



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #22-53-OPE (This Policy Bulletin Obsoletes #20-06-OPE)

REVISIONS TO THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM INCOME GUIDELINES (W-138Q)

Date: August 1, 2022	Subtopic(s): Form
	<p>The purpose of this policy bulletin is to inform HRA Benefits Access Center and Supplemental Nutrition Assistance Program (SNAP) Center staff that the Supplemental Nutrition Assistance Program Income Guidelines form (W-138Q) has been revised.</p> <p>REVISIONS:</p> <p>Certain households with little income or savings, or with high housing costs, can receive SNAP benefits within seven (7) days.</p> <p>The Waverly SNAP Center (S-19) will be closing effective July 29, 2022. The Center's name has been removed from the W-138Q.</p> <p>The Coney Island SNAP Center (S-22) address has been changed from 2865 West 8th Street 1st Floor, Brooklyn, NY 11224 to 1912 Mermaid Avenue, Brooklyn, NY 11224.</p> <p>All previous versions of form W-138Q should be removed from circulation and recycled.</p> <p>A sample of the revised W-138Q is attached.</p> <p><i>Effective July 29, 2022</i></p> <p>Related Item: CD #22-16</p> <p>Attachments:</p> <p>W-138Q (E) Supplemental Nutrition Assistance Program Income Guidelines (Rev. 6/30/2022)</p>

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

W-138Q (S)

Supplemental Nutrition Assistance Program
Income Guidelines (Rev. 6/30/2022)

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 seven days.

Family Size		1	2	3	4	5	6	7	8	Each Additional Member
Maximum Gross Monthly Income	Households without earned income	\$1,396	\$1,888	\$2,379	\$2,871	\$3,363	\$3,855	\$4,347	\$4,839	+ \$492
	Households with earned income	\$1,610	\$2,178	\$2,745	\$3,313	\$3,880	\$4,448	\$5,015	\$5,583	+ \$568

The Maximum Gross Monthly Income limits that are shown in the table above are effective October 1, 2021.

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	
Brooklyn	Williamsburg – S21 2 George Street 1st Floor Brooklyn, NY 11206	Coney Island – S22 1912 Mermaid Avenue 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 ingresos del Programa de Asistencia de Nutrición Suplementaria

Los beneficios del Programa de Asistencia de Nutrición Suplementaria (*Supplemental Nutrition Assistance Program, SNAP*) lo(a) ayudan a pagar los alimentos. 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 automóvil.

Si es elegible, recibirá los beneficios de *SNAP* dentro de un plazo de 30 días. Aquellos hogares que dispongan de pocos ingresos o pocos ahorros, o que tengan gastos de vivienda elevados, podrían recibir los beneficios de *SNAP* dentro de un plazo de siete días.

Número de integrantes de la familia		1	2	3	4	5	6	7	8	Por cada integrante adicional
Monto máximo de ingresos brutos mensuales	Hogares sin ingresos ganados	\$1,396	\$1,888	\$2,379	\$2,871	\$3,363	\$3,855	\$4,347	\$4,839	+ \$492
	Hogares con ingresos ganados	\$1,610	\$2,178	\$2,745	\$3,313	\$3,880	\$4,448	\$5,015	\$5,583	+ \$568

Los límites de monto máximo de ingresos brutos mensuales que aparecen en la tabla anterior entran en vigor el 1.º de octubre de 2021.

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

- incluyan alguna persona discapacitada o que tenga 60 o más años de edad, o
- que paguen los gastos del cuidado de personas dependientes.

Si todas las personas en su hogar reciben *SSI*, *TANF* o *SNA*, usted no está sujeto a cumplir el requisito del límite de ingresos.

Para presentar la solicitud de *SNAP*, puede:

- entrar a la página web www.nyc.gov/accesshra;
- enviarla por correo postal 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 [para encontrar una ubicación, llame al **311** o entre a la página web 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 su firma.

¡Presentar la solicitud no es suficiente!

Usted aún tendrá que realizar una entrevista para saber si puede recibir *SNAP*. Después de presentar la solicitud, puede llamar al **718-762-7669**, de lunes a viernes entre las 8:30 a.m. y las 5:00 p.m., para llevar a cabo la “entrevista a petición” (*On-Demand Interview*).

Se le pedirá presentar documentos para verificar la información proporcionada en su solicitud. Favor de revisar la Guía de Documentación de *SNAP* (**W-129G [S]**) que recibió con este formulario. En dicha guía figuran algunos de los documentos más comunes que puede utilizar para confirmar ciertos factores de elegibilidad. Estos documentos son necesarios para tomar una decisión con respecto a su solicitud de *SNAP*. He aquí algunas pautas útiles:

- Si desea ahorrar tiempo, envíe imágenes de sus documentos a través de la aplicación móvil gratuita de *ACCESS HRA*, disponible en la tienda virtual de aplicaciones de Apple y de Android.
- Si envía su solicitud por correo postal, solo envíe copias de los documentos. **¡No envíe los documentos originales!**
- Si presenta la solicitud en persona, lleve consigo todos los documentos requeridos.

¿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* están abiertos de 8:30 a.m. a 5:00 p.m. de lunes a viernes (excepto los días feriados legales).

Manhattan	East End – S02 2322 3rd Avenue 3rd Floor [3.º piso] New York, NY 10035	Washington Heights – S13 4055 10th Avenue Lower Level [planta baja] New York, NY 10034	
Brooklyn	Williamsburg – S21 2 George Street 1st Floor [1.º piso] Brooklyn, NY 11206	Coney Island – S22 1912 Mermaid Avenue Brooklyn, NY 11224	East New York – S28 404 Pine Street 1st Floor [1.º piso] Brooklyn, NY 11208
Bronx	Hunts Point – S40 845 Barretto Street 1st Floor [1.º piso] Bronx, NY 10474	Concourse – S45 1375 Jerome Avenue 2nd Floor [2.º piso] Bronx, NY 10452	Crotona – S46 1910 Monterey Avenue 5th Floor [5.º piso] Bronx, NY 10457
Queens	Queens – S53 32-20 Northern Boulevard 2nd Floor [2.º piso] (entrada por One Honeywell Street) Long Island City, NY 11101	Jamaica – S54 165-08 88th Avenue 3rd Floor [3.º piso] Jamaica, NY 11432	Rockaway – S79 219 Beach 59th Street 1st Floor [1.º piso] Far Rockaway, NY 11692
Staten Island	Richmond – S99 201 Bay Street 2nd Floor [2.º piso] Staten Island, NY 10301		