

#### **FAMILY INDEPENDENCE ADMINISTRATION**

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#### **POLICY BULLETIN #06-72-OPE**

#### **OBSOLETE WORLD TRADE CENTER DISASTER FORMS**

Defeated and the second and the seco				
Date:	Subtopic(s):			
May 11, 2006		Forms		
☐ This procedure can now be accessed on the FIAweb.	and Non-Pul following for Center disas	e of this policy bulletin is to inform staff at Job Centers blic Assistance (NPA) Food Stamp (FS) Offices that the ms, which were developed as a result of the World Trade ster, have been made obsolete. These forms are no red because all programmatic needs and services have		
	<ul><li>Application</li><li>Information</li><li>Disaster W</li><li>Disaster F</li></ul>	or Disaster Supplemental Food Stamps (EXP-53B) In for Disaster Food Stamp Assistance (EXP-53C) In for Participants Affected by the World Trade Center Who Live Below 14th Street (EXP-53D) Inancial Assistance Information (EXP-53Q) Ide Center Disaster Assistance Resource Guide C)		
	Center Directors/Office Site Managers must ensure that all existing versions of these forms (including multilingual [LLF]) are removed from circulation and recycled.			
	Effective Immediately			
	Attachment	s:		
☐ Please use Print on Demand to obtain copies of forms.	EXP-53B	Request for Disaster Supplemental Food Stamps (Obsolete)		
	EXP-53C	Application for Disaster Food Stamp Assistance (Obsolete)		
	EXP-53D	Information for Participants Affected by the World Trade Center Disaster Who Live Below 14th Street (Obsolete)		
	EXP-53Q EXP-53CC	Disaster Financial Assistance Information (Obsolete) World Trade Center Disaster Assistance Resource Guide (Obsolete)		

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*  Form EXP-53B (face) Rev. 9/26/01

## **Request for Disaster Supplemental Food Stamps**

Name:	County:
Mailing Address:	CASE/CAT/SEQ:
Case Manager:	Date:
I hereby certify, under penalty of perjury, t Center Disaster. Either or both of the follo	that my household was affected by the World Trade owing situations apply to my case:
( ) My household's income wa	as reduced because of the disaster.
( ) My household size has incl	reased as a result of the disaster.
	cts to have out-of-pocket expenses as a result of the simbursed during September 2001.
PEN	NALTY WARNING
	Ily breaks any of the following rules may be stopped o years or permanently. She/he may be fined, jailed or suance. The rules are:
DO NOT give or sell food stamps to	hide information to get or continue to get food stamps. to anyone not authorized to use them. unauthorized items such as alcohol or tobacco. food stamps for your household.
c	CERTIFICATION
	od assistance as a result of the disaster. I certify, under ave given is correct and complete to the best of my
(Signature)	(Date)
(Signature of Witness if signed by mark)	

Form EXP-53B (reverse) Rev. 9/26/01

(Firma del Testigo si firma con una marca)

### Petición para Suplemento de Cupones para Alimentos por Desastre

Nombre:	Condado:
Dirección Postal:	CASE/CAT/SEQ:
Administrador de Caso:	Fecha:
Yo certifico por la presente, bajo penalidad de de World Trade Center. Una o ambas de las	e perjurio, que mi hogar fue afectado por el Desastre siguientes situaciones aplican a mi caso:
( ) El ingreso de mi hogar fue red	ucido debido al desastre.
() El tamaño de mi <mark>h</mark> ogar ha aum	nentado co <mark>m</mark> o resultad <mark>o</mark> del desastre.
	ener gastos de perdida como resultado del desastre dos durante septiembre, 2001.
ADVERTENC	CIA DE PENALIDAD
puede ser suspendida de obtener cupones pa	onalmente infrinja alguna de las siguientes reglas ara alimentos por un año, dos años o a, encarcelada o ambas y requerida a reembolsar
<ul><li>cupones para alimentos.</li><li>NO dar o vender cupones para alimer</li></ul>	ormación para obtener o continuar obteniendo ntos a personas no autorizadas a usarlos. a comprar artículos no autorizados tales como otro hogar para su hogar.
CER	TIFICACIÓN
	ata de alimento como resultado del desastre. Yo formación que he dado es correcta y completa
(Firma)	(Fecha)

AGRICULTURE - FOOD AND CONSUMER SERVICE

#### UNITED STATES DEPARTMENT OF

#### **APPLICATION FOR DISASTER FOOD STAMP ASSISTANCE**

(Pursuant to 7 CFR 280)

We will consider all applicants without regard to color, race, sex, handicap, religion, national origin or political belief.

