



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #10-06-OPE

*(This Policy Bulletin Replaces PB #09-119-OPE and PB #09-31-OPE)*

### REVISIONS TO THE BRC-100 BROCHURE AND FORMS M-42U AND W-138Q

| Date:<br>February 2, 2010  | Subtopic(s):<br>Forms  |
|--|--|
| <p> This procedure can now be accessed on the FIAweb.</p> <p>See <a href="#">CD #09-33</a> regarding the closing of F23.</p> <p>See <a href="#">CD #09-20</a> regarding the closing of F27.</p> | <p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that the What You Need to Know About Food Stamps (<b>BRC-100</b>) brochure, 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 as follows:</p> <ul style="list-style-type: none"> <li>• The Boro Hall Food Stamp Center (F23), which is currently the extended hours Food Stamp Center for the borough of Brooklyn, was removed because it stopped accepting new applications on January 25, 2010, and will close on February 26, 2010.</li> <li>• The Fort Greene Food Stamp Center (F20) will replace F23 as the extended hours Food Stamp Center for the borough of Brooklyn.</li> </ul> <p>Additional changes to the <b>M-42u</b> are as follows:</p> <ul style="list-style-type: none"> <li>• The first sentence in the paragraph below the title of the form was changed to “To file a Food Stamp application, you may appear in person at any of the Food Stamp Centers listed below between the hours of 8:30 AM and 5:00 PM, Monday through Friday”.</li> <li>• The second to last sentence in the same paragraph was changed to “You may also mail your application to the Division of Food Stamp Services, Mail Application &amp; Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201, or fax your application to (718) 834-3296 or (718) 834-3299”.</li> <li>• The New Utrecht Food Stamp Center (F27) was removed because it closed on September 30, 2009.</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 Fax* or fax to: (917) 639-0298

See [CD #09-28](#) regarding the Center in Coney Island.

See [CD #09-27](#) regarding the opening of the East New York Food Stamp Center.

- The listing for the Brighton Food Stamp Center (F28) at 2865 West 8th Street, First Floor, Brooklyn, NY 11224, was replaced by the Coney Island Food Stamp Center (F22) at the same address.
- The East New York Food Stamp Center (F28) at 404 Pine Street, First Floor, Brooklyn, NY 11208, which opened on October 19, 2009, was added with Woodhull Hospital at 760 Broadway, Brooklyn, NY 11206 designated as its Associated Medicaid Office.

The **BRC-100** brochure contains general information about the Food Stamp program and also includes a listing of Food Stamp Centers in all five boroughs where a food stamp application may be filed. The brochure can be downloaded by the public on HRA's web site at [www.nyc.gov/hra](http://www.nyc.gov/hra).

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of the **BRC-100** brochure and Forms **W-138Q** and **M42u** and their multilingual equivalents are removed from circulation and recycled.

Samples of the revised brochure and forms are attached.


*Effective Immediately*

**Related Items:**

- [CD #09-20](#)
- [CD #09-27](#)
- [CD #09-28](#)
- [CD #09-33](#)

**Attachments:**

- BRC-100** What You Need to Know About Food Stamps (Rev. 1/10)
- BRC-100 (S)** What You Need to Know About Food Stamps (Spanish) (Rev. 1/10)
- M-42u** Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Rev. 2/2/10)
- M-42u (S)** Non Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Spanish) (Rev. 2/2/10)
- W-138Q** Food Stamp Income Guidelines (Rev. 2/2/10)
- W-138Q (S)** Food Stamp Income Guidelines (Spanish) (Rev. 2/2/10)

 Please use Print on Demand to obtain copies of forms.

**WHERE DO I APPLY FOR FOOD STAMP BENEFITS?**

Applying for Food Stamps is easier than ever. You may file your application in person, or you can have your authorized representative file it for you, at any Food Stamp Center or at a participating community-based organization. If you are working, are elderly or disabled, have problems with child care, or difficulty traveling to our office, you can ask to have your eligibility interview over the phone.

**WHAT IF I DO NOT SPEAK ENGLISH?**

We will arrange for free interpretation at the Food Stamp Center.

**WHAT TYPE OF DOCUMENTATION WILL I NEED TO SHOW TO BE ELIGIBLE FOR FOOD STAMPS?**

While no documentation is necessary to apply, you will eventually be asked to verify the information you give us. Below is a list of documents. If you provide them right away we can determine your eligibility faster.

**- Proof of Identity:**

Photo ID, driver's license, passport, naturalization certificate, hospital/doctor's records, or adoption papers.

**- Proof of where you live:**

Statement from landlord/primary tenant, current rent receipt or lease, or mortgage records.

**- Proof of Income (if any):**

Current pay stubs, pay envelopes, business records, tax records, or current income tax return, etc.

