



FAMILY INDEPENDENCE ADMINISTRATION


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Office of Procedures

POLICY BULLETIN #20-08-OPE

(This Policy Bulletin Replaces PB #14-128-OPE)

REVISIONS TO THE WHAT YOU NEED TO KNOW ABOUT THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (BRC-100) BROCHURE

Date: March 3, 2020	Subtopic(s): Brochure
 This procedure can now be accessed on the FIAweb.	<p>The purpose of this policy bulletin is to inform Job Center and Non- Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the “What You Need to Know About The Supplemental Nutrition Assistance Program” (BRC-100) brochure has been revised and redesigned.</p> <p>The BRC-100 brochure contains general information about SNAP. The brochure has been revised as follows:</p> <ul style="list-style-type: none">• The picture on the front of the brochure was changed.• Human Resources Administration was removed.• Formerly Food Stamps was removed.• The Centers in all five boroughs were removed and replaced with a SNAP telephone number and hours of operation• Go to nyc.gov/hra and select locations or go to 311 was added.• The gross monthly income limits and Maximum Monthly SNAP Benefits Levels were removed.• SKIP THE TRIP! APPLYING FOR SNAP OR MANAGING YOUR CASE ONLINE HAS NEVER BEEN EASIER was added.• Five icons were added.• Information about what you can do online, how to call to complete an interview, was added.• Submitting a recertification for Cash Assistance (CA), how to enroll in Fair Fares NYC if eligible was added.• How to track your application, manage your case, keep track of important dates and appointments and much more for SNAP and CA on ACCESS HRA was added.• The Commissioner name was removed.• The revision date was changed to 02/2020.

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


Job Center Directors and NCA SNAP Center Directors must ensure that all previous versions of the **BRC-100** brochure are removed from circulation and recycled. New brochures can be ordered using the Central Intake Workflow System (CIWS).

A sample of the revised brochure is attached.

Effective Immediately

Attachments:

BRC-100 (E)	What You Need to Know About The Supplemental Nutrition Assistance Program (02/2020)
BRC-100 (E) Insert	What You Need to Know About The Supplemental Nutrition Assistance Program (10/14) (Obsolete)
BRC-100 (S) Insert	What You Need to Know About The Supplemental Nutrition Assistance Program (10/14) (Obsolete)

 Please use Print on Demand to obtain copies of forms.

How can I get an application?



Download an application from HRA's website at nyc.gov/hra/snap.



Pick up an application from any HRA Center.

How can I apply?

Apply online at ACCESS HRA: nyc.gov/accesshra
Call 311 or HRA's Infoline at 718-557-1399 and we will send you an application and information on where you can mail it in, fax or bring in person.

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Authorized representatives can file an application for you online, at any Supplemental Nutrition Assistance Program Center, or at a participating community based organization.

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How soon after I apply will I receive my benefit?

It normally takes 30 days for your Supplemental Nutrition Assistance Program application to be processed. However, if you qualify for expedited processing and are eligible for benefits, you may receive emergency benefits within five days.



If you are in need of food immediately, you can also contact the Emergency FoodLine at 866-888-8777, for a food pantry near you.

ACCESS HRA

www.nyc.gov/accesshra

311 or TTY 311 at: 212-504-4115

HRA's Website

www.nyc.gov/hra

Community Partners

<https://maps.nyc.gov/foodhelp/>

SAMPLE



Department of
Social Services

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BRC-100 (E)
Rev. 02/2020

SNAP

Supplemental Nutrition Assistance Program



What you need to know about
the Supplemental Nutrition
Assistance Program



Department of
Social Services

The Supplemental Nutrition Assistance Program, formerly called the Food Stamp Program, provides food support to low-income New Yorkers including working families, the elderly and people with disabilities to increase their ability to purchase food. You can purchase food by using an Electronic Benefit Transfer (EBT) card where you shop.

How much income can I have and still get Supplemental Nutrition Assistance Program (SNAP) benefits?

Eligibility and SNAP benefit levels are based on your household size, income, and your expenses.

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, monthly medical expenses over \$35 (for people with a disability or 60 years of age or older), or dependent care.

What type of documentation will I need?

While documentation is not needed 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. You can use the NYC ACCESS HRA mobile app to submit them. If you don't have all the documents, you can still apply. When possible, HRA staff can help you get them.

- ✓ **Proof of Identity:** Photo identification, driver's license, passport, Social Security Card, 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 Current Immigration Status:** USCIS documentation. Receiving Supplemental Nutrition Assistance Program benefits will not affect your immigration case or lead to deportation.

