



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #17-86-OPE

REVISIONS TO THE MANDATED JOB CENTER SIGNAGE (M-98C) AND THE MANDATED NON CASH ASSISTANCE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (NCA SNAP) CENTER SIGNAGE (M-98D)

<p>Date: October 16, 2017</p>	<p>Subtopic(s): Forms, Posters</p>
<p>Revisions to the M-98c and M-98d</p>	<p>The Mandated Job Center Signage (M-98c) and Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage (M-98d) forms were revised as described below:</p> <p><u>M-98c</u> and <u>M-98d</u>:</p> <ul style="list-style-type: none"> • The information in the <i>Description</i> section and/or the <i>Location in Center</i> section was revised for the following forms/posters: <ul style="list-style-type: none"> ▪ “Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedure” (LDSS-8036); ▪ “Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedure” (LDSS-8036[S]); ▪ “You Can Now Drop Off Document for Your Medicaid Case at SNAP and Job Centers” (POST-155 [MLF]); ▪ “Confidential Bin Recycling Poster” (POST-169); ▪ “Blow the Whistle on Medicaid Fraud (English)” (POST-170); ▪ “What is WIC?” (POST-171); ▪ “Get More at NYC's Farmer's Markets!” (POST-172); ▪ “Get More at NYC's Farmer's Markets!” (POST-172[S]); ▪ “Replaced Benefit Card” (POST-193[MLF]). • “Notice of Compliance” (C-105) <i>Title/Subject</i> was corrected; • “Is Your Housing Uncertain? Do You Live At A Temporary Address?” (POST-153) and “Is Your Housing Uncertain? Do You Live At A Temporary Address?” (POST-153[S]) information was added or revised in the <i>Description</i>, <i>Poster Date</i>, and <i>Mandated by</i> sections;

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- “Document Submission Scanning Instructions-USDA” (**POST-165**) the information in the *Item, Description, and Location* in *Center* sections was revised;
- “Have HIV? Need Help?” (**POST-166[E&S]**) the information in the *Item, Poster Date, Mandated by, and Location* in *Center* sections was revised;
- The listing of the “Notice of Proposed Class Action Settlement-Tejada v. Roberts” (**POST-198**) was removed because it has been made obsolete.

M-98c only

Revisions to the **M-98c**

- The row was expanded to display the full title of the “Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedure” (**LDSS-8036[S]**);
- “Will You Receive SNAP After Cash Assistance Ends?” (**LDSS-4996**) and the “Will You Still Receive SNAP After Cash Assistance Ends? Spanish” (**LDSS-4996[SP]**) forms were moved to the Mandated Job Center Signage section on page 3;
- “Labor Law Information Relating to Public Employees” (**SH-908**) information in the *Description* section was revised.

M-98d only:

Revisions to the **M-98d**

- “Important Notice To All Cash Assistance Applicant and Recipients” (**FIA-33**) and “Important Notice To All Public Assistance Applicant and Recipients” (**FIA-33[S]**) the row was expanded to display the “Important Notice To All Cash Assistance Applicant and Recipients”.

Job Center Directors and NCA SNAP Center Directors must ensure that all previous versions of the **M-98c** and **M-98d** are removed and recycled.

Effective Immediately

Attachments:

M-98c

Mandated Job Center Signage (Rev. 10/16/17)

M-98d

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage (Rev. 10/16/17)



