



# FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner  
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner  
Office of Procedures

## POLICY BULLETIN #05-25-OPE

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

Date: January 31, 2005	Subtopic(s): Forms
<input checked="" type="checkbox"/> This procedure can now be accessed on the FIAweb.	<p>The purpose of this policy bulletin is to inform staff that the Food Stamp Income Guidelines form (<b>W-138Q</b>) has been revised to reflect the current maximum gross monthly income adjustments that became effective October 1, 2004, and to update the listing of Non-Public Assistance Food Stamp Office locations.</p> <p>The following revisions have been made to form <b>W-138Q</b>:</p> <ul style="list-style-type: none"><li>• A row titled "Maximum Monthly Gross Income (60+/disabled)" was added with an arrow pointing to the footnote: "The Maximum Monthly Gross Income (60+/disabled) category applies if you or a member of your household is age 60 or over, or meets certain disability criteria."</li><li>• The sentence: "If you wish to make a telephone appointment, call InfoLine at (877) 471-8411 for the telephone number of the nearest Food Stamp Office" was inserted.</li><li>• All telephone numbers for Food Stamp Office locations were deleted from the form. Individuals must now call the HRA InfoLine for the telephone number of the nearest Food Stamp Office.</li><li>• The Yorkville (F19) Food Stamp Office at 225 East 34th Street closed and was removed from the form. The F19 reopened on the second floor of the Waverly Job Center located at 12 West 14th Street. The new address was added to the form.</li><li>• The Concourse (F45) Food Stamp Office in the Bronx closed in December 2004 and was removed from the form.</li><li>• The St. George/Richmond (F51/F99) Food Stamp Office moved from 444 St. Marks Place, to 201 Bay Street, first floor, in Staten Island and this address change is noted on the form</li></ul>

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*

Center Directors must ensure that all previous versions of forms **W-138Q** are removed from circulation and recycled.

Samples of the revised forms have been attached.

*Effective Immediately*

Please use Print on Demand to obtain copies of forms.

**Attachments:**

- W-138Q** Food Stamp Income Guidelines (Rev. 1/31/05)
- W-138Q (S)** Food Stamp Income Guidelines (Spanish) (Rev. 1/31/05)

### 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	\$1,009	\$1,354	\$1,698	\$2,043	\$2,387	\$2,732	\$3,076	\$3,421	+345
Maximum Monthly Gross Income (60+/ <i>disabled</i> )	\$1,251	\$1,718	\$2,155	\$2,592	\$3,030	\$3,467	\$3,904	\$4,341	+438

These income limits were effective as of October 1, 2004.

The Maximum Monthly Gross Income (60+/*disabled*) category applies if you or a member of your household is age 60 or over, or meets certain disability criteria.

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) 471-8411 for the telephone number of the nearest Food Stamp Office.

### New York City Food Stamp Offices

<b>Manhattan</b>	East End – F02 2322 Third Avenue 3rd floor New York, NY 10005	*† Union Square – F11 109 East 16th Street 6th floor New York, NY 10003	Washington Heights – F13 4900 Broadway 1st floor New York, NY 10040	St. Nicholas – F14 132 West 125th Street 5th floor New York, NY 10027	Waverly – F19 12 West 14th Street 2nd floor New York, NY 10011
<b>Brooklyn</b>	* F15 (SSI only) 253 Schermerhorn Street 1st floor Brooklyn, NY 11201	F1 Grege – F20 275 Bergen Street 1st floor Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 1st floor Brooklyn, NY 11206	* Coney Island – F22 2985 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 11214	Brighton – F28 2855 West 5th Street 1st floor Brooklyn, NY 11224	*† F61 (Residential Facilities Only) 253 Schermerhorn Street 3rd floor Brooklyn, NY 11201	* F63 (Homebound Non SSI only) 215 Duffield Street 3rd floor Brooklyn, NY 11201	
<b>Bronx</b>	Melrose – F40 260 East 161 Street 4th floor Bronx, NY 10451	Colgate – F32 1209 Colgate Avenue 2nd floor Bronx, NY 10472	Fordham – F44 2551 Bainbridge Avenue 2nd floor Bronx, NY 10452	Crotina – F46 1910 Monterey Avenue 5th floor Bronx, NY 10457	† Rider – F38 305 Rider Avenue 2nd floor Bronx, NY 10451
<b>Queens</b>	Jamaica – F41/F54 90-75 Sutphin Boulevard 4th floor Jamaica, NY 11435	Far Rockaway – *F42/F73 620 Beach 20th Street 1st floor Far Rockaway, NY 11691	* Long Island City – F43 45-12 32nd Place 1st floor LIC, NY 11101	Queens – F53 32-20 Northern Boulevard 4th floor LIC, NY 11101	
<b>Staten Island</b>	St. George/Richmond – * F51/F39 201 Bay Street 1st floor S.I., NY 10301				

