



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #20-06-OPE

**REVISION TO THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
INCOME GUIDELINES FORM (W-138Q)**

Date: February 19, 2020	Subtopic(s): Form				
	<p>This policy bulletin is to inform all Job Center and Supplemental Nutrition Assistance Program (SNAP) Center staff that the addresses have been updated on the Supplemental Nutrition Assistance Program Income Guidelines form (W-138Q).</p> <p>The new address of the Williamsburg SNAP Center (S21) is:</p> <p style="text-align: center;">2 George Street 1st floor Brooklyn, NY 11206</p> <p>The address of the East End SNAP Center (S02) remains the same, the floor number has changed:</p> <p style="text-align: center;">2322 3rd Avenue 3rd floor New York, NY 10035</p> <p><i>Effective Immediately</i></p> <p>Related Item: CD # 20-05</p> <p>Attachment:</p> <table border="0"> <tr> <td style="vertical-align: top;">W-138Q (E)</td> <td>Supplemental Nutrition Assistance Program Income Guidelines (Rev. 02/07/2020)</td> </tr> <tr> <td style="vertical-align: top;">W-138Q (S)</td> <td>Supplemental Nutrition Assistance Program Income Guidelines (Rev. 02/07/2020)</td> </tr> </table>	W-138Q (E)	Supplemental Nutrition Assistance Program Income Guidelines (Rev. 02/07/2020)	W-138Q (S)	Supplemental Nutrition Assistance Program Income Guidelines (Rev. 02/07/2020)
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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

Supplemental Nutrition Assistance Program Income Guidelines

Supplemental Nutrition Assistance Program (SNAP) benefits help you pay for food. You can use them at grocery stores, supermarkets, and farmer’s markets.

Anyone can apply for SNAP benefits. You may be eligible even if you have a job, receive SSI or disability benefits, own a home, or own a car.

If you are eligible, you will receive SNAP benefits within 30 days. Certain households with little income or savings, or with high housing costs, can receive SNAP benefits within five days.

Family Size		1	2	3	4	5	6	7	8	Each Additional Member
Maximum Gross Monthly Income	Households without earned income	\$1,354	\$1,832	\$2,311	\$2,790	\$3,269	\$3,748	\$4,227	\$4,705	+ \$479
	Households with earned income	\$1,562	\$2,114	\$2,667	\$3,219	\$3,772	\$4,324	\$4,877	\$5,429	+ \$553

The Maximum Gross Monthly Income limits that are shown in the table above are effective October 1, 2019.

Different income limits are used for SNAP households that:

- Have a person with a disability or 60 years of age or older; or
- Pay dependent care expenses

If everyone in your household receives SSI, TANF, or SNA, you do not need to meet any income limit.

To file a SNAP application, you may:

- go online to www.nyc.gov/accesshra;
- mail it to **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 29197, Brooklyn, NY 11201**;
- fax it to **917-639-1111**;
- go to a participating community based organization [call **311** to find a location or visit www.foodhelp.nyc]; or
- go to any SNAP Center during the listed hours of operation [see the back of this form]

Your SNAP application is considered filed if it has at least your name, address (if you have one), and a signature.

A filed application is not enough!

You will still have to be interviewed to see if you can get SNAP. After filing an application, you can call **718-762-7669** anytime between 8:30 AM and 5:00 PM, Monday to Friday, for an “on-demand” interview.

You will be asked to give us documents to verify the information on your application. Please review the SNAP Documentation Guide (**W-129G**) that you got with this form. It lists some of the common documents that you can use to verify certain eligibility factors. These documents are needed to make a decision on your SNAP application. Here are some tips:

- If you want to save time, send images of your documents using the ACCESS HRA mobile app, available for free in the app stores for Apple and Android devices.
- If you mail your application, send copies of the documents. **Do not send original documents!**
- If you submit your application in person, bring all of the documents with you when you apply.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at **212-331-4640**. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

SAMPLE

New York City SNAP Centers The following SNAP Centers are open from 8:30 AM to 5:00 PM, Monday through Friday (except legal holidays)			
Manhattan	East End – S02 2322 3rd Avenue 3rd Floor New York, NY 10035	Washington Heights – S13 4055 10th Avenue Lower Level New York, NY 10034	Waverly – S19 12 West 14th Street 4th Floor New York, NY 10011
Brooklyn	Williamsburg – S21 2 George Street 1st Floor Brooklyn, NY 11206	Coney Island – S22 2865 West 8th Street 1st Floor Brooklyn, NY 11224	East New York – S28 404 Pine Street 1st Floor Brooklyn, NY 11208
Bronx	Hunts Point – S40 845 Barretto Street 1st Floor Bronx, NY 10474	Concourse – S45 1375 Jerome Avenue 2nd Floor Bronx, NY 10452	Crotona – S46 1910 Monterey Avenue 5th Floor Bronx, NY 10457
Queens	Queens – S53 32-20 Northern Boulevard – 2nd Floor (Entrance on One Honeywell Street) Long Island City, NY 11101	Jamaica – S54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432	Rockaway – S79 219 Beach 59th Street 1st Floor Far Rockaway, NY 11692
Staten Island	Richmond – S99 201 Bay Street 2nd Floor Staten Island, NY 10301		



Guía de ingreso del Programa de Asistencia de Nutrición Suplementaria

Los beneficios del Programa de Asistencia de Nutrición Suplementaria (Supplemental Nutrition Assistance Programa, SNAP) le ayudan a pagar la comida. Usted los puede utilizar en las bodegas, supermercados y en los mercados de agricultores.

