

OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN # 23-38-OPE

REVISIONS TO THE MANDATED POSTER AND SIGNAGE LIST FOR HRA BENEFITS ACCESS CENTERS (M-98C) AND MANDATED POSTER AND SIGNAGE LIST FOR NON-CASH ASSISTANCE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (NCA SNAP) CENTERS (M-98D)

Date:	Subtonio(a):
July 13, 2023	Subtopic(s): Forms/Posters
July 13, 2023	1 Offish Osters
Revisions to the M-98c	The purpose of this policy bulletin is to inform Benefits Access Center (BAC) and Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the "Mandated Poster and Signage List for HRA Benefits Access Centers" (M-98c) and "Mandated Poster and Signage List for Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers" (M-98d) have been revised.
and M-98d	The "And Justice For All" (AD-475-B [E-S]) poster date was changed to 07/2019.
	For the "Filing an Application" (FIA-7 [E]) and (FIA-7 [S]) posters, the word "HRA" was added to the description.
	The "Cash Assistance Additional Allowances" (FIA-12 [E]) poster date was changed to 3/2020.
	The "Applications Are Available" (FIA-42 [E]) and (FIA-42 [S]) are obsolete.
	The "HRA Central Complaint Unit" (POST-147 [MLF]) poster date was changed to 9/22.
	"You Can Apply Here for Health Insurance. Ask to See a Certified Application Counselor to Start Your Application Today!" (POST-156 [MLF]) is obsolete.
	"Get More at NYC's Farmer's Markets! (Health Bucks)" (POST-172 [E]) and (POST-172 [S]) are obsolete.

All previous versions of the **M-98c** and **M-98d** must be removed and recycled.

A sample of the revised **M-98c** and **M-98d** are attached.

Effective Immediately

Attachments:

M-98c Mandated Poster and Signage List for HRA Benefits

Access Centers (Rev. 07/13/2023)

M-98d Mandated Poster and Signage List for Non-Cash

Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Centers (Rev. 07/13/2023)



Family Independence Administration

Mandated Poster and Signage List for HRA Benefits Access Centers

The following is a list of posters/signage required to be displayed in HRA Benefits Access Centers. Most posters/signage are available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. Note: Posters/signage is acceptable only if the poster is designed that way. Only employee mandated signs are required at Centralized Rent Processing Unit (CRPU), RAR/HVN Center 90 locations, and Special Projects Center #80.

				Identification				
Item	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
_	And Justice For All	Prohibits discrimination in U.S. Department USDA	USDA	AD-475-B (E-S)	07/19	Federal	Prominently displayed and in 11 X 16	11 X 16
		of Agriculture-related activity.				regulation 7CFR	regulation 7CFR all applicant/participant	
						272.6(f)(2)	waiting areas	
7	Resolving a Problem	Suggests alternatives to having a Fair Hearing.	FIA	FIA-1 (E-S)	11/09	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	14 X 8 ½
က	Filing an Application	es of HRA programs for which one	FIA	FIA-7 (E)	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	14 X 8 ½
4	Filing an Application	Lists types of HRA programs for which one can apply (Spanish).	F A	F[A-7 (\$))	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	14 X 8 ½
5 a.	Supplemental Nutrition Assistance Program (SNAP) Information	Provides general information pertaining to L SNAP program.	4FM	FIA 8 (E)	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	8 ½ X 14
6 a.	Supplemental Nutrition Assistance Program (SNAP) Information	Provides general information pertaining d SNAP program (Spanish).	FIALL V	F A-8 (S)	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	8 ½ X 14
7	Expedited SNAP Benefits	Lists eligibility requirements to receive SNAP benefits within five days.	FIA	FIA-9 (E-S)	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	8 ½ X 14
8	What You Should Know If You Have An Emergency	What You Should Know If You Have Gives examples of what qualifies as an An Emergency.	FIA	FIA-10 (E)	8/10	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	8 ½ X 14
<u></u>	What You Should Know If You Have An Emergency	What You Should Know If You Have Gives examples of what qualifies as an An Emergency (Spanish).	FIA	FIA-10 (S)	8/10	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	8 ½ X 14
10	HRA Notice to Applicants	Notice about HRA's ability to assist with obtaining eligibility verification.	FIA	FIA-11 (E-S)	03/13	Reynolds lawsuit	Reynolds lawsuit Prominently displayed	14 X 8 ½
-	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance.	FIA	FIA-12 (E)*	03/20	Brown lawsuit	All applicant/participant waiting areas	11 X 17
12	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance (Spanish).	FIA	FIA-12 (S)*	03/13	Brown lawsuit	All applicant/participant waiting areas	11 X 17
Mist be	Must be appointed * Cappot be printed from Print On Demand	n Demand						