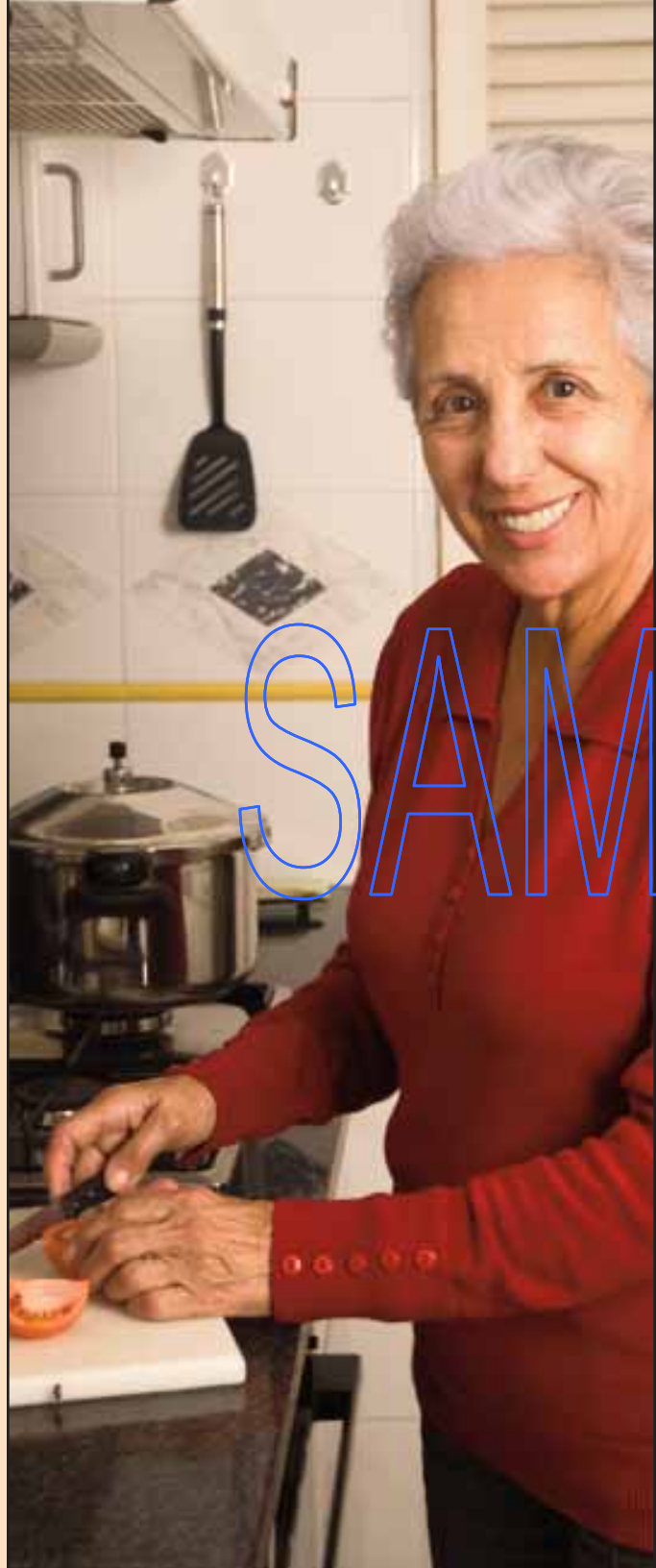
**- Proof of Citizenship or Current Alien Status:**

Birth certificate, U.S. passport, USCIS documentation, military service records, etc.

Other documents may also be acceptable.

**IF I DON'T HAVE ALL THE DOCUMENTS NOW, CAN I STILL APPLY FOR FOOD STAMPS?**

Yes, you can still apply. When possible, Food Stamp center staff will help you to get the required documents.



These Food Stamp centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays).

| Manhattan   |  |  |
|---|--|--|
| East End - F02<br>2322 Third Avenue, 3rd Floor<br>New York, NY 10035      | Washington Heights - F13<br>4055 Tenth Avenue, Lower Level<br>New York, NY 10034 | St. Nicholas - F14<br>132 West 125th Street, 3rd Floor<br>New York, NY 10027 |
| Brooklyn  |  |  |
| Williamsburg - F21<br>30 Thornton Street, 4th Floor<br>Brooklyn, NY 11206 | Coney Island - F22<br>2865 West 8th Street, 1st Floor<br>Brooklyn, NY 11224      | North Brooklyn - F26<br>500 Dekalb Avenue, 5th Floor<br>Brooklyn, NY 11205   |
| East New York - F28<br>404 Pine Street, 1st Floor<br>Brooklyn, NY 11208   |  |  |
| Bronx   |  |  |
| Rider - F38<br>305 Rider Avenue, 2nd Floor<br>Bronx, NY 10451             | Crotona - F46<br>1910 Monterey Avenue, 5th Floor<br>Bronx, NY 10457              | Melrose - F40<br>260 East 161st Street, 4th Floor<br>Bronx, NY 10451         |
| Queens  |  |  |
| Rockaway - F79<br>219 Beach 59th Street, 1st Floor<br>Rockaway, NY 11692  | Queens - F53<br>32-20 Northern Boulevard, 2nd Floor<br>LIC, NY 11101             |  |

