

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-08-OPE

(This Policy Bulletin Replaces PB #07-49-OPE, PB #07-24-OPE, PB #04-206-OPE, and PB #01-05)

REVISIONS TO FORM M-42U AND FORM W-138Q

Date:	Cubtonio/o\:
	Subtopic(s):
January 29, 2008	Forms
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform staff at Job Centers and Non-Cash Assistance (NCA) Food Stamp (FS) Centers that the Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices form (M-42u) and the Food Stamp Income Guidelines form (W-138Q) have been revised.
:	Changes to the M-42u:
	The title of this form has been changed to "Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices".
	 The text "To file a FS application with the Center nearest you, you may appear in person anytime between the hours of 8:30 AM and 5:00 PM, Monday through Friday" has been added to the statement at the top of the first page.
	 The text "In Extended Hours Centers you may appear in person between the hours of 8:30 AM and 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays" has been added to the statement at the top of the first page. It has also been added as a notation at the bottom of pages 1 and 2.
	 Washington Heights FS Center F13 is now located at 4055 Tenth Avenue, Lower Level, New York, NY 10034.
	 Waverly (F19), Rider (F38) and Fordham (F44) have been added to the FS Center column.
	 Bellevue Hospital has been added to this listing and is the Associated Medicaid Office for F19.

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

- The Associated Medicaid office for Coney Island (F22) has moved to the "3rd Floor" as indicated on the form.
- Lincoln Hospital is the Associated Medicaid Office for F38 and F44.
- Stadium (F31), Far Rockaway (F42), Long Island City (F43), Bergen (F48) and St. George (F51) have been deleted from the FS Center column.
- The Dual Food Stamp/Medicaid Office at Union Square (F11) has been deleted from the form. This Center is scheduled to close in March of 2008.
- F53 (formerly known as "Flushing") is now designated "Queens".
 The municipality at this location has been corrected to "Long Island City".
- F79 formerly "Far Rockaway" and its Associated Medicaid Office also formerly "Far Rockaway" are each now designated "Rockaway".
- The text "Medical Insurance and Community Services
 Administration (MICSA) Center" and "F31 does not accept new
 applicants" (previously located at the bottom of the form on pages 1
 and 2) have been removed.
- The address of the Associated Medicaid Office at Bronx Lebanon Hospital has been amended to include the text "First Floor".
- The terms "engageable" and "unengageable" have been removed from the form.

Changes to the W-138Q:

- The Food Stamp Resource Limits/Exemptions section has been deleted and the form is now one page.
- The sentence "To file a FS application with the Center nearest you, you may appear in person between the hours of 8:30 AM and 5:00 PM, Monday through Friday" has been added to the line immediately following the second set of bullets on the form.
- The sentence "In Extended Hours Centers you may appear in person between the hours of 8:30 AM and 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays" has been added to the line immediately following the second set of bullets on the form.

Since January 1, 2008, categorically eligible households have been exempt from the FS resource limit. See PB #07-155-ELI

- F11, F31, Colgate (F32), F42, F43 and F51 have been removed from the form.
- F13 is now located at 4055 Tenth Avenue, Lower Level, New York, NY 10034.
- F19 has moved to the "4th Floor" as indicated on the form.
- Williamsburg (F21) has moved to the "4th Floor" as indicated on the form.
- F22 has moved to the "1st Floor" as indicated on the form.
- FS Center F79 is now designated as "Rockaway".
- The text "F31 does not accept new applicants" has been removed.

Center Directors/Managers must ensure that all previous versions of these forms, including multilingual equivalents, are removed from circulation and recycled.

Samples of the revised forms are attached.

Effective Immediately

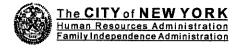
Related Items:

<u>CD #07-19</u> <u>PB # 07-155-ELI</u> <u>PB #07-132-OPE</u>

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

Attachments:

M-42u	Non-Cash Assistance Food Stamp Centers and
	Associated Medicaid Offices (Rev. 1/29/08)
M-42u (S)	Non-Cash Assistance Food Stamp Centers and
	Associated Medicaid Offices (Spanish) (Rev. 1/29/08)
W-138Q	Food Stamp Income Guidelines (Rev. 1/29/08)
W-138Q (S)	Food Stamp Income Guidelines (Rev. 1/29/08)



Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices

To file a Food Stamp application with the Center nearest you, you may appear in person any time 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 (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays. If you wish to make a telephone appointment, call Info Line at (877) 472-8411 for the telephone number of the nearest Food Stamp Center.

