



FAMILY INDEPENDENCE ADMINISTRATION
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 Policy, Procedures, and Training

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POLICY BULLETIN #08-94-OPE

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

| <p>Date: July 31, 2008</p> | <p>Subtopic(s): Forms</p> |
|---|---|
| <p> This procedure can now be accessed on the FIAweb.</p> <p>F22 is a now a change center. See PB #08-34-OPE.</p> <p>F25 is now longer accepting applications because it is scheduled to close.</p> | <p>The purpose of this policy bulletin is to inform all Non-Cash Assistance (NCA) Food Stamp (FS) Center staff that the Food Stamp Income Guidelines Form (W-138Q) and the Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices Form (M-42u) have been revised. This policy bulletin is informational for all other staff. The revisions are as follows:</p> <p>W-138Q</p> <ul style="list-style-type: none"> the following text has been added to the end of the sixth bullet: “or if everyone in your household receives SSI, TANF, or SNA, you do not need to meet any income limit.” the second sentence of the second paragraph, which listed a schedule for the Extended Hours Centers, has been replaced with “Applications can be filed in person at any Food Stamp Center, or through an authorized representative. You may also mail or fax your application to any Food Stamp Center within the five boroughs of New York City.” The same sentence was removed from the bottom of the form. a new column was added that lists the specific dates and times for Extended Hours Centers. <p>M-42u</p> <ul style="list-style-type: none"> F22-Coney Island has been deleted from Form M-42u because it is no longer accepting applications. <p>Also, Food Stamp Center F25-Midwood has been removed from Forms W-138Q and M-42u due to the closing of that Center.</p> <p>Note: Due to the closing of Center F25 and the conversion of Center F22, the cases of participants from these centers have been transferred to Centers F20, F27, and F28.</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*

NCA FS Center Managers must ensure that all previous versions of these forms and the multilingual equivalents are removed from circulation and recycled.


Samples of the revised forms are attached.

Effective Immediately

Related Items:

PB #08-34-OPE

Attachments:

 Please use Print on Demand to obtain copies of forms.

M-42u Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Rev. 7/31/08)

M-42u (S) Non-Cash Assistance Food Stamp Centers and Associated Medicaid Offices (Spanish) (Rev. 7/31/08)

W-138Q Food Stamp Income Guidelines (Rev. 7/31/08)

W-138Q (S) Food Stamp Income Guidelines (Spanish) (Rev. 7/31/08)

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 Saturday. 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 | Columbia-Presbyterian Hospital 622 West 168th Street, First Floor, Room PH040 New York, NY 10032 |
| F14 St. Nicholas 132 West 125th Street, Third Floor New York, NY 10027 | Harlem Hospital (Ron Brown Building) 530 Lenox Avenue, First Floor, Room 1061 (137th Street entrance) New York, NY 10037 |
| F19 Waverly* 12 West 14th Street, Fourth Floor New York, NY 10011 | Bellevue Hospital 462 First Avenue "G" Link, Ground Floor New York, NY 10016 |
| F20 Fort Greene 3050 West 21st Street, 3rd Floor Brooklyn, NY 11224 | 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 |
| F23 Boro Hall* 45 Hoyt Street, Sixth Floor Brooklyn, NY 11201 | Boerum Hill 35 4th Avenue Brooklyn, NY 11217 |

*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 Brooklyn, NY 11224 |
| F28 Brighton 2865 West 8th Street, First Floor Brooklyn, NY 11224 | |
| F38 Rider 305 Rider Avenue, Second Floor Bronx, NY 10451 | Lincoln Hospital 234 East 149th Street, Basement, Room B-75 Bronx, NY 10451 |
| F40 Melrose 260 East 161st Street, Fourth Floor Bronx, NY 10451 | |
| F44 Fordham* 2551 Bainbridge Avenue, Second Floor Bronx, NY 10458 | |
| 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 en 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 Horarios Suplementario, usted puede presentarse en persona entre las horas de 8:30 AM y 6:00 PM, de 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 2322 Third Avenue, 3er Piso New York, NY 10035 | Metropolitan Hospital 1901 1st Avenue, 1er Piso, Sala 1D-27 New York, NY 10029 (Use la entrada en 2nd Avenue con 97th Street) |
| F13 Washington Heights 4055 Tenth Avenue, Planta Baja New York, NY 10034 | Columbia-Presbyterian Hospital 622 West 168th Street, 1er Piso, Sala PH040 New York, NY 10032 |
| F14 St. Nicholas 132 West 125th Street, 3er Piso New York, NY 10027 | Harlem Hospital (Edificio Ron Brown) 530 Lenox Avenue, 1er Piso, Sala 1061 (entrada en la 137th Street) New York, NY 10037 |
| F19 Waverly* 12 West 14th Street, 4to Piso New York, NY 10011 | Bellevue Hospital 462 First Avenue "G" Link, Planta Baja New York, NY 10016 |
| F20 Fort Greene 3050 West 21st Street, 3er Piso Brooklyn, NY 11224 | Boerum Hill 35 4th Avenue Brooklyn, NY 11217 |
| F21 Williamsburg 30 Thornton Street, 4to Piso Brooklyn, NY 11206 | Woodhull Hospital 760 Broadway, Planta Baja Brooklyn, NY 11206 |
| F23 Boro Hall* 45 Hoyt Street, 6to Piso Brooklyn, NY 11201 | Boerum Hill 35 4th Avenue Brooklyn, NY 11217 |

*Centros con Horarios Suplementario – 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, Planta Baja Brooklyn, NY 11206 |
| F27 New Utrecht 6740 4th Avenue, 1er Piso Brooklyn, NY 11220 | Coney Island 3050 West 21st Street, 1er Piso Brooklyn, NY 11224 |
| F28 Brighton 2865 West 8th Street, 1er Piso Brooklyn, NY 11224 | |
| F38 Rider 305 Rider Avenue, 2do Piso Bronx, NY 10451 | Lincoln Hospital 234 East 149th Street, Sótano, Sala B-75 Bronx, NY 10451 |
| F40 Melrose 260 East 161st Street, 4to Piso Bronx, 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 Horarios Suplementario – 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.