The following centers are open Monday through Friday, 8:30 AM to 6:00 PM and Saturdays, 9:00 AM to 5:00 PM (except legal holidays):

|   |
|---|
| Waverly - F19<br>12 West 14th Street, 4th Floor, New York, NY 10011   |
| Fort Greene - F20<br>275 Bergen Street, 1st Floor, Brooklyn, NY 11217 |
| Fordham - F44<br>2551 Bainbridge Avenue, 2nd Floor, Bronx, NY 10458   |
| Jamaica - F54<br>165-08 88th Avenue, 3rd Floor, Jamaica, NY 11432     |
| Richmond - F99<br>201 Bay Street, 1st Floor, Staten Island, NY 10301  |



311 or  
TTY (311) at: (212) 504-4115

HRA's Website  
[www.nyc.gov/hra](http://www.nyc.gov/hra)

Access NYC  
[www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc)



Michael R. Bloomberg  
Mayor

Human Resources  
Administration  
Department of  
Social Services

Robert Doar  
Commissioner

BRC-100  
Rev. 1/10

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# What You Need to Know About Food Stamps

# SAMPLE

Food Stamp Program  
Family Independence Administration



## APPLYING IS EASIER THAN EVER

The Food Stamp Program provides food support to low-income New Yorkers including working families, the elderly and the disabled to increase their ability to purchase food. You can spend your food stamps by using a debit card where you do your shopping. There's no need to carry separate food coupons.

### WHO IS ELIGIBLE TO RECEIVE FOOD STAMP BENEFITS?

Many people are eligible and don't realize it. You can be employed, own your own home and car, have money saved and still be eligible for Food Stamps. Many immigrants who were once ineligible can now receive food stamps. Each application is evaluated on an individual basis and qualifying is based on income.

### HOW CAN I GET A FOOD STAMP APPLICATION?

- Call HRA's Infoline at 1-877-472-8411 or 311 and we will send you an application and information on where you may bring, mail or fax it.
- Pick one up from any Food Stamp center.
- Download an application from HRA's website at [NYC.gov/HRA/FoodStamps](http://NYC.gov/HRA/FoodStamps)
- For an application as well as eligibility pre-screening, go to [NYC.gov/ACCESSNYC](http://NYC.gov/ACCESSNYC)

### IF I AM RECEIVING SSI/DISABILITY BENEFITS, DO I STILL QUALIFY FOR FOOD STAMPS? WILL MY SSI/DISABILITY PAYMENTS BE REDUCED?

Yes, you can still qualify for Food Stamp benefits even if you receive SSI/disability benefits, as long as you meet eligibility rules. Receipt of Food Stamps does not reduce your SSI/Disability payments.

### HOW SOON AFTER I APPLY WILL I RECEIVE FOOD STAMPS?

If you are eligible for Food Stamps, you will receive them within 30 days. In some cases, emergency benefits can be issued sooner.



### HOW MUCH INCOME CAN I HAVE AND STILL BE ELIGIBLE FOR FOOD STAMPS?

The Food Stamp Income Guidelines and maximum monthly allotment as of October 2009 are as follows:

| FOOD STAMP INCOME GUIDELINES |                             |                            |                           |
|------------------------------|-----------------------------|----------------------------|---------------------------|
| Family Size                  | Gross Monthly Income Limit* | Net Monthly Income Limit** | Maximum Monthly Allotment |
| 1                            | \$1,174                     | \$903                      | \$200                     |
| 2                            | \$1,579                     | \$1,215                    | \$367                     |
| 3                            | \$1,984                     | \$1,526                    | \$526                     |
| 4                            | \$2,389                     | \$1,838                    | \$668                     |
| 5                            | \$2,794                     | \$2,150                    | \$793                     |
| 6                            | \$3,200                     | \$2,461                    | \$952                     |
| 7                            | \$3,605                     | \$2,773                    | \$1,052                   |
| 8                            | \$4,010                     | \$3,085                    | \$1,202                   |
| Each Additional Member       | +\$406                      | +\$312                     | +\$150                    |

\*Households that incur dependent care expenses are subject to higher gross income limits.

\*\*If your household has a person who is 60 or older or disabled, you only need to meet the net income limit. If everyone in your household receives SSI, TANF, or SNA you do not need to meet any income limit. Your total income, before taxes or any other subtractions, is called **gross income**.

However, certain subtractions to your gross income, called deductions, are allowed. These can be for things like housing, child support payments, monthly medical expenses over \$35 for elderly or disabled people, or child-care. The amount left over after deductions is called **net income**.

The amount of Food Stamp benefits you receive depends on your household size, expenses, and your income.

**¿ADÓNDE PRESENTO LA SOLICITUD PARA BENEFICIOS DE CUPONES PARA ALIMENTOS?**

El trámite de solicitud de Cupones para Alimentos ahora es más fácil que nunca. Usted puede presentar su solicitud en persona, o por medio de un representante autorizado, en cualquier Centro de Cupones para Alimentos o en una organización comunitaria participante. Si usted trabaja, es anciano(a) o incapacitado(a), tiene problemas con el cuidado infantil, o dificultad en transportarse a nuestra oficina, puede solicitar que le hagan su entrevista de elegibilidad por teléfono.