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		100			elen.	200	

INSTRUCTIONS: Complete this application honestly and to the best of your knowledge. If your household knows but refuses on purpose to give any requested information, it will not be eligible to receive food stamps. When you are interviewed you must show a photo identification. You must show proof that your household lived in the disaster area at the time of the disaster. You may have to verify any questionable expenses. You can authorize someone outside your household to apply for emergency aid and to get or use your food stamps. DO NOT WRITE IN SHADED AREAS.

er

PART B - HOUSEHOLD MEMBERS (Attach paper for more space)			e)	PART C - INCOME	
NAME	SOCIAL SECURITY NO.	Birth Date	Sex M. or F	SOURCE/TYPE	AMOUNT
				Total Income:	

In Part D, list all cash your household will be able to get to during this disaster. In Part E, list the disaster-caused expenses that your household paid or expects to pay during this disaster. **DO NOT INCLUDE EXPENSES THAT WERE PAID OR WILL BE PAID BY SOMEONE OUTSIDE YOUR HOUSEHOLD.** 

ATION
determination

If your household gets food stamps, it must follow the rules listed below. We may choose your household for a Federal or State review sometime after you receive your food stamps to make sure you were eligible for disaster aid.

DO NOT give false information or hide information to get or to continue to get food stamps.

DO NOT give or sell food stamps or authorization documents to anyone not authorized to use them.

DO NOT alter any food stamps or authorization document to get food stamps you are not entitled to.

DO NOT use food stamps to buy unauthorized items such as alcohol or tobacco.

DO NOT use another household's food stamps or authorization document for your household.

#### PART H - CERTIFICATION AND SIGNATURE

I understand the questions on this application and the penalties for hiding or giving false information. My household is in need of immediate food assistance as a result of the disaster. I certify, under penalty of perjury, that the information I have given is correct and complete to the best of my knowledge. I also authorize the release of any information necessary to determine the correctness of my certification. I understand that if I disagree with any action taken on my case, I have the right to request a fair hearing orally or in writing.

APPLICANT, AUTHORIZED REPRESENTATIVE, OR WITNESS (if signed with an X) SIGNED

DATE

# Disaster Application Table Maximum Gross Income Limits

To be used for Item #6 in Eligiblity Worker Section F.

Household Size	Disaster Gross Income Limit <sup>1</sup>	Maximum Allotment
1	1,170	130
2	1,412	238
3	1,654	341
4	1,895	434
5	2,137	515
6	2,379	618
7	2,620	683
8/ П	2,862	781
Each Additional Member	+242	+98

These figures include all necessary calculations (e.g., calculation for 1 person household: maximum net monthly income = \$696; standard deduction = \$134; shelter deduction = \$340, 696+134+340 = 11,170)



# Information For Participants Affected by the World Trade Center Disaster Who Live Below 14<sup>th</sup> Street

In the wake of the disaster at the World Trade Center, City residents have lost homes or jobs and in many other ways have had their lives disrupted. If you receive public assistance and your household was directly affected by the disaster, please read the important information below about public assistance.

U. S. Mail, telephone service and public transportation were disrupted by the World Trade Center disaster. If you lived below 14<sup>th</sup> Street on September 11, 2001, you may have been unable to collect your mail or you may have experienced delayed delivery of mail or you may have been unable to reach some of our Centers.

- If you were unable to keep an appointment at your Job Center/NPA
  Food Stamp Center because of delayed mail or difficulty with
  transportation following the disaster, you should call your
  Office/Worker or the number given on the appointment letter as soon
  as possible.
- If you received a "Notice of Intent to Change/Discontinue Benefits" (10 day notice) late due to delayed mail or inability to collect your mail and you wish to have a conference about the issue, please call your Office/Worker as soon as possible at the number on the notice and request a conference.
- If you had an appointment at the Waverly Job Center, the Seaport Job Center or the Refugee Center and were unable to contact your Worker or resolve your issue, you should call your Office/Worker as soon as possible.

Some families may have increased difficulty in getting food following the World Trade Center disaster.

 If you had a temporary EBT card that expired following the disaster and you have not received a permanent card in the mail, you should call your Job/NPA Food Stamp Center.