Mandated Job Center Signage

The following is a list of signage required to be displayed in Job Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below.
Note: Signs with separate Spanish translation are identified with an (S) after the identification number. Displaying black and white versions of signage is acceptable except when noted otherwise.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
1	And Justice For All	Prohibits discrimination in U.S. Department of Agriculture-related activity.	USDA	AD-475B	12/15	Federal regulation 7CFR 272.6(f)(2)	Prominently displayed and displayed in all applicant/participant waiting areas	11 X 16 ½
2	Resolving a Problem	Suggests alternatives to Fair Hearing.	FIA	FIA-1	11/1/09	Reynolds lawsuit	All applicant/participant waiting areas	14 X 8 ½
3	Filing an Application	Lists types of programs for which one can apply.	FIA	FIA-7	03/13	Reynolds lawsuit	Prominently displayed	14 X 8 ½
4	Filing an Application	Lists types of programs for which one can apply (Spanish).	FIA	FIA-7 (S)	03/13	Reynolds lawsuit	Prominently displayed	14 X 8 ½
5 a.	SNAP Information	Provides general information pertaining to SNAP program.	FIA	FIA-8	03/13	FIA policy	Prominently displayed	8 ½ X 14
6 a.	SNAP Information	Provides general information pertaining to SNAP program (Spanish).	FIA	FIA-8 (S)	03/13	FIA policy	Prominently displayed	8 ½ X 14
7	Expedited SNAP Benefits	Lists eligibility requirements for receiving SNAP within five days.	FIA	FIA-9	03/13	Reynolds lawsuit	Prominently displayed	8 ½ X 14
8	What You Should Know If You Have An Emergency	Gives examples of what qualifies as an emergency.	FIA	FIA-10	8/10	Reynolds lawsuit	Prominently displayed	8 ½ X 14
9	What You Should Know If You Have An Emergency	Gives examples of what qualifies as an emergency (Spanish).	FIA	FIA-10 (S)	8/10	Reynolds lawsuit	Prominently displayed	8 ½ X 14
10	HRA Notice to Applicants	Notice of HRA assistance in obtaining eligibility verification.	FIA	FIA-11	03/13	Reynolds lawsuit	Prominently displayed	8 ½ X 14
11	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance.	FIA	FIA-12*	03/13	Brown lawsuit	All applicant/participant waiting areas	11 X 17
12	Cash Assistance Additional Allowances	Provides a list of special needs that may entitle a participant to an additional allowance (Spanish).	FIA	FIA-12 (S)*	03/13	Brown lawsuit	All applicant/participant waiting areas	11 X 17
13 b.	This is an AUTOMATED Job Center	Advises individuals that filling out a paper application may not be necessary.	FIA	FIA-19	1/08	FIA policy	All applicant/participant waiting areas	8 ½ X 11

a. Must be annotated. b. Does not apply to Residential Treatment Service Center No. 52. * Cannot be printed from Print On Demand

Mandated Job Center Signage

The following is a list of signage required to be displayed in Job Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. **Note:** Signs with separate Spanish translation are identified with an (S) after the identification number. Displaying black and white versions of signage is acceptable except when noted otherwise.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
14 b.	This is an AUTOMATED Job Center	Advises individuals that filling out a paper application may not be necessary (Spanish).	FIA	FIA-19 (S)	1/08	FIA policy	All applicant/participant waiting areas	8 ½ X 11
15	Important Notice To All Cash Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions.	FIA	FIA-33	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
16	Important Notice To All Cash Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions (Spanish).	FIA	FIA-33 (S)	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
17 c.	Applications Are Available	Informs applicants/participants about availability of CA and SNAP applications.	FIA	FIA-42	3/13	FIA policy	All applicant/participant waiting areas	8 ½ X 11
18 c.	Applications Are Available	Informs applicants/participants about availability of CA and SNAP applications (Spanish).	FIA	FIA-42 (S)	03/13	FIA policy	All applicant/participant waiting areas	8 ½ X 11
19 c.	Attention Single Parents on Cash Assistance	Provides information on getting assigned to education or training as a work activity.	FIA	FIA-43	03/13	Davila lawsuit	Prominently displayed	11 X 17
20 c.	Attention Single Parents on Cash Assistance	Provides information on getting assigned to education or training as a work activity (Spanish).	FIA	FIA-43 (S)	8/14/09	Davila lawsuit	Prominently displayed	11 X 17
21 d. f.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation.	FIA	FIA-61*	09/13	FIA policy	Prominently displayed	13 X 19
22 d. f.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation (Spanish).	FIA	FIA-61 (S)*	09/13	FIA policy	Prominently displayed	13 X 19
23	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedures	How to file a complaint concerning SNAP processing standards and/or service.	NYS/OTDA	LDSS-8036	2/16	OTDA	Prominently displayed	14 X 8 ½