**¿QUÉ SUCEDE SI NO HABLO INGLÉS?**

Nosotros arreglaremos interpretación gratuita en el Centro de Cupones para Alimentos.

**¿QUÉ TIPO DE DOCUMENTACIÓN NECESITO MOSTRAR PARA SER ELEGIBLE PARA CUPONES PARA ALIMENTOS?**

Mientras que para presentar una solicitud no es necesario tener documentación, con el tiempo a usted se le pedirá que compruebe la información que nos entregó. Abajo hay una lista de documentos. Si nos los proporciona inmediatamente, podemos determinar su elegibilidad más rápido.

**- Prueba de identidad:**

Identificación con fotografía, licencia de conducir, pasaporte, certificado de naturalización, registros de hospital/doctor, o papeles de adopción.

**- Prueba de donde vive:**

Declaración del casero/inquilino principal, recibo de renta actual o alquiler, registros de hipoteca.

**- Prueba de ingresos (si tiene):**

Talones de pago actual, sobres de pago, registros comerciales, registros de impuestos o declaración de impuesto actual, etc.

**- Prueba de ciudadanía o situación inmigratoria actual:**

Certificado de nacimiento, pasaporte de Estados Unidos, documentación de USCIS, registros de servicio militar, etc.

Es posible que otros documentos también sean aceptables.

**¿SI YO NO TENGO TODOS LOS DOCUMENTOS AHORA, PUEDO TODAVÍA PRESENTAR LA SOLICITUD PARA CUPONES PARA ALIMENTOS?**

Sí. Cuando sea posible, el personal del centro de Cupones para Alimentos lo ayudará a obtener los documentos requeridos.



Estos centros de Cupones para Alimentos atienden de lunes a viernes desde las 8:30 AM a las 5:00 PM (excepto los feriados legales).

| Manhattan   |   |   |
|---|---|---|
| East End - F02<br>2322 Third Avenue, 3er Piso<br>New York, NY 10035         | Washington Heights - F13<br>4055 Tenth Avenue, bajo nivel<br>New York, NY 10034   | St. Nicholas - F14<br>132 West 125th Street, 3er Piso<br>New York, NY 10027 |
| Brooklyn  |   |   |
| Williamsburg - F21<br>30 Thornton Street, 4to Piso<br>Brooklyn, NY 11206    | Coney Island - F22<br>2865 West 8th Street, 1er Piso<br>Brooklyn, NY 11224        | North Brooklyn - F26<br>500 Dekalb Avenue, 5to Piso<br>Brooklyn, NY 11205   |
| East New York - F28<br>404 Pine Street, 1er Piso<br>Brooklyn, NY 11208      |   |   |
| Bronx   |   |   |
| Rider - F38<br>305 Rider Avenue, 2ndo Piso<br>Bronx, NY 10451               | Crotona - F46<br>1910 Monterey Avenue, 5to Piso<br>Bronx, NY 10457                | Melrose - F40<br>260 East 161st Street, 4to Piso<br>Bronx, NY 10451         |
| Queens  |   |   |
| Rockaway - F79<br>219 Beach 59th Street, 1er Piso<br>Far Rockaway, NY 11692 | Queens - F53<br>32-20 Northern Boulevard, 2ndo Piso<br>Long Island City, NY 11101 |   |

Los siguientes centros atienden de lunes a viernes desde las 8:30 AM a las 6 PM y los sábados desde las 9 AM a las 5 PM (excepto los feriados legales):

|  |
|--|
| Waverly - F19<br>12 West 14th Street, 4to Piso, New York, NY 10011   |
| Fort Greene - F20<br>275 Bergen Street, 1er Piso, Brooklyn, NY 11217 |
| Fordham - F44<br>2551 Bainbridge Avenue, 2ndo Piso, Bronx, NY 10458  |
| Jamaica - F54<br>165-08 88th Avenue, 3er Piso, Jamaica, NY 11432     |
| Richmond - F99<br>201 Bay Street, 1er Piso, Staten Island, NY 10301  |



311 o  
TTY (311) al: (212) 504-4115

Página de Internet de la HRA  
[www.nyc.gov/hra](http://www.nyc.gov/hra)

Access NYC  
[www.nyc.gov/accessnyc](http://www.nyc.gov/accessnyc)

**NYC**  
Michael R. Bloomberg  
Alcalde

Administración de  
Recursos Humanos  
Departamento de  
Servicios Sociales

Robert Doar  
Comisionado

BRC-100 (S)  
Rev. 1/10

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Sociales. Para solicitar permiso para reproducir la totalidad o parte de  
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Humanos de la Ciudad de Nueva York.

# Lo Que Necesita Saber Sobre Los Cupones Para Alimentos

## Programa de Cupones para Alimentos

## Administración para la Independencia Familiar

**NYC** Administración de  
Recursos Humanos  
Departamento de  
Servicios Sociales

## AHORA ES MÁS FÁCIL QUE NUNCA PRESENTAR UNA SOLICITUD

El Programa de Cupones para Alimentos provee ayuda de alimentos a los neoyorquinos de bajos ingresos, incluyendo familias que trabajan, personas de anciana edad y los incapacitados para incrementar su capacidad para comprar alimentos. Usted puede gastar sus cupones para alimentos usando la tarjeta de débito en el lugar donde hace sus compras. No hay necesidad de llevar cupones para alimentos aparte.