a. Must be annotated. * Cannot be printed from Print On Demand



The following is a list of posters/signage required to be displayed in HRA Benefits Access Centers. Most posters/signage are available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant

waiting ar	ing is a fact of posters singlined to be used; ease, as noted below. Note: Posters/signs with skine poster is a color poster, it must be display.	The content of posterior granter of the content of	SP after the identific red at Centralized R.	tern Ligitarian operation cation number. Displayin ent Processing Unit (CRP	ig black and white	versions of posters versions of posters ter 90 locations, and	s/signage is acceptable only if the Special Projects Center #80.	poster is designed that
Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
13	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions.	FIA	FIA-33 (E)	8/19/09	<u>Piron</u> lawsuit	Prominently displayed	11 X 17
4	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions (Spanish).	FIA	FIA-33 (S)	8/19/09	<u>Piron</u> lawsuit	Prominently displayed	11 X 17
15	Attention Single Parents on Public Assistance	Provides information on getting assigned to education or training as a work activity.	MAIN I	FIA-43 (E)	8/14/09	<u>Davila</u> lawsuit	Prominently displayed	11 X 17
16	Attention Single Parents on Public Assistance	Provides information on getting assigned to education or training as a work activity (Spanish).	Filh	FIA-43 (S)	8/14/09	<u>Davila</u> lawsuit	Prominently displayed	11 X 17
17	SNAP Right to File	Provides information about application processing timeframes and the application filling rights for SNAP benefits.	NYS OTDA/	LDSS-4995 (E-S)	2/16	NYS OTDA	Prominently displayed and in all applicant/participant waiting areas	8 ½ X 14
18	Will You Receive Supplemental Nutrition Assistance Program (SNAP) After Cash Assistance Ends?	Provides information on receiving SNAP benefits after Cash Assistance ends.	NYS OTDA	LDSS-4996 (E)	2/16	NYS OTDA	Prominently displayed and in all applicant/participant waiting areas	8 ½ X 14
19	Will You Receive Supplemental Nutrition Assistance Program (SNAP) After Cash Assistance Ends?	Provides information on receiving SNAP benefits after Cash Assistance ends (Spanish).	NYS OTDA	LDSS-4996-SP	2/16	NYS OTDA	Prominently displayed and in all applicant/participant waiting areas	8 ½ X 14
20	What Are My Rights?	Informs applicant/participants that they have rights to.	NYS OTDA	LDSS-5208	8/22	NYS OTDA	Must be displayed in all BAC, 8 ½ X 11 SNAP and HASA waiting areas	8 ½ X 11
21	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedure	Supplemental Nutrition Assistance How to file a complaint concerning SNAP Program (SNAP) Benefits Complaint processing standards and/or services. Procedure	NYS OTDA	PSS-8036	2/16	NYS OTDA	Prominently displayed and in 14 X 8 ½ all applicant/participant waiting areas	14 X 8 ½

Family Independence Administration

Mandated Poster and Signage List for HRA Benefits Access Centers

The following is a list of posters/signage required to be displayed in HRA Benefits Access Centers. Most posters/signage are available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. Note: Posters/signs with separate Spanish translation are identified with an (S) or SP after the identification number. Displaying black and white versions of posters/signs with separate Spanish translation are identified with an (S) or SP after the identification number. Displaying black and white versions of posters/signage is acceptable only if the poster is a color poster, it must be displayed that way. Only employee mandated signs are required at Centralized Rent Processing Unit (CRPU), RAR/HVN Center 90 locations, and Special Projects Center #80.