- Residents of Manhattan living below 14<sup>th</sup> Street may be able to get assistance if they lost food as a result of the disaster. To report lost food or food stamps, please call the HRA Infoline at 1-877-472-8411 or you may call or visit your Job/NPA Food Stamp Center.
- If your household income was lost or reduced because you lost a job or source of income located below 14<sup>th</sup> Street in Manhattan, you may be eligible for a food stamp supplement. Please call or visit your Job/NPA Food Stamp Center.
- If your household size has increased because you now have someone living with you temporarily as a result of the disaster, you may be eligible for a food stamp supplement. Please call or visit your Job/NPA Food Stamp Center.

If you were employed in businesses that were damaged or destroyed in the World Trade Center disaster contact the Job Link Hotline at 718-557-1332.

If you have questions related to the disaster that are not covered here, please call the HRA Infoline at 1-877-472-8411. Infoline staff will be able to help you with questions about HRA services, job assistance and other issues related to the World Trade Center disaster.



#### **Disaster Financial Assistance Information**

Lost your employment or business income as a result of the 9/11 World Trade Center Disaster? Then please take a moment to read about financial assistance for which you may be eligible.

#### FEMA's Mortgage & Rental Assistance (MRA) Program

The Federal Emergency Management Agency's (FEMA) Mortgage & Rental Assistance (MRA) Program can provide up to 18 months of rental or mortgage assistance if you have experienced a substantial reduction in household income due to disaster-related lost employment or business income.

In general, you may be eligible for the MRA Program if you meet the following criteria:

- You have experienced a disaster related financial hardship causing a 25% or greater reduction in pre-disaster HOUSEHOLD income.
- You occupied your primary residency prior to the disaster and have been residing there continually thereafter.
- You have received a notice of imminent foreclosure, dispossession, or eviction from your primary residence OR you have a signed letter from your landlord/mortgage holder stating that you have been delinquent in your payments after 8/31/01.
- You are an U.S. Citizen, Non-Citizen National, or Legal Alien.

If you think you meet these criteria, you must follow these steps to apply for the Mortgage & Rental Assistance Program:

<u>Step 1:</u> Teleregister with FEMA by calling 1-800-462-9029 between 8 a.m. and 6 p.m., Monday through Saturday. Those with a speech or hearing impairment may call TTY 1-800-462-7585.

<u>Step 2</u>: Get a FEMA MRA Program application. You can get this application through the mail when you teleregister, by calling the help line at 1-800-525-0321 (TTY: 1-800-462-7585).

<u>Step 3:</u> Complete the application. Be sure to sign your name in all the required places, and make sure you have a letter from and SIGNED BY your landlord or bank lender that says that you are late in your payments and that specifies the timeframe of lateness (i.e. John Doe's rent was due on December 1, and it is now December 5 and his rent is 5 days overdue). You can get help completing the application correctly by calling FEMA's helpline at 1-800-525-0321 (TTY: 1-800-462-7585).

Step 4: Mail the application in to: FEMA, P.O. Box 10055, Hyattsville, MD 20782-7055

The current deadline to apply for assistance with FEMA is March 15, 2002. If you have any questions about the Mortgage & Rental Assistance Program or need assistance, contact the FEMA help line at 1-800-525-0321 (TTY: 1-800-462-7585).

#### **Disaster Unemployment Assistance (DUA)**

The disaster Unemployment Assistance (DUA) program provides 26 weeks of benefits to the self-employed, business owners and workers who lost employment as a direct result of the disaster, and to those who are otherwise not eligible for New York State regular unemployment program benefits. Individuals who became the "head of household" because of a death resulting from the WTC disaster may also be eligible to receive DUA benefits. DUA requires that individual apply for and be rejected from regular Unemployment Assistance.

Residents of New York, New Jersey and Connecticut should call the New York State Department of Labor Telephone Claims Line at 1-888-209-8124 from 8 a.m. to 6 p.m. Monday through Friday. **The current deadline to apply for DUA is February 16, 2002.** 

#### Información de Asistencia Financiera por Desastre

¿Perdió su trabajo o ingresos de negocios como consecuencia del Desastre del World Trade Center del 11 de septiembre? Entonces por favor tome un minuto para leer sobre asistencia financiera para la cual usted puede ser elegible.

# <u>Programa de Asistencia para Hipoteca y Renta de FEMA (FEMA's Mortgage & Rental Assistance</u> (MRA) Program)

El Programa de Asistencia para Hipoteca y Renta (MRA) de la Agencia Federal de administración de Desastre (FEMA) puede proveer hasta 18 meses de asistencia para renta o hipoteca si usted ha experimentado una reducción considerable del ingreso de su hogar debido a perdida de trabajo o ingresos de negocios relacionados al desastre.