### ¿QUIÉN ES ELEGIBLE PARA RECIBIR BENEFICIOS DE CUPONES PARA ALIMENTOS?

Muchas personas son elegibles y no lo saben. Usted puede estar empleado, ser dueño de su propio hogar y vehículo, tener dinero ahorrado y todavía ser elegible para Cupones para Alimentos. Muchos inmigrantes que en algún momento no eran elegibles, ahora pueden recibir cupones para alimentos. Cada solicitud es evaluada en forma individual y la calificación se basa en los ingresos.

### ¿CÓMO PUEDO OBTENER UNA SOLICITUD?

- Llame a la Línea Informativa de HRA (Infoline) al 1-877-472-8411 o al 311 y le enviaremos una solicitud e información sobre donde la puede traer, enviar, o faxear.
- Recoja una en cualquier centro de Cupones para Alimentos
- Descargue una solicitud del sitio Web de la HRA en [NYC.gov/HRA/FoodStamps](http://NYC.gov/HRA/FoodStamps)
- Para una solicitud, así como también para una pre-evaluación de elegibilidad, visite [NYC.gov/ACCESSNYC](http://NYC.gov/ACCESSNYC)

### ¿SI ESTOY RECIBIENDO BENEFICIOS DE SSI/ INCAPACIDAD, CALIFICO TODAVÍA PARA CUPONES PARA ALIMENTOS? ¿SE REDUCIRÁN MIS PAGOS DE SSI/INCAPACIDAD?

Sí, usted todavía puede calificar para beneficios de Cupones para Alimentos, incluso si usted recibe beneficios de SSI/ incapacidad, siempre que usted cumpla con los reglamentos de elegibilidad. Recibir Cupones para Alimentos no reduce los pagos de SSI/incapacidad.

### ¿QUÉ TAN PRONTO DESPUÉS DE PRESENTAR UNA SOLICITUD RECIBIRÉ CUPONES PARA ALIMENTOS?

Si usted es elegible para Cupones para Alimentos, los recibirá dentro de 30 días. En algunos casos, los beneficios de emergencia pueden emitirse antes.



### ¿CUÁL ES EL MÁXIMO INGRESO QUE PUEDO TENER PARA NO PERDER EL DERECHO A RECIBIR LOS CUPONES PARA ALIMENTOS?

Las Cantidades de Ingresos de Cupones para Alimentos y la máxima asignación mensual a partir de octubre del 2009 son las siguientes.

| PAUTAS DE INGRESOS PARA CUPONES PARA ALIMENTOS |                                      |                                      |                           |
|--|--------------------------------------|--------------------------------------|---------------------------|
| Tamaño de Familia                              | Límite de ingresos brutos mensuales* | Límite de ingresos netos mensuales** | Asignación mensual máxima |
| 1  | \$1,174                              | \$903                                | \$200                     |
| 2  | \$1,579                              | \$1,215                              | \$367                     |
| 3  | \$1,984                              | \$1,526                              | \$526                     |
| 4  | \$2,389                              | \$1,838                              | \$668                     |
| 5  | \$2,794                              | \$2,150                              | \$793                     |
| 6  | \$3,200                              | \$2,461                              | \$952                     |
| 7  | \$3,605                              | \$2,773                              | \$1,052                   |
| 8  | \$4,010                              | \$3,085                              | \$1,202                   |
| Cada Miembro Adicional                         | +\$406                               | +\$312                               | +\$150                    |

\*Hogares que tienen gastos de dependientes están sujetos a límites de ingreso más alto.

\*\*Si algún integrante de su hogar es una persona de 60 años o más o es incapacitada, sólo necesitará cumplir con el límite de ingresos netos. Si todos los integrantes de su hogar reciben SSI o TANF, no necesita cumplir con ningún tipo de límite de ingresos. Se denomina **ingreso bruto** al ingreso total al que no se le ha descontado impuestos u otros conceptos.

Existen ciertos descuentos, denominados deducciones, que sí pueden aplicarse a su ingreso bruto. Estas deducciones pueden ser gastos de vivienda, pagos de sustento para niños, gastos médicos mensuales superiores a \$35 para personas mayores o incapacitadas o gastos de cuidado de niños. El monto que resta después de haber aplicado las deducciones se denomina **ingreso neto**.

El monto de los beneficios de Cupones para Alimentos (Food Stamps) que usted recibe depende del tamaño de su hogar, de sus gastos y sus ingresos.

