



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #17-24-OPE

(This Policy Bulletin Obsoletes PB #15-41-OPE and PB #15-68-OPE)

REVISIONS TO THE “DO YOU HAVE DOCUMENTS TO SUBMIT TO THE HUMAN RESOURCES ADMINISTRATION (HRA)?” FORM (FIA-1138)

Date: March 13, 2017	Subtopic(s): CBO’s, Forms, SNAP
<p>CBO’s removed from the FIA-1138.</p> <p>Changes to CBO hours of operation.</p>	<p>The purpose of this policy bulletin is to inform all Supplemental Nutrition Assistance Program (SNAP) staff that the form titled “Do you have documents to submit to the Human Resources Administration (HRA)?” (FIA-1138) has been revised.</p> <p><u>Revisions to the FIA-1138</u></p> <p>The following Community Based Organizations (CBO’s) were removed from the FIA-1138:</p> <ul style="list-style-type: none"> • Department of Probation; • Phipps Soundview Community Center; • Bronxworks – Townsend; • Reaching Out Community Services; and • CAMBA. <p>The hours and days of operation for the CBO’s listed below were changed, as follows:</p> <ul style="list-style-type: none"> • Community Kitchen of West Harlem is now open Monday – Friday from 9:00 AM to 4:00 PM; • Community Health Action of Staten Island (CHASI) is now open Monday – Friday from 9:00 AM to 4:00 PM; and • Urban Upbound of Long Island City is only open on Thursday from 9:00 AM to 5:00 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 Fax* or fax to: (917) 639-0298

Purpose of the FIA-1138

The **FIA-1138** informs SNAP applicants/ participants that they can return requested documents to participating CBO's instead of coming to their center.

The **FIA-1138** must be included as an insert whenever the "Action Is Required! You Must Submit Documents For Your SNAP Case" (**FIA-1146**) form is sent or given to SNAP-only applicants/participants.

A sample of the revised form is attached.


Effective Immediately

Related Item:

[PB #16-28-OPE](#)

Attachments:

- FIA-1138(E)** Do you have documents to submit to the Human Resources Administration (HRA)? (03/09/2017)
- FIA-1138(S)** Do you have documents to submit to the Human Resources Administration (HRA)? (Spanish) (03/09/2017)

 Please use Print on Demand to obtain copies of forms.

Do you have documents to submit to the Human Resources Administration (HRA)?

You don't need to go to your Supplemental Nutrition Assistance Program (SNAP) Center to hand in documents. Visit any one of the locations below instead. It may be more convenient than going to your SNAP center. All of these locations will accept your documents on HRA's behalf.

For more information, please call one of your local Community Based Organizations (CBOs) listed below.

BRONX

PHIPPS

3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
Wednesday: 9 AM - 4:30 PM

PART OF THE SOLUTION

2759 Webster Avenue
Bronx, NY 10458
(718) 220-4892
Monday, Tuesday, Wednesday and Friday:
9 AM - 3 PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM

252 West 116th Street
New York, NY 10026
(212) 894-8060
Monday - Friday: 9 AM - 4 PM

NEW YORK COMMON PANTRY

8 East 109th Street
New York, NY 10029
(917) 720-9705
Thursday and Friday: 2 PM - 4 PM
Saturday: 9 AM - 2 PM

SAMPLE

BROOKLYN

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

145 East 98th Street
Brooklyn, NY 11212
(917) 819-3200
Monday and Tuesday: 9 AM - 5 PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL

184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
Monday - Friday: 9 AM - 5 PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG

3784 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
Monday - Thursday: 10 AM - 5 PM

STATEN ISLAND

PROJECT HOSPITALITY/ EL CENTRO

1546 Castleton Avenue
Staten Island, NY 10302
(718) 447-5483
Friday: 10 AM - 12 PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)

23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
Monday - Friday: 9 AM - 4 PM

QUEENS

URBAN UPBOUND OF LONG ISLAND CITY

38-81 13th Street
Queens, NY 11101
(718) 784-0877
Thursday: 9 AM - 5 PM

RIVER FUND

89-11 Lefferts Boulevard
Queens, NY 11418
(718) 441-1125
Monday - Friday: 8:30 AM - 4:30 PM
1st Saturday of the month: 9 AM - 1 PM



for an updated list of locations



¿Tiene usted documentos para presentar a la Administración de Recursos Humanos (HRA)?

No es necesario presentarse a su centro del Programa de Asistencia de Nutrición Suplementaria (SNAP) para presentar documentos. En vez de ello, visite cualquiera de los locales listados a continuación. Esto puede resultarle más conveniente que acudir a su centro de SNAP. Todos estos locales aceptan documentos de parte de la HRA.

Para más información, por favor llame a una de las Organizaciones Comunitarias (CBO) locales listadas a continuación.

SAMPLE

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PHIPPS
3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
miércoles: 9 AM - 4:30 PM

PART OF THE SOLUTION
2759 Webster Avenue
Bronx, NY 10458
(718) 220-4892
lunes, martes, miércoles y viernes:
9 AM - 3 PM

MANHATTAN

**COMMUNITY KITCHEN
OF WEST HARLEM**
252 West 116th Street
New York, NY 10026
(212) 894-8060
lunes - jueves: 9 AM - 3 PM
viernes: 9 AM - 6 PM

**NEW YORK
COMMON PANTRY**
8 East 109th Street
New York, NY 10029
(917) 720-9705
lunes - viernes: 2 PM - 4 PM
sábado: 9 AM - 2 PM

BROOKLYN

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SENIOR CITIZENS COUNCIL**
145 East 98th Street
Brooklyn, NY 11212
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lunes y martes: 9 AM - 5 PM

**RIDGEWOOD BUSHWICK
SENIOR CITIZENS COUNCIL**
184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
lunes - viernes: 9 AM - 5 PM

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Brooklyn, NY 11205
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lunes - jueves: 10 AM - 5 PM

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(718) 441-1125
lunes - viernes: 8:30 AM - 4:30 PM
primer sábado del mes: 9 AM - 1 PM



para una lista actualizada de locales

