



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-13-OPE

REMINDER REGARDING USE OF THE “IMPORTANT INFORMATION ABOUT WHAT CHANGES YOU MUST REPORT FOR FOOD STAMPS” (LDSS-4791)

Date: February 1, 2008	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind all staff of the use of the State form “Important Information About What Changes You Must Report for Food Stamps (LDSS-4791).”</p> <p>The LDSS-4791 provides households with income that receive Food Stamp Benefits with mandated information about the six-month reporting rules and with information about the 130% Federal Poverty Gross Income Limits.</p> <p>The CNS Notice generated on households with income contains the change reporting requirements listed in the LDSS-4791. However, if circumstances require that the CNS Notice be suppressed, JOS/Workers at Job Centers and Non-Cash Assistance Food Stamp Centers must complete the LDSS-4791 and provide it to all households with income at the following times:</p> <ul style="list-style-type: none"> • When the Food Stamp (FS) case is established and accepted; • When new employment is reported and no earned income was previously budgeted; and • At each recertification. <p>Workers must use the Food Stamp Income Eligibility Guidelines Desk Guide (W-204G) to manually complete the LDSS-4791.</p> <p>Samples of the LDSS-4791 and the W-204G are attached.</p> <p><i>Effective Immediately</i></p>

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*


References:

01 ADM 9
02 ADM 7
03 INF 11

Related Items:

PD #02-41-ELI
PD #08-01-ELI

Attachments:

 Please use Print on Demand to obtain copies of forms.

LDSS-4791 Important Information About What Changes You Must Report for Food Stamps (Rev. 2/03)
W-204G Food Stamp Income Eligibility Guidelines Desk Guide (Rev. 2/1/08)

**IMPORTANT INFORMATION ABOUT
WHAT CHANGES YOU MUST REPORT FOR FOOD STAMPS**

Esta carta está traducida al español en la página 2

General Telephone No. for Questions or Help: _____

New Food Stamp Program rules make it easier for households with income to report changes that may affect eligibility or benefit levels.

As a household with income, you are only required to report changes about your Food Stamp household at the time of your next recertification, with two exceptions:

If your household's gross monthly income is more than \$ _____ (130% of the poverty level) you must report this monthly amount to your social services district by phone, in writing, or in person within 10 days after the end of the month. Gross income is the amount of income before taxes and other deductions are taken out, not the amount you receive when you cash your check. We must use the gross income in figuring your eligibility for food stamps.

Any income that you receive must be added together to know if you are over 130% of the poverty level. Examples of income that count include earnings, child support payments, Unemployment Insurance, temporary assistance payments, Workers Compensation or disability payments such as Social Security, SSI or private disability payments.

For example, if your only income is from earnings, you are paid weekly and your gross income is over \$ _____ a week, or if you are paid biweekly and your gross income is over \$ _____ biweekly, you must report this to us within 10 days after the end of the month. When you add up your earnings, to see if you are over 130% of poverty, use your gross pay from the last four weeks of the month.

If you are an Able-Bodied Adult Without Dependents ("ABAWD"), you must tell us if your work hours go below 80 hours a month. You must tell us this within 10 days after the end of the month when your work hours fell below 80 hours.

If you have a six-month certification period, any other changes to your Food Stamp household including who lives with you, rent costs, and gross income changes under 130% of the poverty level do not need to be reported until your next six-month recertification.

If you only report once a year for recertification (12 month certification period), and do not receive Temporary Assistance, you will be required to report your changes on one mail report received 6 months into your certification period. You may still voluntarily report any change about your household and, if this change will increase your benefit level and you verify this change, we will increase your benefit.

These changes apply only to the Food Stamp Program. If you also receive Temporary Assistance (TA), you are still required to report changes for TA within 10 days of the change.

If you have questions about this new reporting requirement, or if your gross income exceeds the 130% poverty level printed above, you may call the number printed at the top of this letter. Otherwise you will be required to recertify at your next scheduled recertification date and can report any changes you have at that time.

INFORMACIÓN IMPORTANTE SOBRE LOS CAMBIOS QUE USTED DEBE REPORTAR COMO BENEFICIARIO DE CUPONES DE ALIMENTOS

No. de teléfono general para hacer preguntas o pedir ayuda: _____

Nuevas reglas relacionadas al Programa de Cupones de Alimentos facilitan a hogares con ingresos el reportar cambios que afectan los requisitos necesarios para obtener cupones de alimentos o la cantidad de beneficios que el hogar recibe.

Si su hogar es un hogar que recibe ingresos, solamente se le requiere que reporte cambios pertinentes a al hogar que recibe beneficios de Cupones de Alimentos cuando presenta una recertificación, con dos excepciones:

Si el ingreso mensual bruto de su hogar excede \$ _____ (130% del nivel de pobreza), usted debe reportar esta cantidad mensual a su distrito de servicios sociales por teléfono, por escrito, o en persona, dentro de 10 días de finalizar el mes. El ingreso bruto es la cantidad de ingresos antes de pagar impuestos y descontar otras deducciones y no la cantidad que usted recibe cuando cobra su cheque. Nosotros debemos utilizar el ingreso bruto al calcular si usted reúne o no los requisitos para recibir Cupones de Alimentos.