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

To file a **Food Stamp application**, you may appear in person at any of the Food Stamp Centers listed below 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 and between 9:00 AM and 5:00 PM on Saturday. 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 or (718) 834-3299. To request an application and instructions on the documentation requirements, call Infoline at (877) 472-8411.

| Food Stamp Center   | Associated Medicaid Office   |
|---|--|
| <b>F02 East End</b><br>2322 Third Avenue, Third Floor<br>New York, NY 10035           | <b>Metropolitan Hospital</b><br>1901 1st Avenue, First Floor, Room 1D-27<br>New York, NY 10029<br>(Use the 2nd Avenue entrance at 97th Street) |
| <b>F13 Washington Heights</b><br>4055 Tenth Avenue, Lower Level<br>New York, NY 10034 | <b>Columbia-Presbyterian Hospital</b><br>622 West 168th Street, First Floor, Room PH040<br>New York, NY 10032                                  |
| <b>F14 St. Nicholas</b><br>132 West 125th Street, Third Floor<br>New York, NY 10027   | <b>Harlem Hospital</b> (Ron Brown Building)<br>530 Lenox Avenue, First Floor, Room 1061<br>(137th Street entrance)<br>New York, NY 10037       |
| <b>F19 Waverly*</b><br>12 West 14th Street, Fourth Floor<br>New York, NY 10011        | <b>Bellevue Hospital</b><br>462 First Avenue "G" Link, Ground Floor<br>New York, NY 10016  |
| <b>F20 Fort Greene*</b><br>275 Bergen Street, First Floor<br>Brooklyn, NY 11217       | <b>Boerum Hill</b><br>35 4th Avenue<br>Brooklyn, NY 11217  |
| <b>F21 Williamsburg</b><br>30 Thornton Street, Fourth Floor<br>Brooklyn, NY 11206     | <b>Woodhull Hospital</b><br>760 Broadway, Ground Floor<br>Brooklyn, NY 11206   |
| <b>F22 Coney Island</b><br>2865 West 8th Street, First Floor<br>Brooklyn, NY 11224    | <b>Coney Island</b><br>3050 West 21st Street, First Floor<br>Brooklyn, NY 11224  |
| <b>F26 North Brooklyn</b><br>500 DeKalb Avenue, Fifth Floor<br>Brooklyn, NY 11205     | <b>Woodhull Hospital</b><br>760 Broadway, Ground Floor<br>Brooklyn, NY 11206   |
| <b>F28 East New York</b><br>404 Pine Street, First Floor<br>Brooklyn, NY 11208        |  |

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday 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>F38 Rider</b><br>305 Rider Avenue, Second Floor<br>Bronx, NY 10451                     | <b>Lincoln Hospital</b><br>234 East 149th Street, Basement, Room B-75<br>Bronx, NY 10451 |
| <b>F40 Melrose</b><br>260 East 161st Street, Fourth Floor<br>Bronx, NY 10451              |  |
| <b>F44 Fordham*</b><br>2551 Bainbridge Avenue, Second Floor<br>Bronx, NY 10458            |  |
| <b>F46 Crotona</b><br>1910 Monterey Avenue, Fifth Floor<br>Bronx, NY 10457                | <b>Bronx Lebanon Hospital</b><br>1316 Fulton Avenue, First Floor<br>Bronx, NY 10456      |
| <b>F53 Queens</b><br>32-20 Northern Boulevard, Fourth Floor<br>Long Island City, NY 11101 | <b>Elmhurst Hospital</b><br>79-01 Broadway, Room D4-17<br>Elmhurst, NY 11373             |
| <b>F54 Jamaica*</b><br>165-08 88th Avenue, Third Floor<br>Jamaica, NY 11432               | <b>Jamaica</b><br>165-08 88th Avenue, Sixth Floor<br>Jamaica, NY 11432                   |
| <b>F79 Rockaway</b><br>219 Beach 59th Street, First Floor<br>Rockaway, NY 11692           | <b>Rockaway</b><br>219 Beach 59th Street, Second Floor<br>Rockaway, NY 11692             |
| <b>F99 Richmond*</b><br>201 Bay Street, First Floor<br>Staten Island, NY 10301            | <b>Staten Island</b><br>215 Bay Street<br>Staten Island, NY 10301                        |

SAMPLE

\*Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday 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** puede presentarse a cualquiera de los Centros de Cupones para Alimentos indicados abajo entre las horas de 8:30 AM a 5:00 PM de lunes a viernes. En Centros con Horario Suplementario, usted puede presentarse entre las horas de 8:30 AM y 6:00 PM, de lunes a viernes y entre 9:00 AM a 5:00 PM el sábado. También puede enviar por correo su solicitud a los Servicios de la **División de Cupones para Alimentos, Unidad de Referencia y Solicitud por Correo (MARU) al P. O. Box 24510, Brooklyn, NY 11201** o enviar por fax su solicitud al (718) 834-3296 o al (718) 834-3299. Para pedir una solicitud e instrucciones para los requisitos documentales llame al la Línea Informativa (Infoline) al (877) 472-8411.