Por lo general, usted puede ser elegible para el Programa de MRA si cumple con los siguientes criterios:

- Usted ha experimentado una privación financiera relacionada con el desastre causándole una reducción del 25% o más del ingreso del HOGAR previo al desastre.
- Usted ocupó su principal residencia antes del desastre y ha estado residiendo en ella continuamente desde entonces.
- ▶ Usted ha recibido un aviso de juicio hipotecario, desposeimiento, o desalojo eminente de su principal residencia O usted tiene una carta de su casero/quien mantiene la hipoteca declarando que usted se ha retrasado en sus pagos después del 31/8/01.
- ► Usted es un Ciudadano, Nacional No-Ciudadano, o Extranjero Legal de los Estados Unidos.

Si usted piensa que cumple con estos criterios, usted tiene que seguir los siguientes pasos para solicitar para el Programa de Asistencia para Hipoteca y Renta (MRA):

<u>Paso 1:</u> Teleregístrese con FEMA llamando al 1-800-462-9029 entre 8 a.m. y 6 p.m., lunes a sábado. Aquellos con impedimentos de habla o audición pueden llamar al TTY 1-800-462-7585.

<u>Paso 2</u>: Obtenga una solicitud del Programa MRA de FEMA. Usted puede obtener esta solicitud por correo al teleregistrase, llamando a la línea de ayuda al 1-800-525-0321 (TTY: 1-800-462-7585).

<u>Paso 3:</u> Complete la solicitud. Asegúrese de firmar su nombre en todos los lugares requeridos, y asegúrese de que tiene una carta FIRMADA POR su casero o banco prestamista indicando que usted está atrasado en sus pagos y que especifique el lapso de tiempo del atraso (i.e. la renta de John Doe se cumplía el 1 de diciembre, y ahora estamos al 5 de diciembre y su renta tiene 5 días de atraso). Usted puede obtener ayuda para completar la solicitud correctamente llamando a la línea de ayuda de FEMA al 1-800-525-0321 (TTY: 1-800-462-7585).

#### Paso 4: Envíe su solicitud por correo a: FEMA, P.O. Box 10055, Hyattsville, MD 20782-7055

La fecha límite para solicitar asistencia de FEMA es el 15 de marzo del 2002. Si usted tiene cualquier pregunta sobre el Programa de Asistencia para Hipoteca y Renta o necesita asistencia, contacte a la línea de ayuda de FEMA al 1-800-525-0321 (TTY: 1800-462-7585).

#### Asistencia de Desempleo por Desastre (Disaster Unemployment Assistance -DUA)

El programa de Asistencia de Desempleo por Desastre (DUA) provee 26 semanas de beneficio para personas que trabajan por cuenta propia, propietarios de negocios y trabajadores que perdieron su empleo como resultado directo del desastre, y para aquellos que de otra manera no son elegibles para beneficios del programa de desempleo del Estado de Nueva York. Personas que se convirtieron en "cabezas de hogar" debido a una muerte causada por el desastre de WTC pueden también recibir beneficios de DUA. DUA requiere que personas soliciten y sean rechazados para Asistencia por Desempleo regular.

Residentes de Nueva York, Nueva Jersey y Connecticut deben llamar a la Línea de Reclamaciones del Departamento de Trabajo de la Ciudad de Nueva York al1-888-209-8124 de 8 a.m. a 6 p.m., lunes a viernes. La fecha límite actual para solicitar es el 16 de febrero del 2002.

#### Need help finding out what's out there?

#### Call 1-866-689-HFI P to be

matched with a Service Coordinator trained in the services and benefits. being provided by the member organizations of the 9/11 United Services Group who can:

- . Assess your needs to develop the best benefits and service plan for you.
- Provide referrals to counseling, support groups, legal services, job training and placement agencies, immigration services, and more.
- . Keep you up to date on what services and benefits are out there.
- Advocate on your behalf with benefit and service providers.