ltem	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
22	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedure	Supplemental Nutrition Assistance How to file a complaint concerning SNAP Program (SNAP) Benefits Complaint processing standards and/or services Procedure (Spanish).	NYS OTDA	LDSS-8036-SP	2/16	NYS OTDA	Prominently displayed and in 14 X 8 1/3 all applicant/participant waiting areas	14 X 8 ½
23	INFOLINE	Provides the Infoline telephone number for HRA-related program information. Provides 311 as the number to call for information about other city agencies.	for OCS	POST-98 (MLF)	12/17	Local Law 73	All applicant/participant waiting areas	12 X 18
24	NYS Agency-Based Voter Registration	Identifies Centers as a voter registration site.	NYS Board of	POST-(01 (MLF)	No D ate	New York State Felection Law	Prominently displayed	18 X 24
25	HRA Central Complaint Unit	Advises the public how to file a complaint $/$ about any HRA program.	// \\ spp/	POST-747 (MLF)	09/22	HRA policy	Prominently displayed	13 X 19
56	You Can Now Drop Off Documents for Your Medicaid Case at SNAP and Job Centers	Informs applicants/participants that they can drop off documents for Medicard cases at all SNAP and Job Centers.	HRA [] [V	POST-155 (MLF)	06/17	HRA Policy	Prominently displayed	13 X 19
27	Put Them To Bed As If Their Life Depends On It	Sleep Safe Campaign promotes ways babies should be put to bed to reduce the occurrence of Sudden Infant Death Syndrome (SIDS).	NYC ACS	POST-163 (E)	No Date	HRA policy	All applicant/participant waiting areas	11 X 17
28	Put Them To Bed As If Their Life Depends On It	Sleep Safe Campaign promotes ways babies should be put to bed to reduce the occurrence of Sudden Infant Death Syndrome (SIDS) (Spanish).	NYC DOHMH/ POST-163 (S)	POST-163 (S)	No Date	HRA policy	All applicant/participant waiting areas	11 X 17
29 f.	Document Submission Scanning Instructions	Provides information on how to scan documents at self-scanning machines.	USDA	POST-165 (MLF)*	11/2016	FIA/OER 8	Scanning areas (BAC and SNAP only)	24 X 36
30	Have HIV? Need Help?	Informs applicants/participants that they may be eligible for housing assistance and other services through HASA even if they have no HIV-related illnesses.	HASA	POST-166 (MLF)	09/17	HRA policy	All applicant/participant waiting areas	13 X 19
f. Must be	f. Must be affixed to wall or in frames above self-scanners, where applicable.	where applicable. * Cannot be printed from Print On Demand.	rint On Demand.					



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way. If the	e poster is a color poster, it must be displaye	way. If the poster is a color poster, it must be displayed that way. Only employee mandated signs are required at Centralized Rent Processing Unit (CRPU), RAR/HVN Center 90 locations, and Special Projects Center #80.	iired at Centralized Ke	ant Processing Unit (CKP)	U), RAR/HVN Cer	iter 90 locations, and	special Projects Center #80.	
ltem	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
31	Blow the Whistle on Medicaid Fraud	Encourages the reporting of suspected Medicaid fraud.	NYS DOH/ Office of Medicaid Inspector General	POST-170 (E)	No Date	HRA policy	Prominently displayed or waiting areas.	11 X 17
32	Blow the Whistle on Medicaid Fraud	Blow the Whistle on Medicaid Fraud Encourages the reporting of suspected Medicaid fraud (Spanish).	NYS DOH/ Office of Medicaid Inspection General	POST-170 (S)	No Date	HRA policy	Prominently displayed or waiting areas.	11 X 17
33	What is WIC?	Promotes the Special Supplemental Nutrition Program for Women, Infants/and/Children (WIC). This State-administered public health program helps ensure mothers and children stay healthy.	WYS DOH	POST=171 (#)	2/14	HRA policy	All applicant/participant waiting areas	11 X 17
34	Source of Income Discrimination	Advises that it is unlawful for brokers/landlords to discriminate against a potential renter due to their income being government assistance. Provides information about how to report this discrimination to the DSS.	DSS	POST-203 (MLF)	9/22	OLA policy	Prominently displayed or waiting areas.	18 × 24
35	Safe Storage. Safe Kids.	To prevent accidental overdoses, encourages adults to store potentially dangerous medication out of reach of children and to safely dispose of medication. Provides the Poison Control Center telephone number.	NYC ACS	POST-206 (E)	No Date	DSS policy	All applicant/participant waiting areas	11×17
36	Safe Storage. Safe Kids.	To prevent accidental overdoses, encourages adults to store potentially dangerous medication out of reach of children and to safely dispose of medication. Provides the Poison Control Center telephone number. (Spanish)	NYC ACS	POST-206 (S)	No Date	DSS policy	All applicant/participant waiting areas	11×17