| Centro de Cupones para Alimentos  | Oficina de Medicaid Correspondiente   |
|---|---|
| <b>F02 East End</b><br>2322 Third Avenue, 3er Piso<br>New York, NY 10035              | <b>Metropolitan Hospital</b><br>1901 1st Avenue, 1er Piso, Sala 1D-27<br>New York, NY 10029<br>(Use la entrada en 2nd Avenue con 97th Street) |
| <b>F13 Washington Heights</b><br>4055 Tenth Avenue, Planta Baja<br>New York, NY 10034 | <b>Columbia-Presbyterian Hospital</b><br>622 West 168th Street, 1er Piso, Sala PH040<br>New York, NY 10032                                    |
| <b>F14 St. Nicholas</b><br>132 West 125th Street, 3er Piso<br>New York, NY 10027      | <b>Harlem Hospital</b> (Edificio Ron Brown)<br>530 Lenox Avenue, 1er Piso, Sala 1061<br>(entrada en la 137th Street)<br>New York, NY 10037    |
| <b>F19 Waverly*</b><br>12 West 14th Street, 4to Piso<br>New York, NY 10011            | <b>Bellevue Hospital</b><br>462 First Avenue "G" Link, Planta Baja<br>New York, NY 10016  |
| <b>F20 Fort Greene*</b><br>275 Bergen Street, 1er Piso<br>Brooklyn, NY 11217          | <b>Boerum Hill</b><br>35 4th Avenue<br>Brooklyn, NY 11217   |
| <b>F21 Williamsburg</b><br>30 Thornton Street, 4to Piso<br>Brooklyn, NY 11206         | <b>Woodhull Hospital</b><br>760 Broadway, Planta Baja<br>Brooklyn, NY 11206   |
| <b>F22 Coney Island</b><br>2865 West 8th Street, 1er Piso<br>Brooklyn, NY 11224       | <b>Coney Island</b><br>3050 West 21st Street, 1er Piso<br>Brooklyn, NY 11224  |
| <b>F26 North Brooklyn</b><br>500 Dekalb Avenue, 5to Piso<br>Brooklyn, NY 11205        | <b>Woodhull Hospital</b><br>760 Broadway, Planta Baja<br>Brooklyn, NY 11206   |
| <b>F28 East New York</b><br>404 Pine Street, 1er Piso<br>Brooklyn, NY 11208           |   |

\*Centros con Horario Suplementario – 8:30 AM a 6:00 PM, lunes a viernes y entre 9:00 AM y 5:00 PM el sábado.

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

| Centro de Cupones para Alimentos  | Oficina de Medicaid Correspondiente  |
|---|--|
| <b>F38 Rider</b><br>305 Rider Avenue, 2do Piso<br>Bronx, NY 10451                     | <b>Lincoln Hospital</b><br>234 East 149th Street, Sótano, Sala B-75<br>Bronx, NY 10451 |
| <b>F40 Melrose</b><br>260 East 161st Street, 4to Piso<br>Bronx, NY 10451              |  |
| <b>F44 Fordham*</b><br>2551 Bainbridge Avenue, 2do piso<br>Bronx, NY 10458            |  |
| <b>F46 Crotona</b><br>1910 Monterey Avenue, 5to Piso<br>Bronx, NY 10457               | <b>Bronx Lebanon Hospital</b><br>1316 Fulton Avenue, 1er Piso<br>Bronx, NY 10456       |
| <b>F53 Queens</b><br>32-20 Northern Boulevard, 4to Piso<br>Long Island City, NY 11101 | <b>Elmhurst Hospital</b><br>79-01 Broadway, Sala D4-17<br>Elmhurst, NY 11373           |
| <b>F54 Jamaica*</b><br>165-08 88th Avenue, 3er Piso<br>Jamaica, NY 11432              | <b>Jamaica</b><br>165-08 88th Avenue, 6to Piso<br>Jamaica, NY 11432                    |
| <b>F79 Rockaway</b><br>219 Beach 59th Street, 1er Piso<br>Rockaway, NY 11692          | <b>Rockaway</b><br>219 Beach 59th Street, 2do Piso<br>Rockaway, NY 11692               |
| <b>F99 Richmond*</b><br>201 Bay Street, 1er Piso<br>Staten Island, NY 10301           | <b>Staten Island</b><br>215 Bay Street<br>Staten Island, NY 10301                      |

SAMPLE

\*Centros con Horario Suplementario – 8:30 AM a 6:00 PM, lunes a viernes y entre 9:00 AM y 5:00 PM el sábado.

## 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> | \$1,174 | \$1,579 | \$1,984 | \$2,389 | \$2,794 | \$3,200 | \$3,605 | \$4,010 | + \$406                |

- These new income limits are effective October 1, 2009.
- 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 or (718) 834-3299. 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.