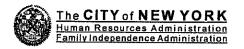
Food Stamp Center	Associated Medicaid Office
F02 East End 2322 Third Avenue, Third Floor New York, NY 10035	Metropolitan Hospital 1901 1st Avenue, First Floor, Room 1D-27 New York, NY 10029 (Use the 2nd Avenue entrance at 97th Street)
F13 Washington Heights 4055 Tenth Avenue, Lower Level New York, NY 10034 F14 St. Nicholas 132 West 125th Street, Third-Floor New York, NY 10027 F19 Waverly* 12 West 14th Street, Fourth Floor	Columbia-Presbyterian Hospital 622 West 168th Street, First Floor, Room PH040 New York, NY 10032 Harlem Hospital (Ron Brown Building) 530 Lenox Avenue First Floor, Reem-1061 137th Street entrance) New York, NY 10087 Bellevue Hospital 462 Birst Avenue "G" Link Ground Floor
New York, NY 10011 F20 Fort Greene 275 Bergen Street, First Floor Brooklyn, NY 11217	New York, NY 10016 Boerum Hill 35 4th Avenue Brooklyn, NY 11217
F21 Williamsburg 30 Thornton Street, Fourth Floor Brooklyn, NY 11206	Woodhull Hospital 760 Broadway, Ground Floor Brooklyn, NY 11206
F22 Coney Island 2865 West 8th Street, First Floor Brooklyn, NY 11224	Coney Island 3050 West 21st Street, Third Floor Brooklyn, NY 11224
F23 Boro Hali* 45 Hoyt Street, Sixth Floor Brooklyn, NY 11201 F24 Greenwood 227 Schermerhorn Street, First Floor	Boerum Hill 35 4th Avenue Brooklyn, NY 11217
Brooklyn, NY 11201 F25 Midwood	Coney Island 3050 West 21st Street, First Floor

^{*}Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays.

Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices

Food Stamp Center	Associated Medicaid Office
F26 North Brooklyn 500 Dekalb Avenue, Fifth Floor Brooklyn, NY 11205	Woodhull Hospital 760 Broadway, Ground Floor Brooklyn, NY 11206
F27 New Utrecht 6740 4th Avenue, First Floor Brooklyn, NY 11220	Coney Island 3050 West 21st Street, First Floor
F28 Brighton 2865 West 8th Street, First Floor Brooklyn, NY 11224	Brooklyn, NY 11224
F38 Rider 305 Rider Avenue, Second Floor Bronx, NY 10451 F40 Meirose 260 East 161st Street, Fourth Floor Bronx, NY 10451 F44 Fordham* 2551 Bainbridge Avenue, Second Floor Bronx, NY 10458	Lincoln Hospital 234 East 149/h Street, Basement, Room B-75 Bronx, NY 10451
F46 Crotona 1910 Monterey Avenue, Fifth Floor Bronx, NY 10457	Bronx Lebanon Hospital 1316 Fulton Avenue, First Floor Bronx, NY 10456
F53 Queens 32-20 Northern Boulevard, Fourth Floor Long Island City, NY 11101	Elmhurst Hospital 79-01 Broadway, Room D4-17 Elmhurst, NY 11373
F54 Jamaica* 165-08 88th Avenue, Third Floor Jamaica, NY 11432	Jamaica 165-08 88th Avenue, Sixth Floor Jamaica, NY 11432
F79 Rockaway 219 Beach 59th Street, First Floor Rockaway, NY 11692	Rockaway 219 Beach 59th Street, Second Floor Rockaway, NY 11692
F99 Richmond* 201 Bay Street, First Floor Staten Island, NY 10301	Staten Island 215 Bay Street Staten Island, NY 10301

^{*}Extended Hours Centers – 8:30 AM to 6:00 PM, Monday through Friday (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays.