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way. If the poster is a color poster, it must be displayed that way. Only employee mandated signs are	e poster is a color poster, it must be display	way. If the poster is a color poster, it must be displayed that way. Only employee mandated signs are required at Centralized Rent Processing Unit (CRPU), RAR/HVN Center 90 locations, and Special Projects Center #80.	ed at Centralized Re	ant Processing Unit (CRP	U), RAR/HVN Cei	nter 90 locations, and	required at Centralized Rent Processing Unit (CRPU), RAR/HVN Center 90 locations, and Special Projects Center #80.	5
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37	Know Something Rotten in City Government?	NYC Department of Investigation's Corruption Campaign. Promotes helping combat corruption in city government by reporting it to DOI.	NYC DOI	POST-263 (E)	No Date	DSS	Prominently displayed	11.5 X 17.5
38	Keep The Heat On With HEAP	Home Energy Assistance Program (HEAP) helps low-income New Yorkers pay for their energy bills. If your bills are more than you can handle, HEAP may be able formal you heat your home.	NYS OTDA	PUB-5007*	05/17	FIA policy	Prominently displayed	11 X 17
36	Keep The Heat On With HEAP	Home Energy Assistance Program (HEAP)) helps low-income New Yorkers pay for their energy bills. If your bills are more than you can handle, HEAP may be able to nelp you heat your home (Spanish).	NINS	P UB-5607-SP*	05/17	FIA policy	Prominently displayed	11 X 17
40	Stop Elder Abuse	Encourages the public to report elder abuse NYS OCFS by calling APS, 311 or online.		Pub. 5132P	1/2012	NYS OCFS/ APS	Prominently displayed	11 X 17
41	Stop Elder Abuse	Encourages the public to report elder abuse NYS OCFS by calling APS, 311 or online (Spanish).		Pub. 5132P-S	1/2012	NYS OCFS/ APS	Prominently displayed	11 X 17

FIA Employee Posters at HRA Benefits Access Centers

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
42 f.	Equal Employment Opportunity is	Discusses EEO law as it applies to	NYS DOL	EEOC-P/E-1*	11/09	EEO Law	Prominently displayed in	11 X 17
	The Law	employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal funding.					employee lounges or on employee bulletin boards	
43 f .	You Talk, We Listen	The City of New York offers its employees a confidential program through the concerned mental health professionals of the New York City Employee Assistance Program (NYC EAP).	EAP	EAP-318*	No Date	HRA policy	Prominently displayed in employee lounges/bulletin boards	12 X 18
44	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplabe Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	GSS C	POST-95 (E)*	12/2015	HRA Policy	Prominently displayed in employee lounges or on employee bulletin boards	11 X 17
45	New York State Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	Baldsan	PÖST-100 (Ë-S)	No Date	EEO Law and DCAS	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ × 11
46	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	EEO	POST-124 (E)*	No Date	EEO Law and NYC Commission on Human Rights	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
47	Notice – Sexual Harassment Policy	Provides important information about the rights of employees who are injured or suffer an occupational disease while working.	EEO	POST-125 (E)	2/15	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
48	EEO is the Law	Provides employees with the address and telephone numberto use for information and assistance if they have been discriminated against.	EEO	POST-125a (E)	10/17	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
f. Must be	f. Must be affixed to wall or in frames above self-scanners, where applicable.	, where applicable. * Cannot be printed from Print On Demand	int On Demand					



Family Independence Administration

Mandated Poster and Signage List for HRA Benefits Access Centers

FIA Employee Posters at HRA Benefits Access Centers (continued)