Who may be eligible for Supplemental Nutrition Assistance Program (SNAP) benefits?

You can be employed, own your own home and car, have money saved, and still be eligible. Many immigrants can receive a benefit too. You should apply if you need help paying for food. The amount of benefits you receive depends on your household size, expenses, and your income. Each application is evaluated on an individual basis.

If I am receiving SSI/Disability benefits, can I still qualify for Supplemental Nutrition Assistance Program (SNAP) benefits?

You can still qualify for SNAP benefits even if you receive SSI/Disability benefits.

Will my SSI/Disability benefit payments be reduced if I get SNAP benefits?

Your SSI/Disability benefit payments will not be reduced.

Where can I find the nearest SNAP Center?

Go to nyc.gov/hra and select 'Locations,' or go to 311.

**SKIP THE TRIP!
APPLYING FOR SNAP OR MANAGING YOUR
CASE ONLINE HAS NEVER BEEN EASIER.**

Go online to nyc.gov/accesshra, or download the ACCESS HRA mobile app, and log in or create an account. The ACCESS HRA website is now easy to use on your phone, and interacts seamlessly with the mobile app!



- ✓ Apply for and recertify SNAP benefits online.
- ✓ Complete your SNAP periodic report online.
- ✓ Change or close your SNAP case online.
- ✓ Take photos of requested documents with your phone and upload them for you SNAP case.

Once you've submitted your online SNAP application or your recertification, and your supporting documents with the ACCESS HRA app, you can call to complete your interview.

**Call 718-SNAP-NOW (718-762-7669),
anytime between 8:30 AM and 5:30 PM,
Monday to Friday.**

You can also submit a recertification for Cash Assistance (CA) if you are a CA client and enroll in Fair Fares NYC if you are eligible.

You can track your application, manage your case, keep track of important dates and appointments, and much more for SNAP and Cash Assistance on ACCESS HRA!

How much income can I have and still be eligible for Supplemental Nutrition Assistance Program benefits?

The Income Guidelines and maximum monthly allotment as of November 2014 are as follows:

INCOME GUIDELINES			
Family Size	Gross Monthly Income Limit*	Net Monthly Income Limit**	Maximum Monthly Allotment
1	\$1,265	\$973	\$194
2	\$1,705	\$1,311	\$357
3	\$2,144	\$1,650	\$511
4	\$2,584	\$1,988	\$649
5	\$3,024	\$2,326	\$771
6	\$3,464	\$2,665	\$925
7	\$3,904	\$3,003	\$1,022
8	\$4,344	\$3,341	\$1,169
Each Additional Member	+ \$440	+ \$339	+ \$146

*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 or Cash Assistance 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 dependent care. The amount left over after deductions is called net income.

The amount of SNAP benefits you receive depends on your household size, expenses, and your income.

¿Cuánto ingreso puedo ganar y aún ser elegible para beneficios del Programa de Asistencia de Nutrición Suplementaria?

Las pautas de Ingreso y la asignación máxima mensual desde noviembre de 2014 se listan a continuación:

LAS PAUTAS DE INGRESO			
Número de integrantes de la Familia	Límite del Ingreso Bruto Mensual*	Límite del Ingreso Neto Mensual**	Asignación Máxima Mensual
1	\$1,265	\$973	\$194
2	\$1,705	\$1,311	\$357
3	\$2,144	\$1,650	\$511
4	\$2,584	\$1,988	\$649
5	\$3,024	\$2,326	\$771
6	\$3,464	\$2,665	\$925
7	\$3,904	\$3,003	\$1,022
8	\$4,344	\$3,341	\$1,169
Cada Miembro Adicional	+ \$440	+ \$339	+ \$146

*Los hogares que incurren en gastos de cuidado de dependientes están sujetos a límites de ingreso bruto más altos.

**Si su hogar consta de una persona de 60 años de edad o más o incapacitada, sólo necesita cumplir el límite de ingreso neto. Si todas las personas en su hogar reciben SSI o Asistencia en Efectivo, usted no necesita cumplir ningún límite de ingreso.

Su ingreso total, antes de los impuestos u otras sustracciones de nómina, se denomina el ingreso bruto. Sin embargo, se permiten ciertas sustracciones de su ingreso bruto, denominadas deducciones. Éstas pueden ser designadas para la vivienda, pagos de cuidado infantil, gastos médicos mensuales mayores de \$35 para personas ancianas o incapacitadas, o cuidado de dependientes. La cantidad restante excluyendo las deducciones, se denomina ingreso neto.

La cantidad de los beneficios de SNAP que usted recibe depende del número de integrantes de su familia, sus gastos y su ingreso.