



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-96-OPE

(This Policy Bulletin Replaces PB #08-124-OPE)

REVISIONS TO THE FREQUENTLY ASKED QUESTIONS ABOUT FOOD STAMPS (BRC-100) BROCHURE

Date: August 3, 2009	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #09-28-OPE for increased FS benefits effective April 2009.</p> <p>See PB #08-148-OPE for the relocation of F20.</p> <p>See CD #09-20 for the closing of F27.</p> <p>See PB #09-31-OPE for change of extended hours at FS Centers.</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 Frequently Asked Questions About Food Stamps (BRC-100) brochure has been revised and renamed What You Need to Know About Food Stamps.</p> <p>The revisions to the BRC-100 include the following:</p> <ul style="list-style-type: none"> • The maximum monthly allotment by family size has been updated to reflect the increased food stamp benefits effective April 2009. • The sentence “households that incur dependent care expenses are subject to higher gross income limits” has been added below the chart labeled Food Stamp Income Guidelines. • The address of the Fort Greene Food Stamp Center (F20) has been changed to 275 Bergen Street, 1st Floor Brooklyn, NY 11217. • The New Utrecht Food Stamp Center (F27) was removed from the list of Food Stamp Centers because it will stop accepting new applications on August 3, 2009, and will close on September 30, 2009. • Center F15 (SSI Only) was removed from the list of Food Stamp Centers because it only serves a special population. • The hours of operation of the five extended-hours Food Stamp Centers were revised to Monday through Friday, 8:30 AM to 6:00 PM and Saturday from 9:00 AM to 5:00 PM because there is no longer a specific day of the week when the Centers remain open until 7:00 PM.

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 **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 an application may be filed. The brochure can be downloaded by the public on HRA's web site at www.nyc.gov/hra.

Job Center Directors and NCA FS Center Managers must ensure that all previous versions of the **BRC-100** brochure are removed from circulation and recycled.

A sample of the revised brochure is attached.


Effective Immediately

Related Items:

- [CD #09-20](#)
- [PB #09-31-OPE](#)
- [PB #09-28-OPE](#)
- [PB #08-148-OPE](#)

Attachments:

- BRC-100** What You Need to Know About Food Stamps (Rev. 7/09)
- BRC-100 (S)** What You Need to Know About Food Stamps (Spanish) (Rev. 7/09)

 Please use Print on Demand to obtain copies of forms.

WHERE DO I APPLY FOR FOOD STAMP BENEFITS?

Applying for FS 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 2322 Third Avenue, 3rd Floor New York, NY 10035	Washington Heights - F13 4055 Tenth Avenue, Lower Level New York, NY 10034	St. Nicholas - F14 132 West 125th Street, 3rd Floor New York, NY 10027
Brooklyn		
Fort Greene - F20 275 Bergen Street, 1st Floor Brooklyn, NY 11217	Williamsburg - F21 30 Thornton Street, 4th Floor Brooklyn, NY 11206	North Brooklyn - F26 500 Dekalb Avenue, 5th Floor Brooklyn, NY 11205
Brighton - F28 2868 West 8th Street, 1st Floor Brooklyn, NY 11224		
Bronx		
Rider - F38 305 Rider Avenue, 2nd Floor Bronx, NY 10451	Crotona - F46 1910 Monterey Avenue, 5th Floor Bronx, NY 10457	Melrose - F40 260 East 161st Street, 4th Floor Bronx, NY 10451
Queens		
Rockaway - F79 219 Beach 59th Street, 1st Floor Rockaway, NY 11692	Queens - F53 32-20 Northern Boulevard, 2nd Floor 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 12 West 14th Street, 4th Floor, New York, NY 10011
Boro Hall - F23 45 Hoyt Street, 6th Floor, Brooklyn, NY 11201
Fordham - F44 2551 Bainbridge Avenue, 2nd Floor, Bronx, NY 10458
Jamaica - F54 165-08 88th Avenue, 3rd Floor, Jamaica, NY 11432
Richmond - F99 201 Bay Street, 1st Floor, Staten Island, NY 10301