_		1	Т	ı	T	1	T
	Poster Dimensions	8 ½ × 11	8 ½ × 11	11 X 17	8 ½ X 11	8 ½ X 14	8 ½ X 14
	Location in Center	Prominently displayed in employee lounges or on employee bulletin boards	Prominently displayed in employee lounges or on employee bulletin boards	Display above bins that are used for the disposal of confidential materials	Prominently displayed in employee lounges or on employee bulletin boards	Prominently displayed in employee lounges or on employee bulletin boards	Prominently displayed in employee lounges or on employee bulletin boards
	Mandated by	ЕЕО	NYS OTDA	FIA policy	Article 23-A	Local Law 95	Local Law 95
	Poster Date	2/15	May 2022	No Date	No Date	No Date	No Date
Identification	Number	POST-125b (E)	POST-160 (E)	POST-769 (Æ)	POST-194(€)	POST-221 (E)	POST-221 (S)
	Produced by	ЕЕО	U.S. Department of Labor (VETS)	HRA	NY\$ Department/of Laber	NYS Commission of Human Rights	NYS Commission of Human Rights
	Description	Notice – Reasonable Accomodations Provides information about work-related modifications or adjustments that can be made that promote equal employment opportunity.	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	Explanation of the proper use for the bins in Benefits Access Centers and NCA SNAP Centers that are designated for recycling confidential material only.	This poster explains the LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES.	Explains that all employers are required to NYS provide written notice of employees' rights Comunder the Human Rights Law both in the form of a displayed poster and as an information sheet distributed to individual employees at the time of hire.	Stop Sexual Harassment Act Notice Explains that all employers are required to NYS provide written notice of employees' rights Comunder the Human Rights Law both in the form of a displayed poster and as an information sheet distributed to individual employees at the time of hire.
	Title/Subject	Notice – Reasonable Accomodations	Your Rights Under USERRA	Confidential Document Bin Poster	New York Correction Law - Article 23-A	Stop Sexual Harassment Act Notice	Stop Sexual Harassment Act Notice
	ltem	49	50	51	52	53	54





FIA Employee Posters at HRA Benefits Access Centers (continued)

				Identification				
	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
	Labor Law Information Relating to	The New York State Public Employee	NYS	POST-248	7/17	NYS Public	Prominently displayed in	11 X 17
	Public Employees Job Safety &	Safety and Health Act of 1980 provides job Department of	Department of			Employee	employee lounges or on	
	Health Protection	safety and health protection for workers	Labor			Safety and	employee bulletin boards	
		through the promotion of safe and healthful				Health Act of		
		working conditions throughout the State.				1980		
	Notice of Compliance, Worker's	Provides important information about the	NYS Workers' C-105 (E-S)		4/09	NYS Workers'	Prominently displayed in	8 ½ X 11
	Compensation Law	rights of employees who are injured or	Compensation			Compensation	employee lounges or on	
		suffer an occupational disease while	Board			Law	employee bulletin boards	
		working.						
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Item	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Dimensions
-	And Justice For All	Prohibits discrimination in U.S. Department of Agriculture-related activity.	USDA	(6	7/19	Federal regulation 7CFR 272.6(f)(2)	Federal Prominently displayed and in all regulation 7CFR applicant/participant waiting 272.6(f)(2)	11 X 16
2	Filing an Application	Lists types of HRA programs for which one can apply.	FIA	FIA-7 (E)	3/13	FIA policy	Prominently displayed	14 X 8 ½
က	Filing an Application	Lists types of HRA programs for which one can apply (Spanish).	FIA	FIA-7 (S)	3/13	FIA policy	Prominently displayed	14 X 8 ½
4 a .	SNAP Information	Provides general information pertaining to SNAP program.	FIA [FIA-8 (E)	3/13	FIA policy	Prominently displayed	8 ½ X 14
5 a.	SNAP Information	Provides general information perfairing to SNAP program (Spanish).	FIM W	FIA-8 (S)	3/13	FIA policy	Prominently displayed	8 ½ X 14
9	Expedited SNAP Benefits	Lists eligibility requirements to recieve SNAP benefits within five days.		FIA-9 (E-S)	3/13	FIA policy	Prominently displayed	8 ½ X 14
7	HRA Notice to Applicants	Notice of HRA assistance in obtaining eligibility verification.	FIA	/FIA-11 (E-S)	3/13	FIA policy	Prominently displayed	14 X 8 ½
8	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Heafing decisions.	FIA	FIA-33 (E)	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
o	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing FIA decisions (Spanish).	FIA	FIA-33 (S)	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
10	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	Informs participants of the various ways to recertify for SNAP benefits.	FIA	FIA-78 (E)*	11/13	FIA policy	All applicant/participant waiting areas	11 X 17
11	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	Informs participants of the various ways to recertify for SNAP benefits (Spanish).	FIA	FIA-78 (S)*	11/13	FIA policy	All applicant/participant waiting areas	11 X 17

* Cannot be printed from Print On Demand. a. Must be annotated.