Cualquier otro ingreso que usted reciba debe ser agregado al ingreso total para determinar si usted sobrepasa el 130% del nivel de pobreza. Ejemplos de ingresos que tomamos en cuenta incluyen: ingresos, pagos de manutención infantil, seguro por desempleo, pagos de asistencia temporal, compensación laboral o pagos por incapacidad, tales como los del Seguro Social, SSI o pagos privados por incapacidad.

Por ejemplo, si su único ingreso proviene de ingresos, si se le paga semanalmente y si su ingreso bruto excede \$ _____ **por semana**, o si a usted se le paga cada dos semanas y su ingreso bruto excede \$ _____ **cada dos semanas**, usted nos debe reportar esto dentro de 10 días de finalizar el mes. Cuando usted suma sus ingresos para determinar si sobrepasa el 130% del nivel de pobreza, utilice el salario en bruto recibido en las últimas cuatro semanas del mes.

Si usted es un Adulto Capaz de Trabajar sin Dependientes (Able-Bodied Adult Without Dependents—ABAWD), usted nos tiene que informar si sus horas de trabajo se reducen a menos de 80 horas al mes. Usted nos debe informar esto dentro de 10 días contados a partir del fin del mes en el cual sus horas de trabajo disminuyeron a menos de 80 horas de trabajo.

Si usted tiene una certificación por un período de seis meses, cualquier otro cambio que se efectúe en el hogar que recibe Cupones de Alimentos, incluyendo las personas que viven con usted, costos de alquiler, y cambios en los ingresos brutos inferiores al 130% del nivel de pobreza, no necesitan ser reportados hasta su próxima recertificación de los seis meses.

Si su período de recertificación es de solamente una vez al año (certificación por un período de 12 meses), y no recibe Asistencia Temporal a usted se le exigirá reportar sus cambios en un informe por correo que recibirá cumplidos los seis meses de su período de certificación. Usted todavía puede reportar voluntariamente cualquier cambio acerca de su hogar, y, si este cambio va a incrementar su nivel de beneficios y usted verifica este cambio, nosotros aumentaremos su beneficio.

Estos cambios solamente se aplican al Programa de Cupones de Alimentos. Si usted también recibe Asistencia Temporal (TA) todavía se le requiere reportar cambios pertinentes a la asistencia de TA dentro de 10 días de efectuarse el cambio.

Si tiene alguna pregunta acerca de este nuevo requisito de reporte, o si su ingreso bruto excede el 130% del nivel de pobreza indicado anteriormente, usted puede llamar al número de teléfono impreso en la parte superior de esta carta. De lo contrario, usted tendrá que presentar una recertificación durante su próxima cita de recertificación y podrá reportar cualquier cambio que tenga en ese momento.



Food Stamp Income Eligibility Guidelines Desk Guide
(Effective 10/1/2007)

Household income must not exceed these guidelines:

Household Size	130% GROSS INCOME TEST				165% GROSS INCOME TEST	NET INCOME TEST
	Monthly	Semimonthly	Biweekly	Weekly	Monthly	Monthly
1	\$1,107.00	\$553.50	\$510.96	\$255.48	\$1,404.00	\$851.00
2	\$1,484.00	\$742.00	\$684.98	\$342.49	\$1,883.00	\$1,141.00
3	\$1,861.00	\$930.50	\$858.99	\$429.49	\$2,361.00	\$1,431.00
4	\$2,238.00	\$1,119.00	\$1,033.00	\$516.50	\$2,840.00	\$1,721.00
5	\$2,615.00	\$1,307.50	\$1,207.02	\$603.51	\$3,318.00	\$2,011.00
6	\$2,992.00	\$1,496.00	\$1,381.03	\$690.51	\$3,797.00	\$2,301.00
7	\$3,369.00	\$1,684.50	\$1,555.04	\$777.52	\$4,275.00	\$2,591.00
8	\$3,746.00	\$1,873.00	\$1,729.06	\$864.53	\$4,754.00	\$2,881.00
Each Additional Member	+\$377.00	+\$188.50	+\$174.01	+\$87.01	+\$479.00	+\$290.00

Important information regarding certain households:

- Households with an elderly (age 60 or older) or disabled individual are not subject to the 130% Gross Income Test. These households must pass the net income test.
- Elderly or disabled members (and their spouses) may apply as a separate Food Stamp unit from the rest of the household if:
 - They are incapable of buying food or preparing meals due to age and/or disability; and
 - The rest of the household members pass the 165% gross income test.
- Households in which all members receive, or are authorized to receive, FA, SNA and/or SSI benefits are categorically eligible for Food Stamp (FS) benefits because of their status as FA, SNA and/or SSI recipients. The FS gross and/or net income limits are not applied as eligibility criteria to these households.