#### Senior Citizen Services

Department for the Aging (DFTA): Information and referrals for disaster-caused and other needs for the aging 1 (212) 442-1000: TTY: 1 (212) 442-3079

#### Disabilities

Mayor's Office for People with Disabilities: Information and referrals for people with disabilities. 1 (212) 788-2830 TTY: 1 (212) 788-2838

#### Counselina

Mental Health Association of New York City: 24 hour access to a database of mental health programs. and therapists in New York City, and referrals in vour area. Counselors are also available to visit at home. 1 (800) LIFENET (543-3638); 1 (877) 298-3373 (Spanish): 1 (877) 990-8585 (Asian): www.800lifenet.com

#### Tax Relief

Internal Revenue Service (IRS): Victims and family members of the World Trade Center attack may be eligible for federal tax breaks and extensions. 1 (800) 829-1040; www.irs.gov

New York State Department of Taxation and Finance: State Tax extensions for eligible victims of the World Trade Center disaster 1 (800) 225-5829, www.tax.state.ny.us

#### Other Services and Benefits

Department of Veteran Affairs:

Health employment, rehabilitation services and survivor benefits. 1 (800) 827-1000; www.va.gov

Social Security Administration (SSA):
Benefits for those with disabled family members or survivors. 1 (800) 772-1213; TTY 1 (800) 325-0778; www.ssa.gov

New York State Worker's Compensation Board: Benefits to injured workers or surviving dependents of those killed while working. 1 (800) 877-1373; www.wcb.state.ny.us

United States Environmental Protection Agency (EPA): For information regarding air quality and other environmental concerns. 1 (888) 283-7626; www.epa.gov/region02

New York State Department of Motor Vehicles (DMV): Fee waivers for those who lost license or registration documents in the disaster. 1 (212) 645-5550; www.nysdmv.com



**Human Resources Administration** Family Independence Administration

## **World Trade Center** Disaster Assistance Resource Guide



For a comprehensive resource guide, visit www.september11fund.org

For general information and guestions, call the Safe Horizon September 11th Support HealthLine at 1 (866) 689-HELP.

Form EXP-53CC 5/16/02

### **Major Government Assistance**

#### **Housing Assistance:**

First, teleregister with the Federal Emergency Management Agency (FEMA).

Next, complete and mail in your application for Mortgage and Rental Assistance (MRA).

- Application deadline: September 30, 2002
- To register: 1 (800) 462-9029;
   TTY: 1 (800) 462-7585
- For help completing the MRA application: 1 (800) 525-0321; TTY: 1 (800) 462-7585
- Important: FEMA is accepting a late notice from your landlord or bank in lieu of an intent to evict or foreclose letter. Please make sure that the late notice includes the time frame of lateness, and amount overdue.
- · Website: www.fema.gov

#### **Employment Assistance:**

Call 1 (866) JOBS-NYC for a referral to the nearest Workforce1 Career Center.

You'll have access to thousands of jobs, free job search assistance and training, and free access to computers, fax machines and the Internet.

#### **Public Assistance:**

You can apply for Public Assistance, Medicaid, Food Stamps and other services by calling the Human Resources Administration (HRA) Infoline: 1 (877) 472-8411.



# Immigrant Assistance:

New York Immigration Hotline: 1 (800) 566-7636

9/11 Legal Aid Society: Free and confidential legal services for WTC affected immigrants (undocumented

immigrants encouraged to call): 1 (888) 218-6974

Mayor's Office of Immigrant Affairs and Language Services: 1 (212) 788-7654

# Additional Assistance: Telephone Directory

#### Housing Assistance:

Department of Housing and Urban Development (HUD):
Assists displaced residents with the Federal Housing
Administration. Mortgage relief, late fee waivers, and 90-day
moratoriums on foreclosures for those living within disaster
area. HUD also provides guarantees for disaster-relief home
loans. 1 (800) 217-6970: TTY: 1 (800) 358-6216.

United States Small Business Administration (SBA): Low interest Toans to homeowners and renters to repair disaster-damaged primary residences and personal property that is not covered by insurance. Register through FEMA: 1 (800) 462-9029; TTY: 1 (800) 462-7585.

Department of Housing Preservation and Development (HPD) Provides Section 8 (long-term) rental assistance to displaced residents or those who lost job-related income due to the disaster. 1 (212) 863-8000.

#### Business Recovery:

United States Small Business Administration (SBA): Economic Injury Disaster Loans for eligible small businesses to pay bills or meet operating expenses. Register through FEMA: 1 (800) 462-9029. For questions regarding your application or for more information, call 1 (800) 659-2955; www.sba.gov

Empire State Development Corp. (ESDC):
Grants and relocation services for employers displaced by the World Trade Center attack. 1 (800) ILOVENY;
www.nylovesbiz.com

#### Legal Services:

New York City Bar Association: Free legal advice for victims and families regarding insurance and estate planning. 1 (212) 626-7373; www.abcny.org