				Identification				Poster
Item	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Dimensions
12	You Can Now Apply for Supplemental Nutrition Assistance Program (SNAP) Benefits Online	Advises applicants that ACCESS HRA can be used to apply for SNAP benefits, check case information, submit a recertification for SNAP or CA, and manage benefits using the ACCESS HRA mobile app.	FIA	POST-89 (MLF)*	No Date	FIA policy	All applicant/participant waiting areas	11 X 17
13	INFOLINE	e Infoline telephone number ated program information. 1 as the number to call for about other city agencies.	SOO	POST-98 (MLF)	12/17	Local Law 73	All applicant/participant waiting areas	12 X 18
14	NYS Agency-Based Voter Registration	5	NVS Board of Elections	PØST-104 (ML)	No Date	New York State Election Law	New York State Prominently displayed Election Law	18 X 24
15	HRA Central Complaint Unit (Multi- Language)	Advises the public how to file a domplaint about any HRA program.	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	PØST-147 (MLF)	09/22	HRA policy	Prominently displayed	13 X 19
16	You Can Now Drop Off Documents for Your Medicaid Case at SNAP and Job Centers (Multi-Language)	Informs applicants/participants that they can drop off documents for Medicaid cases at all SNAP and Job Centers.)OST-11\$5 (MLF)	06/17	HRA policy	Prominently displayed	13 X 19
17	Put Them To Bed As If Their Life Depends On It	Sleep Safe Campaign: promotes ways NYC DOP babies should be put to bed to reduce the NYC ACS occurrence of Sudden Infant Death Syndrome (SIDS).	NYC DOHMH/ POST-163 (E)		No Date	HRA policy	All applicant/participant waiting 11 X 17 areas	11 X 17
18	Put Them To Bed As If Their Life Depends On It	Sleep Safe Campaign: promotes ways NYC DOH babies should be put to bed to reduce the NYC ACS occurrence of Sudden Infant Death Syndrome (SIDS) (Spanish).	NYC DOHMH/ POST-163 (S)		No Date	HRA policy	All applicant/participant waiting areas	11 X 17
19 f.	9 f. Document Submission Scanning Instructions	Provides information on how to scan documents at self-scanning machines.	USDA	POST-165 (MLF)	11/2016	FIA/OER	Scanning area (BAC and SNAP 24 X 36 only)	24 X 36

f. Must be affixed to wall.

<u> </u>	process in many carpy or many			Identification				Poster
-	Fitle/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Dimensions
Have HIV? Need Help?	Veed Help?	Informs applicants/participants that they may be eligible for housing assistance and other services through the HIV/AIDS Services Administration (HASA) even if they have no HIV-related illnesses.	HASA	(- F)	09/17	HRA policy	All applicant/participant waiting areas	13 X 19
Blow the W	Blow the Whistle on Medicaid Fraud	Encourages the reporting of suspected Medicaid fraud.	NYS DOH/ Office of Medicaid Inspector General	POST-170 (E)	No Date	HRA policy	Prominently displayed or waiting rooms	11 X 17
Blow the M	Blow the Whistle on Medicaid Fraud	Encourages the reporting of suspected Medicaid fraud (Spanish).	NYS DOH/ Office of Medicalid Inspector General	PO (S)	No Date	HRA policy	Prominently displayed or waiting rooms	11 X 17
What is WIC?	IIC?	Promotes the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). This State- administered public health program helps ensure mothers and children stay healthy.	NYS DÖHÜ	POST-L71 (E)	2/14	HRA policy	All applicant/participant waiting areas	11 × 17
Source of	Source of Income Discrimination	Advises that it is unlawful for brokers/landlords to discriminate against a potential renter due to their income being government assistance. Provides information about how to report this discrimination to the DSS.	DSS	POST-203 (MLF)	9/22	OLA policy	Prominently displayed or waiting areas	18 × 24
Safe Stor	Safe Storage. Safe Kids.	To prevent accidental overdoses, encourages adults to store potentially dangerous medication out of reach of children and to safely dispose of medication. Provides the Poison Control Center telephone number.	NYC DOHMH/	POST-206 (E)	No Date	DSS policy	All applicant/participant waiting areas	11 X 17