b. Does not apply to Residential Treatment Service Center No. 52. c. Do not post at Model Centers (the applications will be distributed at the front door receptional desk) OR Centers that do not accept applications.
d. Must be displayed in color. f. Must be affixed to wall. * Cannot be printed from Print On Demand

Mandated Job Center Signage

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
24	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedures	How to file a complaint concerning SNAP processing standards and/or service (Spanish).	NYS/OTDA	LDSS-8036 (S)	2/16	OTDA	Prominently displayed	14 X 8 ½
25	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) After Cash Assistance Ends?	Provides information on receiving SNAP after Cash Assistance ends.	NYS/OTDA	LDSS-4996	2/16	OTDA	All applicant/participant waiting areas	8 ½ X 14
26	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) After Cash Assistance Ends?	Provides information on receiving SNAP after Cash Assistance ends (Spanish).	NYS/OTDA	LDSS-4996-SP	2/16	OTDA	All applicant/participant waiting areas	8 ½ X 14
27	EBT for MetroCards	Inform individuals that the Electronic Benefit Transfer (EBT) Common Benefit Identification Card (CBIC) can be used to purchase MetroCards from MTA vending machines.	HRA	POST-87 (MLF)	01/2011	FIA policy	Prominently displayed until further notice	8 ½ X 14
28	INFOLINE	Provides a toll-free telephone number to obtain HRA-related information.	HRA	POST-98 (MLF)	01/14	Ramirez lawsuit	All applicant/participant waiting areas	11 X 17
29	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site.	NYS Board of Elections	POST-101	No Date	National Voter Registration Act	Prominently displayed	11 X 17
30	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site (Spanish).	NYS Board of Elections	POST-101 (S)	No Date	National Voter Registration Act	Prominently displayed	11 X 17
31	HRA Central Complaint Unit	Advises applicants/participants on how to file a complaint.	HRA/OCCA	POST-147 (MLF)	No Date	HRA policy	Prominently displayed	11 X 8 ½
32	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information about basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act.	NYS Technical and Education Assistance Center	POST-153	08/17	FIA policy	Prominently displayed	11 X 17

* Cannot be printed from Print On Demand

Mandated Job Center Signage

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
33	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information about basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act. (Spanish).	NYS Technical and Education Assistance Center	POST-153 (S)	08/17	FIA policy	Prominently displayed	11 X 17
34	You Can Now Drop Off Documents for Your Medicaid Case at SNAP and Job Centers	Informs applicants/participants that they can drop off documents for Medicaid cases at all SNAP and Job Centers.	FIA	POST-155 (MLF)	06/17	FIA	Prominently displayed at Job and SNAP Centers only.	13 X 19
35 f.	Document Submission Instructions	Provides instructions to clients on how to scan documents.	USDA	POST-165 (MLF)	11/16	FIA/OER	Area with self-service scanners (FIA Job and SNAP Centers only)	24 X 36
36 d.	Have HIV? Need Help?	Informs applicants/participants that they may be eligible for housing assistance and other services through the HIV/AIDS Services Administration (HASA) even if they have no HIV-related illnesses.	HASA	POST-166 (E-S)	09/17	HRA policy	All Applicant/Participant waiting areas	13 X 19
37 d.	Blow the Whistle on Medicaid Fraud	Encourages reporting of Medicaid fraud.	NYS DOH/OMIG	POST-170	12/16	HRA policy	Prominently displayed	11 X 17
38 d.	Blow the Whistle on Medicaid Fraud	Encourages reporting of Medicaid fraud.	NYS DOH/OMIG	POST-170 (S)	12/16	HRA policy	Prominently displayed	11 X 17
39 d.	What is WIC?	Promotes the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).	NYS DOH	POST-171	2/14	HRA policy	Displayed in all applicant/participant waiting areas	11 X 17
40 d.	Get More at NYC Farmers' Markets! (Health Bucks)	Promotes using your SNAP benefit card to buy food at NYC Farmers' Markets to receive \$2 back in Health Bucks for every \$5 spent using card.	DOH	POST-172	12/16	HRA policy	Prominently displayed	16 X 20
41 d.	Get More at NYC Farmers' Markets! (Health Bucks)	Promotes using your SNAP benefit card to buy food at NYC Farmers' Markets to receive \$2 back in Health Bucks for every \$5 spent using card (Spanish).	DOH	POST-172 (S)	12/16	HRA policy	Prominently displayed	16 X 20