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

Para presentar una solicitud de Cupones para Alimentos con el Centro más cercano a usted, puede presentarse a cualquier hora de 8:30 AM a 5:00 PM, de lunes a viernes. En Centros con Horas Extendidas, usted puede presentarse en persona entre las horas de 8:30 AM y 6:00 PM, lunes a viernes (hasta las 7:00 PM en días selectos) y entre 9:00 AM a 5:00 PM los sábados. Si desea programar una cita telefónica, llame a la Línea de Información (Info Line) al (877) 472-8411 para obtener el número de teléfono del Centro de Cupones para Alimentos más cercano a usted.

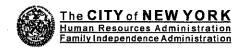
Centro de Cupones para Alimentos	Oficina de Medicaid Correspondiente
F02 East End	Metropolitan Hospital
2322 Third Avenue, 3er Piso	1901 1st Avenue, 1er Piso, Sala 1D-27
New York, NY 10035	New York, NY 10029
	(Use la entrada en 2nd Avenue con 97th Street)
F13 Washington Heights	Columbia-Presbyterian Hospital
4055 Tenth Avenue, Nivel Bajo	622 West 108th \$tjeet, 1er Piso, Sala PH040
New York, NY 10034 / / / / / / / / / / / / / / / / / / /	New York, NY 10082
F14 St. Nicholas	Harlem Hospital (Ron Erdwn Building)
132 West 125th Street, Ser Pisc	
New York, NY 10027	entrada en la 137th Street)
	New York, NY 10087
F19 Waverly*	Bellevue Hospital
12 West 14 th Street, 4to Piso	162 Pirst Avenue "G" Link Planta Baja
New York, NY 10011	New York, NY 10016
F20 Fort Greene	Boerum Hill
275 Bergen Street, 1er Piso	35 4th Avenue
Brooklyn, NY 11217	Brooklyn, NY 11217
F21 Williamsburg	Woodhull Hospital
30 Thornton Street, 4to Piso	760 Broadway, Planta Baja
Brooklyn, NY 11206	Brooklyn, NY 11206
F22 Coney Island	Coney Island
2865 West 8th Street, 1er Piso	3050 West 21st Street, 3er Piso
Brooklyn, NY 11224	Brooklyn, NY 11224
F23 Boro Hall*	
45 Hoyt Street, 6to Piso	Boerum Hill
Brooklyn, NY 11201	35 4th Avenue
F24 Greenwood	Brooklyn, NY 11217
227 Schermerhorn Street, 1er Piso	
Brooklyn, NY 11201	
F25 Midwood	Coney Island
3050 West 21st Street, 2do Piso	3050 West 21st Street, 1er Piso
Brooklyn, NY 11224	Brooklyn, NY 11224

^{*}Centros con Horas Extendidas – 8:30 AM a 6:00 PM, lunes a viernes (hasta las 7:00 PM en días selectos) y entre 9:00 AM y 5:00 PM los sábados.

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

Centro de Cupones para Alimentos	Oficina de Medicaid Correspondiente
F26 North Brooklyn 500 Dekalb Avenue, 5to Piso Brooklyn, NY 11205	Woodhull Hospital 760 Broadway, 1er Piso Brooklyn, NY 11206
F27 New Utrecht 6740 4th Avenue, 1er Piso Brooklyn, NY 11220	Coney Island 3050 West 21st Street, 1er Piso
F28 Brighton 2865 West 8th Street, 1er Piso Brooklyn, NY 11224	Brooklyn, NY 11224
F38 Rider 305 Rider Avenue, 2do Riso Bronx, NY 10451	
F40 Melrose 260 East 161st Street, Piso Bronx, NY 10451	Lincoln Flospital 234 Fast 149th Street, Sótario Sala B-75 Bronz, NY 10451
F44 Fordham* 2551 Bainbridge Avenue, 2do piso Bronx, NY 10458	
F46 Crotona 1910 Monterey Avenue, 5to Piso Bronx, NY 10457	Bronx Lebanon Hospital 1316 Fulton Avenue, 1er Piso Bronx, NY 10456
F53 Queens 32-20 Northern Boulevard, 4to Piso Long Island City, NY 11101	Elmhurst Hospital 79-01 Broadway, Sala D4-17 Elmhurst, NY 11373
F54 Jamaica* 165-08 88th Avenue, 3er Piso Jamaica, NY 11432	Jamaica 165-08 88th Avenue, 6to Piso Jamaica, NY 11432
F79 Rockaway 219 Beach 59th Street, 1er Piso Rockaway, NY 11692	Rockaway 219 Beach 59th Street, 2do Piso Rockaway, NY 11692
F99 Richmond* 201 Bay Street, 1er Piso Staten Island, NY 10301	Staten Island 215 Bay Street Staten Island, NY 10301