2		:	:	Identification	, ,	:		Poster
Item	Title/Subject	Description		Number	Poster Date	Mandated by	n in Center	Dimensions
26	Safe Storage. Safe Kids.	To prevent accidental overdoses, encourages adults to store potentially dangerous medication out of reach of children and to safely dispose of medication. Provides the Poison Control Center telephone number.	NYC DOHMH/	POST-206 (S)	No Date	DSS policy	Waiting areas	11 X 17
27 f.	SNAP Conferences	Promotes requesting a conference with a SNAP supervisor to review decisions made concerning your SNAP benefits or case.	FIA/SNAP	POST-214 (MLF)	No Date	FIA policy	All applicant/participant waiting areas	18 X 24
28	Know Something Rotten in City Government?	NYC Department of Investigation's Corruption Campaign. Promotes/helping combat corruption in city government by reporting it to DOI.	NYGDOI	POST-263 (E)	No Date	DSS	Prominently displayed	11.5 X 17.5
29	Keep The Heat On With HEAP	HEAP (Home Energy Assistance Program) helps low-income New Yorke's pay for their heating bills. If your bills after more than you can handle, HEAP may be able to help you heat your home.	NYS-OTO-A	PUB-5007+	5/17	FIA policy	Prominently displayed	11 X 17
30	Keep The Heat On With HEAP	HEAP (Home Energy Assistance Program) helps low-income New Yorkers pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home (Spanish).	NYS OTDA	PUB-5007-SP*	5/17	FIA policy	Prominently displayed	11 X 17
31	Stop Elder Abuse	Encourages the public to report elder abuse by calling APS, 311 or online.		PUB-5132P	1/2012	NYS OCFS/ APS	Prominently displayed	11 X 17
32	32 Stop Elder Abuse	Encourages the public to report elder abuse by calling APS, 311 or online (Spanish).	NYS OCFS	PUB-5132P-SP	1/2012	NYS OCFS/ APS	Prominently displayed	11 X 17

f. Must be affixed to wall.

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. Note: Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black and white versions of posters/signage is acceptable only if the poster is designed that way. If the poster is a color poster, it must be displayed that way. Only employee mandated signs are required at SNAP Telephone Interview Processing Services (TIPS) locations.

				Identification				Poster
Item	Title/Subject	Description	Produced by	Number	Poster Date	Mandated by	Location in Center	Dimensions
33	SNAP Right to File	lication	NYS OTDA	LDSS-4995 (E-S)	2/16	NYS OTDA	Prominently displayed and in all	8 ½ X 14
		processing timeframes and the application filling rights for SNAP benefits.					applicant/participant waiting areas	
34	Will You Still Receive Supplemental	Provides information about receiving	NYS OTDA	LDSS-4996	2/16	NYS OTDA	Prominently displayed and in all 8 1/2 X 14	8 ½ X 14
	Nutrition Assistance Program (SNAP) After Cash Assistance	SNAP benefits after Cash Assistance ends.					applicant/participant waiting areas	
35	Will You Still Receive Supplemental		NYS OTDA	LDSS-4996-SP	2/16	NYS OTDA	Prominently displayed and in all 8 1/2 X 14	8 ½ X 14
	Nutrition Assistance Program	SNAP benefits after Cash Assistance					applicant/participant waiting	
	(SNAP) After Cash Assistance	ends (Spanish).					areas	
36	Supplemental Nutrition Assistance	MAP	NAGTO SYN	TD85-8036	2/16	NYS OTDA	Prominently displayed and in all 14 X 8 1/2	14 X 8 ½
	Program (SNAP) Benefits Complaint	Program (SNAP) Benefits Complaint processing standards and/or services.					applicant/participant waiting	
	Flocedure							
37	Supplemental Nutrition Assisitance	How to file a complaint concerning SNAP	NYS-OTDA \	LD\$\$-80 36- \$P	2/16	NYS OTDA	Prominently displayed and in all	14 X 8 ½
	Program (SNAP) Benefits Complaint	Program (SNAP) Benefits Complaint processing standards and/or services					applicant/participant waiting	
0	alincedule							
38	Notice of Compliance, Workers'	mation about the		C-105 (E-S)	04/09	NYS Workers'	_	11 X 17
	Compensation Law	٦	Compensation			Compensation	employee lounges or on	
		occupational disease while	Board Law			Law	employee bulletin boards	
		working.						
39 f.	You Talk, We Listen		EAP	EAP-318*	No Date	HRA policy	Prominently displayed in	12 X 18
		employees a confidential program					employee lounges or on	
		through the concerned mental health					employee bulletin boards	
		professionals of the New York City						
		Employee Assistance Program (NYC FAD)						
40	Six-Month Reporting Rules for Non	des information to staff on the six-	FIA	FIA-53*	6/13	FIA policy	Prominently displayed in	13 X 19
!	Cash Assistance (NCA)	r NCA SNAP						
	Supplemental Nutrition Assistance	cases with earned income.					employee bulletin boards	
	Program (SNAP) Households with							
	Earned Income							
f Must be	f Must be affixed to wall * Cannot be printed from Print On Demand	t On Demand						

f. Must be affixed to wall. * Cannot be printed from Print On Demand.