d. Must be displayed in color.

f. Must be affixed to wall.

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
42 f.	Replaced Benefits Card (MLF)	Informs participants that if they request the return of the card that HRA replaced, the agency will punch a hole in it before returning it.	FIA	POST-193 (MLF)	04/2017	FIA policy	Waiting Areas in CBIC/OTC sites only	11 X 17
43	ACCESS HRA Your Way	Promotes downloading the ACCESS HRA mobile app from the Apple App Store and Google Play.	FIA	POST-195 (MLF)	No Date	FIA policy	Display near PC banks	12 x 18
44 d.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home.	OTDA	PUB-4735A*	5/09	FIA policy	Prominently displayed	11 X 17
45 d.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home (Spanish).	OTDA	PUB-4735A-SP*	5/09	FIA policy	Prominently displayed	11 X 17

FIA Employee Posters

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
46 d.e.f.	Equal Employment Opportunity is The Law	Discusses EEO law as it applies to employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal financing.	DOL	EEOC-P/E-1*	11/09	DCAS	Prominently displayed in employee lounges	11 X 17

d. Must be displayed in color. e. Does not need to be displayed in Family Services Call Centers. f. Must be affixed to wall. * Cannot be printed from Print On Demand



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FIA Employee Posters (continued)

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
47	You Talk, We Listen	The City of New York offers its employees a confidential program through the concerned mental health professionals of the New York City Employee Assistance Program (NYC EAP).	EAP	EAP-318*	No Date	HRA policy	Prominently displayed in employee lounges	12 X 18
48	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplace Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	HRA	POST-95 (E)*	12/15	HRA Policy	Prominently displayed in employee lounges	11 X 17
49	State of New York Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	OTDA	POST-100	No Date	DCAS	Prominently displayed in employee lounges	8 ½ X 11
50 d.	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	NYC Commission on Human Rights	POST-124*	No Date	NYC Commission on Human Rights	Prominently displayed in employee lounges	8 ½ X 11
51	Notice – Sexual Harassment Policy	Explains sexual harassment and provides contact information for victims of sexual harassment.	EEO	POST-125 (E)	2/15	EEO	Prominently displayed in employee lounges	8 ½ X 11

d. Must be displayed in color.

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FIA Employee Posters (continued)