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

HRA's Website
www.nyc.gov/hra

Access NYC
www.nyc.gov/accessnyc



Michael R. Bloomberg
Mayor

Human Resources
Administration
Department of
Social Services

Robert Doar
Commissioner

BRC-100
Rev. 7/09

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Food Stamp Program Family Independence Administration



What You Need to Know About Food Stamps

SAMPLE

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
- For an application as well as eligibility pre-screening, go to 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 as of October 2008 and the maximum monthly allotment as of April 2009 are as follows:

FOOD STAMP INCOME GUIDELINES			
Family Size	Gross Monthly Income Limit*	Net Monthly Income Limit**	Maximum Monthly Allotment
1	\$1,127	\$867	\$200
2	\$1,517	\$1,167	\$367
3	\$1,907	\$1,467	\$526
4	\$2,297	\$1,767	\$668
5	\$2,687	\$2,067	\$793
6	\$3,077	\$2,367	\$952
7	\$3,467	\$2,667	\$1,052
8	\$3,857	\$2,967	\$1,202
Each Additional Member	+\$390	+\$300	+\$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 2322 Third Avenue, 3er Piso New York, NY 10035	Washington Heights - F13 4055 Tenth Avenue, bajo nivel New York, NY 10034	St. Nicholas - F14 132 West 125th Street, 3er Piso New York, NY 10027
Brooklyn		
Fort Greene - F20 275 Bergen Street, 1er Piso Brooklyn, NY 11217	Williamsburg - F21 30 Thornton Street, 4to Piso Brooklyn, NY 11206	North Brooklyn - F26 500 Dekalb Avenue, 5to Piso Brooklyn, NY 11205
Brighton - F28 2865 West 8th Street, 1er Piso Brooklyn, NY 11224		
Bronx		
Rider - F38 305 Rider Avenue, 2do Piso Bronx, NY 10451	Crotona - F46 1910 Monterey Avenue, 5to Piso Bronx, NY 10457	Melrose - F40 260 East 161st Street, 4to Piso Bronx, NY 10451
Queens		
Rockaway - F79 219 Beach 59th Street, 1er Piso Far Rockaway, NY 11692	Queens - F53 32-20 Northern Boulevard, 2do Piso 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 12 West 14th Street, 4to Piso, New York, NY 10011
Boro Hall - F23 45 Hoyt Street, 6to Piso, Brooklyn, NY 11201
Fordham - F44 2551 Bainbridge Avenue, 2do Piso, Bronx, NY 10458
Jamaica - F54 165-08 88th Avenue, 3er Piso, Jamaica, NY 11432
Richmond - F99 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

Access NYC
www.nyc.gov/accessnyc

NYC
Michael R. Bloomberg
Alcalde

Administración de
Recursos Humanos
Departamento de
Servicios Sociales

Robert Doar
Comisionado

BRC-100 (S)
Rev. 7/09

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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
- Para una solicitud, así como también para una pre-evaluación de elegibilidad, visite 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 Pautas de ingresos para Cupones de Alimentos estipulan las (los) siguientes (montos) cantidades, a partir de Octubre de 2008 y la máxima asignación mensual a partir de abril de 2009 es la siguiente.

PAUTAS DE INGRESOS PARA CUPONES PARA ALIMENTOS			
Tamaño de Familia	Límite de ingresos brutos mensuales*	Límite de ingresos netos mensuales**	Asignación mensual máxima
1	\$1,127	\$867	\$200
2	\$1,517	\$1,167	\$367
3	\$1,907	\$1,467	\$526
4	\$2,297	\$1,767	\$668
5	\$2,687	\$2,067	\$793
6	\$3,077	\$2,367	\$952
7	\$3,467	\$2,667	\$1,052
8	\$3,857	\$2,967	\$1,202
Cada Miembro Adicional	+\$390	+\$300	+\$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.