The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. Note: Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black and white versions of posters/signage is acceptable only if the poster is designed that way. If the poster is a color poster, it must be displayed that way. Only employee mandated signs are required at SNAP Telephone Interview Processing Services (TIPS) locations.

FIA Employee Posters

ltem	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
14	Budgeting SSI/SSA Income for Supplemental Nutrition Assistance Program (SNAP)	ff on for SNAP	FIA		6/13	FIA policy	Prominently displayed in employee lounges or on employee bulletin boards	13 X 19
42	Budgeting Employment Income for Supplemental Nutrition Assistance Program (SNAP)	Provides information to staff on budgeting employment income for SNAP benefits.	FIA	FIA-53B*	6/13	FIA policy	Prominently displayed in employee lounges or on employee bulletin boards	13 X 19
£43	Equal Employment Opportunity is The Law	Discusses EEO law as it applies for employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal funding.	Tod & NV	EEOO-PIE-14	11/09	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	11 X 17
44	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplace Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	SSP.	POST-95 (E)*	12/2015	HRA policy	Prominently displayed in employee lounges or on employee bulletin boards	11 X 17
45	New York State Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	NYS OTDA	POST-100 (E-S)	No Date	DCAS	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
46	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	EEO	POST-124*	No Date	EEO Law and NYC Commission on Human Rights	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11



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FIA Employee Posters (continued)

tem mean	Title/Subject	Description	Produced by	Identification	Poster Date	Mandated by	Location in Genter	Poster
47	Notice – Sexual Harassment Policy	Explains sexual harassment and provides EEO contact information for victims of sexual harassment.			2/15	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
48	EEO is the Law	Provides employees with the address and EEO telephone number to use for information and assistance if they have been discriminated against.		POST-125a (E)	10/17	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ × 11
49	Notice – Reasonable Accomodation Provides information ab modifications or adjustm made that promote equal opportunity.	out work-related hents that can be al employment	EFF	PØST-1(Z5D (E)	2/15	EEO Law	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
20	Your Rights Under USERRA	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	U.S. Department of Labor (VETS)	081-160	05/22	NYS OTDA	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
51	Confidential Document Bin Poster	ne bins nters	HRA	POST-169 (E)	No Date	FIA policy	Display above bins that are used for the disposal of confidential materials	11 × 17
52	New York Correction Law - Article 23 A	New York Correction Law - Article 23 This poster explains the LICENSURE NYS A AND EMPLOYMENT OF PERSONS Depar PREVIOUSLY CONVICTED OF ONE OR Labor MORE CRIMINAL OFFENSES.	tment of	POST-194 (E)	No Date	Article 23-A	Prominently displayed in employee lounges or on employee bulletin boards	8 ½ X 11
* Cannot be	Cannot be printed from Print On Demand.]



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FIA Employee Posters (continued)

#em	T#le/Subject	Description	Produced by	Identification	Poster Date	Mandated by	- Coation in Center	Poster
53	Stop Sexual Harassment Act Notice	ers are required	NYS	POST-221 (E)	No Date	Local Law 95	Prominently displayed in	8 1/2 X 14
	-	to provide written notice of employees'	Commission of				employee lounges or on	
		rights under the Human Rights Law both Human Rights	Human Rights				employee bulletin boards	
		in the form of a displayed poster and as						
		an information sheet distributed to						
		individual employees at the time of hire.						
54	Stop Sexual Harassment Act Notice	Stop Sexual Harassment Act Notice Explains that all employers are required	NYS	POST-221 (S)	No Date	Local Law 95	Prominently displayed in	8 ½ X 14
	(Spanish)	to provide written notice of employees	Commission of				employee lounges or on	
		rights under the Human Rights Law both	Human Rights				employee bulletin boards	
		in the form of a displayed poster and as						
		an information sheet distributed to						
		individual employees at the time of hire.						
55	Labor Law Information Relating to	The New York State Public Employee	NYS //	POST-248	7/17	NYS Public	Prominently displayed in	11 X 17
	Public Employees Job Safety &	Safety and Health Act of 1980 provides/	Department of			Employee	employee lounges or on	
	Health Protection	job safety and health protection for	Labor C]		Safety and	employee bulletin boards	
		workers through the promotion of safe				Health Act of		
		and healthful working conditions				1980		
		throughout the State.						