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
52	EEO is the law...	Provides employees and job applicants information about modifications/adjustments the agency can make to meet an individual's needs.	EEO	POST-125a (E)	5/16	EEO	Prominently displayed in employee lounges	8 ½ X 11
53	Notice – Reasonable Accommodation	Provides employees with an address and telephone number for information and assistance for people with disabilities.	EEO	POST-125b	2/15	EEO	Prominently displayed in employee lounges	8 ½ X 11
54	Your Rights Under USERRA	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	U.S. Department of Labor (VETS)	POST-160	10/08	OTDA	Prominently displayed in employee lounges	8 ½ X 11
55	Confidential Document Bin Poster	Explanation of the proper use for the bins in Job Centers and NCA SNAP Centers that are designated for recycling confidential material.	HRA	POST-169 (E)	No Date	HRA policy	Display above bins that are used for the disposal of confidential materials	13 X 19
56	Labor Law Information Relating to Public Employees	Advises Public employees of their right to a safe workplace and their responsibility to adhere to the NYS Public Employees Safety and Health Act of 1980.	NYS/DOL	SH 908	11/07	HRA policy	Prominently displayed in employee lounges	11 X 17
57	Notice of Compliance	Provides important information about the rights of employees who are injured or suffer an occupational disease while working.	NYS Workers' Compensation Board	C-105	4/09	HRA policy	Prominently displayed in employee lounges	8 ½ X 14

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. **Note:** Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black & white versions of signage is acceptable except when noted otherwise. Only prominently displayed signs and employee mandated signs are required at SNAP Change Centers.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
1	And Justice For All	Prohibits discrimination in U.S. Department of Agriculture-related activity.	USDA	AD-475B	12/15	Federal regulation 7CFR 272.6(f)(2)	Prominently displayed <u>and</u> displayed in all applicant/participant waiting areas	11 X 16 ½
2	Filing an Application	Lists types of programs for which one can apply.	FIA	FIA-7	3/13	FIA policy	Prominently displayed	14 X 8 ½
3	Filing an Application	Lists types of programs for which one can apply (Spanish).	FIA	FIA-7 (S)	3/13	FIA policy	Prominently displayed	14 X 8 ½
4 a.	SNAP Information	Provides general information pertaining to SNAP program.	FIA	FIA-8	3/13	FIA policy	Prominently displayed	8 ½ X 14
5 a.	SNAP Information	Provides general information pertaining to SNAP program (Spanish).	FIA	FIA-8 (S)	3/13	FIA policy	Prominently displayed	8 ½ X 14
6	Expedited SNAP Benefits	Lists eligibility requirements for receiving SNAP within five days.	FIA	FIA-9	3/13	FIA policy	Prominently displayed	8 ½ X 14
7	HRA Notice to Applicants	Notice of HRA assistance in obtaining eligibility verification.	FIA	FIA-11	3/13	FIA policy	Prominently displayed	8 ½ X 14
8	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions.	FIA	FIA-33	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
9	Important Notice To All Public Assistance Applicants and Recipients	Information regarding timely Fair Hearing decisions (Spanish).	FIA	FIA-33 (S)	8/19/09	Piron lawsuit	Prominently displayed	11 X 17
10 b. d.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation.	FIA	FIA-62*	9/13	FIA policy	All applicant/participant waiting areas	13 X 19
11 b. d.	To Serve You Better	Provides information regarding SNAP Centers with further extended hours of operation (Spanish).	FIA	FIA-62 (S)*	9/13	FIA policy	All applicant/participant waiting areas	13 X 19
12	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	The poster informs participants of the various ways to recertify for SNAP.	FIA	FIA-78*	11/13	FIA policy	All applicant/participant waiting areas	11 X 17

a. Must be annotated. b. Must be displayed in color. d. Must be affixed to wall. * Cannot be printed from Print On Demand.