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 became effective October 1, 2007.
- 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.

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. Applications can be filed in person at any Food Stamp Center, or through an authorized representative. You may also mail or fax your application to any Food Stamp Center within the five boroughs of New York City. If you wish to make a telephone appointment, call Infoline at (877) 472-8411 for the telephone number of the nearest Food Stamp Center.

| New York City Food Stamp Centers The following Food Stamp Centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays). | | | | Extended Hours Centers The following Centers have extended hours (except legal holidays). | |
|--|---|--|--|---|---|
| Manhattan | East End – F02 2322 Third Avenue 3rd Floor New York, NY 10035 | Washington Heights – F13 4055 10th Avenue Lower Level New York, NY 10034 | St. Nicholas – F14 132 West 125th Street 3rd Floor New York, NY 10027 | Waverly – F19 12 West 14th Street 4th Floor New York, NY 10011 | Monday, Wednesday, Thursday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Tuesday: 8:30 AM to 7:00 PM. |
| Brooklyn | F15 (SSI only) 253 Schermerhorn Street 1st Floor Brooklyn, NY 11201 | Ft. Greene – F20 3050 West 21st Street 3rd Floor Brooklyn, NY 11224 | Williamsburg – F21 30 Thornton Street 4th Floor Brooklyn, NY 11206 | Boro Hall – F23 45 Hoyt Street 6th Floor Brooklyn, NY 11201 | |
| | 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 2nd Floor Brooklyn, NY 11201 | | | |
| Bronx | Rider – F38 305 Rider Avenue, 2nd Floor Bronx, NY 10451 | Melrose – 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 | Monday, Tuesday, Thursday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5 PM. Wednesday: 8:30 AM to 7:00 PM. |
| Queens | Queens – F53 32-20 Northern Boulevard, 4th Floor Long Island City, NY 11101 | Rockaway – F79 219 Beach 59th Street 1st Floor Rockaway, NY 11692 | | Jamaica – F54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432 | Monday, Tuesday, Wednesday, Friday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Thursday: 8:30 AM to 7:00 PM. |
| Staten Island | | | | Richmond – F99 201 Bay Street 1st Floor Staten Island, NY 10301 | Monday through Thursday: 8:30 AM to 6:00 PM. Saturday: 9:00 AM to 5:00 PM. Friday: 8:30 AM to 7:00 PM. |

*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.

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 entraron 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, o si todos en su hogar reciben SSI, TANF, o SNA, usted no tiene que reunir ningún límite de ingreso.

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. Las solicitudes se pueden presentar en persona en cualquier Centro de Cupones para Alimentos, o mediante un representante autorizado. Además usted puede enviar por correo o faxear su solicitud a cualquier Centro de Cupones para Alimentos en los cinco condados de la Ciudad de Nueva York. 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.

| Centros de Cupones para Alimentos de la Ciudad de Nueva York Los siguientes Centros de Cupones para Alimentos están abiertos de 8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales). | | | | Centros Con Horarios Suplementarios Los siguientes Centros tienen horario suplementario (excepto los días feriados oficiales). | |
|--|---|--|---|--|---|
| Manhattan | East End – F02 2322 Third Avenue 3er Piso New York, NY 10035 | Washington Heights – F13 4055 10th Avenue Planta Baja New York, NY 10034 | St. Nicholas – F14 132 West 125th Street 3er Piso New York, NY 10027 | Waverly – F19 12 West 14th Street 4to Piso New York, NY 10011 | Lunes, miércoles, jueves, viernes: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5:00 PM. Martes: 8:30 AM a 7:00 PM. |
| Brooklyn | F15 (solo SSI) 253 Schermerhorn Street 1er Piso Brooklyn, NY 11201 | Ft. Greene – F20 3050 West 21st Street 3er Piso Brooklyn, NY 11224 | Williamsburg – F21 30 Thornton Street 4to Piso Brooklyn, NY 11206 | Boro Hall – F23 45 Hoyt Street 6to Piso Brooklyn, NY 11201 | |
| | 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* (Sólo Instalaciones Residenciales) 253 Schermerhorn Street 3er Piso Brooklyn, NY 11201 | F63* (Sólo No SSI Confinados al Hogar) 253 Schermerhorn Street 2do Piso Brooklyn, NY 11201 | | | |
| Bronx | Rider – F38 305 Rider Avenue, 2do Piso Bronx, NY 10451 | Melrose – 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 | Lunes, martes, jueves, viernes: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5 PM. Miércoles: 8:30 AM a 7:00 PM. |
| Queens | Queens – F53 32-20 Northern Boulevard, 4to Piso Long Island City, NY 11101 | Rockaway – F79 219 Beach 59th Street 1to Piso Rockaway, NY 11692 | | Jamaica – F54 165-08 88th Avenue 3er Piso Jamaica, NY 11432 | Lunes, martes, miércoles, viernes: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5:00 PM. Jueves: 8:30 AM a 7:00 PM. |
| Staten Island | | | | Richmond – F99 201 Bay Street 1er Piso Staten Island, NY 10301 | Lunes a jueves: 8:30 AM a 6:00 PM. Sábado: 9:00 AM a 5:00 PM. Viernes: 8:30 AM a 7:00 PM. |

*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 están médicamente verificados como permanentemente confinados en el hogar; estos servicios son proporcionados por teléfono, por correo y por fax.