^{*}Centros con Horas Extendidas – 8:30 AM a 6:00 PM, lunes a viemes (hasta las 7:00 PM en días selectos) y entre 9:00 AM y 5:00 PM los sábados.



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	\$1,107	\$1,484	\$1,861	\$2,238	\$2,615	\$2,992	\$3,369	\$3,746	+ \$377

- These new income limits are effective October 1, 2007.
- The Maximum Gross Monthly Income limits do not apply to Food Stamp households with an elderly or disabled individual.

To file a Food Stamp application with the Center nearest you, you may appear in person any time 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 (until 7:00 PM on select days) and between 9:00 AM and 5:00 PM on Saturdays. If you wish to make a telephone appointment, call info Line at (877) 172-8411 for the telephone number of the nearest Food Stamp Center.

nearest 1 00	d Stamp Center.	/// //			
	New)	ork dity Food St	amp Centers		Extended Hours Centers*
Manhattan	East End FR02 2322 Third Avenue 3rd Floor New York, NY 10035	Vyeehington Heights – F13 4055 10th Avenue Yower Level New York, NY11034	St. Nicrolas F14 132 West 125th Street 3rd Floer New York NY 10027		Waverly – F19 12 West 14th Street 4th Floor New York, NY 10011 (Open until 7:00 PM on Tuesdays)
Brooklyn	F15 (SSI only) 253 Schermerhorn Street 1st Floor Brooklyn, NY 11201	Ft. Greene – F20 275 Bergen Street 1st Floor Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 4th 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 (Open until 7:00 PM on Tuesdays)
	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 11220	
	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) 253 Schermerhorn Street 3rd Floor Brooklyn, NY 11201		
Bronx	Rider – F38 305 Rider Avenue, 2nd Floor Bronx, NY 10451	Meirose – F40 260 East 161st Street 4th Floor Bronx, NY 10451	Crotona – F46 1910 Monterey Avenue 5th Floor Bronx, NY 10457		Fordham – F44 2551 Bainbridge Avenue 2nd Floor Bronx, NY 10458 (Open until 7:00 PM on Wednesdays)
Queens	Rockaway F79 219 Beach 59th Street 1st Floor Rockaway, NY 11692	Queens – F53 32-20 Northern Boulevard 4th Floor Long Island City, NY 11101			Jamaica – F54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432 (Open until 7:00 PM on Thursdays)
Staten Island					Richmond – F99 201 Bay Street 1st Floor Staten Island, NY 10301 (Open until 7:00 PM on Fridays)

^{*}Extended Hours Centers - 8:30 AM to 6:00 PM, Monday through Friday, until 7:00 PM on select days and 9:00 AM to 5:00 PM on Saturdays.

^{**}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.

Form W-138Q (S) LLF Rev. 1/29/08



Guía de Ingresos de Cupones para Alimentos

- Los Cupones para Alimentos le proveen a su familia asistencia a la hora de comprar alimentos. Estos cupones para alimentos se utilizan en lugar de dinero en efectivo para comprar en bodegas o supermercados.
- Usted no tiene que estar desempleado para solicitar Cupones para Alimentos. Usted puede estar empleado y aun ser elegible para Cupones para Alimentos.
- Usted puede ser elegible para recibir cupones para alimentos aun si es propietario(a) de su casa y automóvil.
- Si usted es elegible, recibirá asistencia de Cupones para Alimentos dentro de 30 días. Ciertos hogares con poco ingreso
 o ahorros, o con altos costos de alquiler, pueden recibir 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	\$1,107	\$1,484	\$1,861	\$2,238	\$2,615	\$2,992	\$3,369	\$3,746	+ \$377

- Estos nuevos límites de ingresos entrarán en vigencia el 1 de octubre, 2007.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de Cupones para Alimentos con personas ancianas o incapacitadas.