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
13	It Is Easier Than Ever To Recertify For Supplemental Nutrition Assistance Program (SNAP) Benefits	The poster informs participants of the various ways to recertify for SNAP (Spanish).	FIA	FIA-78 (S)*	11/13	FIA policy	All applicant/participant waiting areas	11 X 17
14	You Can Now Apply for Supplemental Nutrition Assistance Program (SNAP) Benefits Online	Advises applicants of a new option of filing a SNAP application online.	FIA	POST-89*	11/13	FIA policy	All applicant/participant waiting areas until further notice	11 X 17
15	You Can Now Apply for Supplemental Nutrition Assistance Program (SNAP) Benefits Online	Advises applicants of a new option of filing a SNAP application online (Spanish).	FIA	POST-89 (S)*	11/13	FIA policy	All applicant/participant waiting areas until further notice.	11 X 17
16	INFOLINE	Provides a toll-free telephone number to obtain HRA-related information.	HRA	POST-98 (MLF)	1/14	Ramirez lawsuit	All applicant/participant waiting areas	11 X 17
17	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site.	NYS Board of Elections	POST-101	No Date	National Voter Registration Act	Prominently displayed	11 X 17
18	NYS Agency-Based Voter Registration	Identifies Center as a voter registration site (Spanish).	NYS Board of Elections	POST-101 (S)	No Date	National Voter Registration Act	Prominently displayed	11 X 17
19	HRA Central Complaint Unit	Advises applicants/participants on how to file a complaint.	HRA/OCCA	POST-147 (MLF)	No Date	HRA policy	Prominently displayed	8 ½ X 11
20	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information about basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act.	NYS Technical and Education Assistance Center	POST-153	08/17	FIA policy	Prominently displayed	11 X 17
21	Is Your Housing Uncertain? Do You Live At A Temporary Address?	Provides information about basic educational rights for homeless or temporarily housed children and youths under the McKinney-Vento Act (Spanish).	NYS Technical and Education Assistance Center	POST-153 (S)	08/17	FIA policy	Prominently displayed	11 X 17
22	You Can Now Drop Off Documents for Your Medicaid Case at SNAP and Job Centers	Informs applicants/participants that they can drop off documents for Medicaid cases at all SNAP and Job Centers.	FIA	POST-155 (MLF)	06/17	FIA	Prominently displayed at Job and SNAP Centers only.	13 X 19
23 c.	You Can Apply Here For Health Insurance. Ask to See A Certified Application Counselor To Start your Application Today!	Informs applicants/participants that they can apply for health insurance.	FIA	POST-156 (MLF)	11/16	FIA	Displayed at SNAP centers with CAC locations MAP	11 X 17

c. Must be displayed in FDR at S20 Fort Green, S40 Hunts Point, S53 Queens, and S99 Richmond. * Cannot be printed from Print On Demand.

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Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
24	Babies Sleep Safest Alone	The purpose of this poster is to warn parents that it is dangerous to sleep with babies in the same bed and safer for the child to sleep alone in a crib or bassinet free of toys, blankets and pillows.	DOHMH and ACS	POST-163	No Date	FIA	All applicant/participant waiting areas	16 X 20
25	Babies Sleep Safest Alone	The purpose of this poster is to warn parents that it is dangerous to sleep with babies in the same bed and safer for the child to sleep alone in a crib or bassinet free of toys, blankets and pillows (Spanish).	DOHMH and ACS	POST-163 (S)	No Date	FIA	All applicant/participant waiting areas	16 X 20
26 f.	Document Submission Instructions	Provides instructions to clients on how to scan documents.	USDA	POST-165 (MLF)	11/16	FIA/OER	Area with self-service scanners (FIA Job and SNAP Centers only)	24 X 36
27 b.	Have HIV? Need Help?	Informs applicants/participants that they may be eligible for housing assistance and other services through the HIV/AIDS Services Administration (HASA) even if they have no HIV-related illnesses.	HASA	POST-166 (E-S)	09/17	HRA policy	All applicant/participant waiting areas	13 X 19
28 b.	Blow the Whistle on Medicaid Fraud	Encourages reporting of Medicaid Fraud.	NYSDOH/OMIG	POST-170	No Date	HRA policy	Prominently displayed	11 X 17
29 b.	Blow the Whistle on Medicaid Fraud	Encourages reporting of Medicaid Fraud (Spanish).	NYSDOH/OMIG	POST-170 (S)	No Date	HRA policy	Prominently displayed	11 X 17
30 b.	What is WIC?	Promotes the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).	NYSDOH	POST-171	2/14	HRA policy	Display in all Applicant/Participant waiting areas	11 X 17
31 b.	Get More at NYC Farmers' Markets! (Health Bucks)	Promotes using your SNAP benefit card to buy food at NYC farmer's markets to receive \$2 back in Health Bucks for every \$5 spent using card.	DOH	POST-172	12/16	HRA policy	Prominently displayed	16 X 20
32 b.	Get More at NYC Farmers' Markets! (Health Bucks)	Promotes using your SNAP benefit card to buy food at NYC farmer's markets to receive \$2 back in Health Bucks for every \$5 spent using card (Spanish).	DOH	POST-172 (S)	12/16	HRA policy	Prominently displayed	16 X 20