| <b>New York City Food Stamp Centers</b>   |   |   | <b>Extended Hours Centers</b>  |  |
|---|---|---|--|--|
| The following Food Stamp Centers are open from 8:30 AM to 5:00 PM,<br>Monday through Friday (except legal holidays) |   |   | The following Food Stamp Centers are open from<br>8:30 AM to 6:00 PM, Monday through Friday and<br>9:00 AM to 5:00 PM on Saturday<br>(except legal holidays) |  |
| <b>Manhattan</b>  | East End – F02<br>2322 Third Avenue<br>3rd Floor<br>New York, NY 10035              | Washington Heights – F13<br>4055 10th Avenue<br>Lower Level<br>New York, NY 10034 | St. Nicholas – F14<br>132 West 125th Street<br>3rd Floor<br>New York, NY 10027   | Waverly – F19<br>12 West 14th Street<br>4th Floor<br>New York, NY 10011  |
| <b>Brooklyn</b>   | Williamsburg – F21<br>30 Thornton Street<br>4th Floor<br>Brooklyn, NY 11206         | Coney Island – F22<br>2865 West 8th Street<br>1st Floor<br>Brooklyn, NY 11224     | Ft. Greene – F20<br>275 Bergen Street<br>1st Floor<br>Brooklyn, NY 11217   |  |
|   | North Brooklyn – F26<br>500 Dekalb Avenue<br>5th Floor<br>Brooklyn, NY 11205        | East New York – F28<br>404 Pine Street<br>1st Floor<br>Brooklyn, NY 11208         |  |  |
| <b>Bronx</b>  | Rider – F38<br>305 Rider Avenue<br>2nd Floor<br>Bronx, NY 10451                     | Melrose – F40<br>260 East 161st Street<br>4th Floor<br>Bronx, NY 10451            | Crotona – F46<br>1910 Monterey Avenue<br>5th Floor<br>Bronx, NY 10457  | Fordham – F44<br>2551 Bainbridge Avenue<br>2nd Floor<br>Bronx, NY 10458  |
| <b>Queens</b>   | Queens – F53<br>32-20 Northern Boulevard<br>2nd Floor<br>Long Island City, NY 11101 | Rockaway – F79<br>219 Beach 59th Street<br>1st Floor<br>Rockaway, NY 11692        | Jamaica – F54<br>165-08 88th Avenue<br>3rd Floor<br>Jamaica, NY 11432  |  |
| <b>Staten Island</b>  |   |   |  | Richmond – F99<br>201 Bay Street<br>1st Floor<br>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 alimentos en bodegas o supermercados.
- Usted no tiene que estar desempleado para solicitar cupones para alimentos. Usted puede estar empleado y aun ser elegible para los 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 | \$1,174 | \$1,579 | \$1,984 | \$2,389 | \$2,794 | \$3,200 | \$3,605 | \$4,010 | + \$406                |

- Estos nuevos límites de ingresos entrarán en vigencia el 1 de octubre de 2009.
- 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 incurren 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 o (718) 834-3299. 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.

| <b>Centros de Cupones para Alimentos de la Ciudad de Nueva York</b><br>Los siguientes Centros de Cupones para Alimentos están abiertos de<br>8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales) |  |  |   | <b>Centros Con Horarios Suplementarios</b><br>Los siguientes Centros de Cupones para Alimentos<br>están abiertos de 8:30 AM a 6:00 PM, de lunes a<br>viernes y de 9:00 AM a 5:00 PM el sábado<br>(excepto los días feriados oficiales) |
|--|--|--|---|--|
| <b>Manhattan</b>   | East End – F02<br>2322 Third Avenue<br>3er Piso<br>New York, NY 10035              | Washington Heights – F13<br>4055 10th Avenue<br>Planta Baja<br>New York, NY 10034        | St. Nicholas – F14<br>132 West 125th Street<br>3er Piso<br>New York, NY 10027 | Waverly – F19<br>12 West 14th Street<br>4to Piso<br>New York, NY 10011   |
| <b>Brooklyn</b>  | Williamsburg – F21<br>30 Thornton Street<br>4to Piso<br>Brooklyn, NY 11206         | Coney Island – F22<br>2865 West 8 <sup>th</sup> Street<br>1er Piso<br>Brooklyn, NY 11224 |   | Ft. Greene – F20<br>275 Bergen Street<br>1er Piso<br>Brooklyn, NY 11217  |
|  | North Brooklyn – F26<br>500 Dekalb Avenue<br>5to Piso<br>Brooklyn, NY 11205        | East New York – F28<br>404 Pine Street<br>1er Piso<br>Brooklyn, NY 11208                 |   |  |
| <b>Bronx</b>   | Rider – F38<br>305 Rider Avenue<br>2do Piso<br>Bronx, NY 10451                     | Melrose – F40<br>260 East 161st Street<br>4to Piso<br>Bronx, NY 10451                    | Crotona – F46<br>1910 Monterey Avenue<br>5to Piso<br>Bronx, NY 10457          | Fordham – F44<br>2551 Bainbridge Avenue<br>2do Piso<br>Bronx, NY 10458   |
| <b>Queens</b>  | Queens – F53<br>32-20 Northern Boulevard<br>2do Piso<br>Long Island City, NY 11101 | Rockaway – F79<br>219 Beach 59th Street<br>1er Piso<br>Rockaway, NY 11692                |   | Jamaica – F54<br>165-08 88th Avenue<br>3er Piso<br>Jamaica, NY 11432   |
| <b>Staten Island</b>   |  |  |   | Richmond – F99<br>201 Bay Street<br>1er Piso<br>Staten Island, NY 10301  |