted to schedule an eligibility interview.

If you are elderly or disabled or have a hardship such as child care, travel or work hours that make it difficult for you to have an in-office eligibility interview, you may request a telephone eligibility interview when we contact you.

Please review the enclosed Food Stamp Documentation Guide (**W-129G**), which lists some of the more common documents that can be used to verify each of the applicable eligibility factors. If you are mailing the application, please ensure that you enclose copies of all required documentation. If you plan to file the application in person, please bring originals of all required documentation. Providing the required documentation will assist us in expediting the processing of your food stamp application.

New York City Food Stamp Centers				Extended Hours Centers	
The following Food Stamp Centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays)				The following Food Stamp Centers are open from 8:30 AM to 6:00 PM, Monday through Friday and 9:00 AM to 5:00 PM on Saturday (except legal holidays)	
Manhattan	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	
Brooklyn	North Brooklyn – F26 500 Dekalb Avenue 5th Floor Brooklyn, NY 11205	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	
		New Utrecht – F27 6740 4th Avenue 1st Floor Brooklyn, NY 11220	Brighton – F28 2865 West 8th Street 1st Floor Brooklyn, NY 11224		
Bronx	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	
Queens	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	
Staten Island				Richmond – F99 201 Bay Street 1st Floor Staten Island, NY 10301	

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 los 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	\$1,127	\$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. Los hogares que incurrir en gastos por cuidado de dependientes están sujetos a límites mayores de ingreso bruto.

Para presentar una solicitud de cupones para alimentos, usted puede presentarse en persona durante el horario de trabajo para cualquiera de los Centros de Cupones para Alimentos identificados abajo. Además puede enviar su solicitud por correo a la **Division of Food Stamp Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**, o lo puede faxear al (718) 834-3296. Su solicitud de cupones para alimentos se considerará presentada si contiene como mínimo su nombre, dirección (de tenerla), y firma en la página 1 o página 5 de la solicitud. Cuando se reciba su solicitud, nos comunicaremos con usted para programar una entrevista de elegibilidad.

Si usted es anciano o incapacitado o se le dificulta presentarse a una entrevista de elegibilidad en nuestra oficina debido a cuidado infantil, transporte o a su horario de trabajo, puede solicitar una entrevista de elegibilidad telefónica cuando nos comuniquemos con usted.

Por favor repase la Guía de Documentación de Cupones para Alimentos (**W-129G [S]**), adjunta que lista algunos de los documentos más comunes que se pueden utilizar para verificar cada uno de los factores de elegibilidad que corresponden. Si usted va a enviar por correo su solicitud, favor de asegurarse de adjuntar copias de todos los documentos solicitados. Si piensa presentar la solicitud en persona, favor de traer originales de toda la documentación solicitada. El proporcionar la documentación solicitada permitirá acelerar el trámite de solicitud de cupones para alimentos.

Centros de Cupones para Alimentos de la Ciudad de Nueva York				Centros Con Horarios Suplementarios	
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)				Los siguientes Centros de Cupones para Alimentos están abiertos de 8:30 AM a 6:00 PM, de lunes a viernes y de 9:00 AM a 5:00 PM el Sábado (excepto los días feriados oficiales)	
Manhattan	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	
Brooklyn	North Brooklyn – F26 500 Dekalb Avenue 5to Piso Brooklyn, NY 11205	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	
		New Utrecht – F27 6740 4th Avenue 1er Piso Brooklyn, NY 11220	Brighton – F28 2865 West 8th Street 1er Piso Brooklyn, NY 11224		
Bronx	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	
Queens	Queens – F53 32-20 Northern Boulevard 2do Piso Long Island City, NY 11101	Rockaway – F79 219 Beach 59th Street 1er Piso Rockaway, NY 11692		Jamaica – F54 165-08 88th Avenue 3er Piso Jamaica, NY 11432	
Staten Island				Richmond – F99 201 Bay Street 1er Piso Staten Island, NY 10301	