b. Must be displayed in color. f. Must be affixed to wall.

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

The following is a list of signage required to be displayed in NCA SNAP Centers. Most signage is available in English and Spanish and must be prominently displayed in the main area(s) of the Centers or in all applicant/participant waiting areas, as noted below. **Note:** Signs with separate Spanish translations are identified with an (S) after the identification number. Displaying black & white versions of signage is acceptable except when noted otherwise. Only prominently displayed signs and employee mandated signs are required at SNAP Change Centers.

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
33 f.	Replaced Benefits Card (MLF)	Informs participants that if they request the return of the card that HRA replaced, the agency will punch a hole in it before returning it.	FIA	POST-193 (MLF)	4/17	FIA policy	Waiting Areas in CBIC/OTC Sites only	11 X 17
34	ACCESS HRA Your Way	Promotes downloading the ACCESS HRA mobile app from the Apple App Store and Google Play.	FIA	POST-195 (MLF)	No Date	FIA policy	Display near PC banks	12 x 18
35 b.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home.	OTDA	PUB-4735A*	5/09	FIA policy	Prominently displayed	11 X 17
36 b.	Keep The Heat On With HEAP Your Home Energy Assistance Program	HEAP (Home Energy Assistance Program) helps low-income people pay for their heating bills. If your bills are more than you can handle, HEAP may be able to help you heat your home (Spanish).	OTDA	PUB-4735A-SP*	5/09	FIA policy	Prominently displayed	11 X 17
37	SNAP Right to File	Provides information about application processing timeframes and the application filling rights for SNAP.	NYS/OTDA	LDSS-4995	2/16	OTDA	Prominently displayed	8 ½ X 14
38	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving SNAP after Cash Assistance ends.	NYS/OTDA	LDSS-4996	2/16	OTDA	Prominently displayed	8 ½ X 14
39	Will You Still Receive Supplemental Nutrition Assistance Program (SNAP) after Cash Assistance Ends?	Provides information on receiving SNAP after Cash Assistance ends (Spanish).	NYS/OTDA	LDSS-4996-SP	2/16	OTDA	Prominently displayed	8 ½ X 14
40	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedures	How to file a complaint concerning SNAP processing standards and/or service.	NYS/OTDA	LDSS-8036	2/16	OTDA	Prominently displayed	14 X 8 ½
41	Supplemental Nutrition Assistance Program (SNAP) Benefits Complaint Procedures	How to file a complaint concerning SNAP processing standards and/or service (Spanish).	NYS/OTDA	LDSS-8036 (S)	2/16	OTDA	Prominently displayed	14 X 8 ½

b. Must be displayed in color. f. Must be affixed to wall. * Cannot be printed from Print On Demand.

Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

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FIA Employee Posters

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
42	Notice of Compliance	Provides important information about the rights of employees who are injured or suffer an occupational disease while working.	NYS Workers' Compensation Board	C-105	04/09	HRA policy	Prominently displayed in employee lounges	8 ½ X 14
43 b. d.	You Talk, We Listen	The City of New York offers its employees a confidential program through the concerned mental health professionals of the New York City Employee Assistance Program (NYC EAP).	EAP	EAP-318*	No Date	HRA policy	Prominently displayed in employee lounges	12 X 18
44	Six-Month Reporting Rules for NCA SNAP Households with Earned Income	Provides information to staff on the six-month reporting rules for NCA SNAP.	FIA	FIA-53*	6/13	FIA policy	Prominently displayed in employee lounges/ worker's areas until further notice	14 X 20
45	Budgeting SSI/SSA Income for SNAP	Provides information to staff on budgeting SSI/SSA income for SNAP.	FIA	FIA-53A*	6/13	FIA policy	Prominently displayed in employee lounges/ worker's areas until further notice	14 X 20
46	Budgeting Employment Income for SNAP	Provides information to staff on budgeting employment income for SNAP.	FIA	FIA-53B*	6/13	FIA policy	Prominently displayed in employee lounges/ worker's areas until further notice	14 X 20
47 b.	Equal Employment Opportunity is The Law	Discusses EEO law as it applies to employers holding federal contracts or subcontracts, private employment, state and local governments and institutions, and programs or activities receiving federal financing.	DOL	EEOC-P/E-1*	11/09	DCAS	Prominently displayed in employee lounges	11 X 17
48	Workplace Violence Prevention Policy Statement	Informs staff of the Agency's Workplace Violence Prevention program designed to prevent and/or minimize the hazard of workplace violence.	HRA	POST-95 (E)*	12/15	HRA policy	Prominently displayed in employee lounges	11 X 17

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Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

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FIA Employee Posters (continued)

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
49	State of New York Division of Human Rights	Describes Human Rights Law which prohibits discrimination in employment, housing, credit, places of public accommodations and non-sectarian educational institutions, based on age, race, national origin, gender, sexual orientation, marital status, disability, military status, and other specified classes.	OTDA	POST-100	No Date	DCAS	Prominently displayed in employee lounges	8 ½ X 11
50c.	Pregnancy and Employment Rights	Informs staff that pregnant women and those recovering from childbirth are protected from discrimination and may qualify for reasonable accommodations.	NYC Commission on Human Rights	POST-124*	No Date	NYC Commission on Human Rights	Prominently displayed in employee lounges	8 ½ X 11
51	Notice – Sexual Harassment Policy	Explains sexual harassment and provides contact information for victims of sexual harassment.	EEO	POST-125	2/15	EEO	Prominently displayed in employee lounges	8 ½ X 11
52	EEO is the law...	Provides employees and job applicants information about modifications/adjustments the agency can make to meet an individual's needs.	EEO	POST-125a	5/16	EEO	Prominently displayed in employee lounges	8 ½ X 11
53	Notice – Reasonable Accommodation	Provides employees with an address and telephone number for information and assistance for people with disabilities.	EEO	POST-125b	2/15	EEO	Prominently displayed in employee lounges	8 ½ X 11
54	Your Rights Under USERRA	Outlines the protection of job rights of individuals who voluntarily leave employment positions to undertake military service or who serve in the National Disaster Medical System.	U.S. Department of Labor (VETS)	POST-160	10/8	OTDA	Prominently displayed in employee lounges	8 ½ X 11

c. Must be displayed in FDR at S20 Fort Green, S40 Hunts Point, S53 Queens, and S99 Richmond.

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Mandated Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center Signage

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FIA Employee Posters (continued)

Item	Title/Subject	Description	Produced by	Identification Number	Poster Date	Mandated by	Location in Center	Poster Dimensions
55	Confidential Documents Bin Poster	Explanation of the proper use for the bins in Job Centers and NCA SNAP Centers that are designated for recycling confidential material.	HRA	POST-169 (E)	No Date	HRA policy	Display above bins that are used for the disposal of confidential materials	13 X 19
56	Labor Law Information Relating to Public Employees	Advises Public employees of their right to a safe workplace and their responsibility to adhere to the NYS public Employees Safety and Health Act of 1980.	NYS/DOL	SH 908	11/07	HRA policy	Prominently displayed in employee lounges	11 X 17

SAMPLE