Para presentar una solicitud de Cupones para Alimentos con el Centro más cercano a usted, puede presentarse en persona a cualquier hora de 8:30 AM a 5:00 PM, de lunes a viernes. En Centros con Horas Extendidas, usted puede presentarse en persona entre las horas de 8:30 AM y 6:00 PM, lunes a viernes masta las 7:00 PM en días selectos) y entre 9:00 AM a 5:00 PM los sábados. Si desen programa una cita telefónica, llarne a la Línea de Información (Info Line) al (877) 472-8411 para obtener el número de telefónica de Culpones para Alimentos más cercano a usted.

Centro	os de Cupenes	para Alimentos	en/la Ciudad de	Nueva York	Centros con Horario Extendido*
Manhattan	East End – F02 2322 Third Avenue 3er Piso New York, NY 18035	Washington Heights - F13 4055 10th Avenue Hower Level Mew York, NY 10034	St./Nicholas - F14 32 West 123th Street 34r Piso Mew York, NY 20027		Waverly – F19 12 West 14th Street 4to Piso New York, NY 10011 (Abirerto hasta las 7:00 PM los martes
Brooklyn	F15 (SSI only) 253 Schermerhorn Street 1er Piso Brooklyn, NY 11201	Ft. Greene – F20 275 Bergen Street 1er Piso Brooklyn, NY 11217	Williamsburg – F21 30 Thornton Street 4to Piso Brooklyn, NY 11206	Coney Island - F22 2865 West 8th Street 1er Piso Brooklyn, NY 11224	Boro Hall – F23 45 Hoyt Street 6to Piso Brooklyn, NY 11201 (Abierto hasta las 7:00 PM los martes
	Greenwood – F24 227 Schermerhorn Street 1er Piso Brooklyn, NY 11201	Midwood F25 3050 West 21st Street 2do Piso Brooklyn, NY 11224	North Brooklyn – F26 500 Dekalb Avenue 5to Piso Brooklyn, NY 11205	New Utrecht – F27 6740 4th Avenue 1er Piso Brooklyn, NY 11220	
	Brighton – F28 2865 West 8th Street 1er Piso Brooklyn, NY 11224	F61** (Residential Facilities Only) 253 Schermerhorn Street 3er Piso Brooklyn, NY 11201	F63** (Homebound Non-SSI only) 253 Schermerhorn Street 3er Piso Brooklyn, NY 11201		
Bronx	Rider – F38 305 Rider Avenue 2do Piso Bronx, NY 10451	Meirose – F40 260 East 161st Street 4to Piso Bronx, NY 10451	Crotona – F46 1910 Monterey Avenue 5to Piso Bronx, NY 10457		Fordham – F44 2551 Bainbridge Avenue 2do Piso Bronx, NY 10458 (Abierto hasta las 7:00 PM los miércoles)
Queens	Rockaway – F79 219 Beach 59th Street 1er Piso Rockaway, NY 11692	Queens – F53 32-20 Northern Boulevard 4to Piso Long Island City, NY 11101			Jamaica – F54 165-08 88th Avenue 3er Piso Jamaica, NY 11432 (Abierto hasta las 7:00 PM tos jueves)
Staten Island					Richmond – F99 201 Bay Street 1er Piso Staten Island NY 10301 (Abierto hasta las 7:00 PM los viernes

^{*}Centros con Horario Extendido – 8:30 AM a 6:00 PM, de lunes a viernes, hasta las 7:00 PM días asignados y de 9:00 AM a 5:00 PM los sábados.

^{**}El F61 proporciona servicios por correo, por teléfono y por fax a residentes de hogares de tratamiento en grupo autorizados 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 por fax.