Cualquier persona puede solicitar los beneficios de SNAP. Usted podría ser elegible, aunque tenga trabajo, reciba SSI o beneficios para discapacitados o, aunque sea dueño de una casa o de un carro.

Si es elegible, usted recibirá los beneficios de SNAP dentro de 30 días. Ciertos hogares que dispongan de bajos ingresos o ahorros, o que incurran en gastos de vivienda elevados, pueden recibir beneficios de SNAP dentro de cinco días.

Número de integrantes de la familia		1	2	3	4	5	6	7	8	Por cada integrante adicional
Máximo ingreso bruto mensual	Hogares sin ingreso salarial	\$1,354	\$1,832	\$2,311	\$2,790	\$3,269	\$3,748	\$4,227	\$4,705	+ \$479
	Hogares con ingreso salarial	\$1,562	\$2,114	\$2,667	\$3,219	\$3,772	\$4,324	\$4,877	\$5,429	+ \$553

Los límites de ingreso máximo bruto mensual que aparecen en la tabla entran en vigor el 1ero de octubre de 2019.

Se utilizan límites de ingresos distintos para hogares de SNAP que:

- incluyan alguna persona discapacitada o de 60 años, o mayor
- tengan gastos por el cuidado de personas dependientes

Si todos en su hogar reciben SSI, TANF o SNA, usted no está sujeto a ningún límite de ingreso.

Para presentar la solicitud de SNAP, usted puede:

- entrar a la página www.nyc.gov/accesshra;
- enviarla por correo a **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 29197, Brooklyn, NY 11201**;
- enviarla por fax al **917-639-1111**;
- dirigirse a alguna organización comunitaria participante [llame al **311** para encontrar una o entre a la página www.foodhelp.nyc]; o
- dirigirse a cualquier centro de SNAP durante las horas laborales [ver el dorso de este formulario]

(Gire la hoja)

Su solicitud de SNAP se considera presentada si por lo menos contiene su nombre, dirección (de tenerla) y firma.

¡Presentar la solicitud no es suficiente!

Usted aún tendrá que realizar una entrevista para ver si puede recibir SNAP. Después de presentar la solicitud, usted puede llamar al **718-762-7669**, de lunes a viernes, entre las 8:30 A.M. y las 5 P.M. para llevar a cabo una entrevista a petición [on-demand interview].

Se le pedirá presentar documentos para comprobar la información de su solicitud. Por favor revise la Guía de Documentación de SNAP (**W-129G [S]**) que usted recibió con este formulario. En dicho formulario figuran algunos de los documentos comunes que puede utilizar para verificar ciertos factores de elegibilidad. Estos documentos son necesarios para tomar una decisión respecto a su solicitud de SNAP. He aquí algunas pautas útiles:

- Si desea ahorrar tiempo, envíe imágenes de sus documentos mediante la aplicación móvil gratis de ACCESS HRA, disponible en la tienda de aplicaciones de los dispositivos de Apple y Android.
- Si envía su solicitud por correo postal, envíe copias de los documentos. **¡No envíe los documentos originales!**
- Si presenta la solicitud en persona, traiga consigo todos los documentos.

¿Tiene usted alguna condición médica o de salud mental o discapacidad? ¿Se le dificulta entender este aviso o hacer lo que pide el aviso debido a esta condición? ¿Se le dificulta recibir otros servicios de la HRA debido a esta condición? Nosotros podemos ayudarle. Llámenos al 212-331-4640. Usted también puede pedir ayuda al visitar las oficinas de la HRA. Por ley, usted tiene derecho a pedir este tipo de ayuda.

Centros de SNAP de la Ciudad de Nueva York

Los siguientes centros de SNAP abren de 8:30 AM a 5:00 PM,
de lunes a viernes (excepto los días feriados legales)

Manhattan	East End – S02 2322 3rd Avenue 3rd Floor [piso] New York, NY 10035	Washington Heights – S13 4055 10th Avenue Lower Level [primera planta] New York, NY 10034	Waverly – S19 12 West 14th Street 4th Floor [piso] New York, NY 10011
Brooklyn	Williamsburg – S21 2 George Street 1st Floor [piso] Brooklyn, NY 11206	Coney Island – S22 2865 West 8th Street 1st Floor [piso] Brooklyn, NY 11224	East New York – S28 404 Pine Street 1st Floor [piso] Brooklyn, NY 11208
Bronx	Hunts Point – S40 845 Barretto Street 1st Floor [piso] Bronx, NY 10474	Concourse – S45 1375 Jerome Avenue 2nd Floor [piso] Bronx, NY 10452	Crotone – S46 1910 Monterey Avenue 5th Floor [piso] Bronx, NY 10457
Queens	Queens – S53 32-20 Northern Boulevard – 2nd Floor (Entrada por One Honeywell Street) Long Island City, NY 11101	Jamaica – S54 165-08 88th Avenue 3rd Floor [piso] Jamaica, NY 11432	Rockaway – S79 219 Beach 59th Street 1st Floor [piso] Far Rockaway, NY 11692
Staten Island	Richmond – S99 201 Bay Street 2nd Floor [piso] Staten Island, NY 10301		