\* Medical Insurance and Community Services Administration (MICSA) 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.

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

## Guía de Ingresos para Cupones de Alimentos

- Los cupones para alimentos le proveen a su familia asistencia al momento de comprar alimentos. Estos cupones para alimentos son utilizados 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 para Cupones de Alimentos dentro de cinco días.

Miembros en la Familia	1	2	3	4	5	6	7	8	Cada Miembro Adicional
Máximo Ingreso Bruto Mensual	\$1,000	\$1,354	\$1,698	\$2,043	\$2,387	\$2,732	\$3,076	\$3,421	+345
Máximo Ingreso Bruto Mensual (60+/incapacitado)	\$1,281	\$1,718	\$2,155	\$2,592	\$3,030	\$3,467	\$3,904	\$4,341	+438

Estos límites de ingresos entraron en vigor el 1 de octubre del 2004.

Todo miembro de su hogar que tenga la edad de 60 años o más, o que reúna ciertos requisitos para incapacidad pertenece a la categoría del Máximo Ingreso Bruto Mensual (60+/incapacitado).

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) 471-8411 para obtener el número de teléfono del Centro de Cupones para Alimentos más cercano a usted.

## Oficinas de Cupones para Alimentos en la Ciudad de Nueva York

<b>Manhattan</b>	East End - F02 2322 Third Avenue 3rd floor New York, NY 10035	Union Square - F11 409 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 5th floor New York, NY 10027	Waverly - F19 12 West 14th Street 2nd floor New York, NY 10011
<b>Brooklyn</b>	* F15 (SSI only) 293 Schermerhorn Street 1st floor Brooklyn, NY 11201	Ft. Greene - F20 275 Bergen Street 1st floor Brooklyn, NY 11217	Williamsburg - F21 30 Thomson 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 11214	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) 215 Duffield Street 3rd floor Brooklyn, NY 11201	
<b>Bronx</b>	Metrose - F40 260 East 161 Street 4th floor Bronx, NY 10451	Colgate - F32 1209 Colgate Avenue 2nd floor Bronx, NY 10472	Fordham - F44 2551 Bainbridge Avenue 2nd floor Bronx, NY 10452	Crotona - F46 1910 Montrose Avenue 5th floor Bronx, NY 10457	† Rider - F38 305 Rider Avenue 2nd floor Bronx, NY 10451
<b>Queens</b>	† Jamaica - F41/F4 90-75 Sulphur Boulevard 4th floor Jamaica, NY 11435	Far Rockaway - * F42/F79 520 Beach 20th Street 1st floor Far Rockaway, NY 11691	* Long Island City - F43 45-12 32nd Place 1st floor LIC, NY 11101	Queens - F53 32-20 Northern Boulevard 4th floor LIC, NY 11101	
<b>Staten Island</b>	St. George/Richmond - * F51/F99 201 Day Street 1st floor S.I., NY 10301				

\* Centros de Administración de Seguro Médico y de Servicios Comunitarios (Medical Insurance and Community Services Administration - MICSA). El F61 proporciona servicios por correo, teléfono y facsimil a residentes en grupos de hogares de tratamiento autorizado 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 facsimil.

† Centros con Horario Prolongado - 8:30 AM a 5:00 PM de lunes a viernes, y de 9:00 AM a 5:00 PM los sábados.