

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-107-OPE

(This Policy Bulletin Replaces PB #13-41-OPE)

REVISIONS TO FORM W-138Q

Date: December 11, 2013	Subtopic(s): Forms				
<p>☞ This procedure can now be accessed on the FIAweb.</p> <p>See CD #13-39 for the relocation of the Coney Island SNAP Center.</p> <p>☞ Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform all Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that the Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (W-138Q) form has been revised to reflect the relocation of the Coney Island SNAP Center 22 to 2857-2865 West 8th Street, 1st Floor, Brooklyn, NY 11224.</p> <p>In addition, the designation of the SNAP Centers on the W-138Q have been changed. For example, East End – SNAP Center 02 has been changed to East End – S02.</p> <p>NCA SNAP Center Directors must ensure that all previous versions of form W-138Q are removed from circulation and recycled.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p>Related Item:</p> <p>CD #13-39</p> <p>Attachments:</p> <table><tr><td>W-138Q</td><td>Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Rev. 12/11/13)</td></tr><tr><td>W-138Q (S)</td><td>Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Spanish) (Rev. 12/11/13)</td></tr></table>	W-138Q	Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Rev. 12/11/13)	W-138Q (S)	Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Spanish) (Rev. 12/11/13)
W-138Q	Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Rev. 12/11/13)				
W-138Q (S)	Supplemental Nutrition Assistance Program (SNAP) Income Guidelines (Spanish) (Rev. 12/11/13)				

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 (SNAP) Income Guidelines

- SNAP benefits provide your family with assistance when buying food. They are used in place of cash to buy food at grocery stores or supermarkets.
- You don't have to be out of work to apply for SNAP benefits. You can be employed and still be eligible for SNAP benefits.
- You can own your own home and car and still be eligible for SNAP benefits.
- If you are eligible, you will receive SNAP benefits within 30 days. Certain households with little income or savings, or with high shelter 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	\$1,245	\$1,681	\$2,116	\$2,552	\$2,987	\$3,423	\$3,858	\$4,294	+ \$436

- These income limits are effective October 1, 2013.
- The Maximum Gross Monthly Income limits do not apply to SNAP households with an elderly or disabled individual, or if everyone in your household receives SSI, TANF, or SNA, you do not need to meet any income limit. Households that incur dependent care expenses are subject to higher gross income limits.

To file a SNAP application, you may:

- submit an application online through the **ACCESS NYC** website at www.nyc.gov/accessnyc or the **MyBenefits** website at www.mybenefits.ny.gov;
- mail your application to the **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**;
- fax your application to **(917) 639-1111**;
- apply at a participating community based organization (CBO) [call 311 for a listing of participating CBO's]; or
- appear in person during the listed hours of operation for any of the SNAP Centers identified below.

Your SNAP application will be considered as filed if it contains a minimum of your name, address (if you have one), and a signature on the application. When your application is received, you will be contacted to schedule an eligibility interview.

Please review the enclosed SNAP Documentation Guide (**W-129G**), which lists some of the more common documents that can be used to verify each of the applicable eligibility factors. If you are mailing the application, please ensure that you enclose copies of all required documentation. If you plan to file the application in person, please bring originals of all required documentation. Providing the required documentation will assist us in expediting the processing of your SNAP application.

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)				Extended Hours Centers The following SNAP Centers are open from 8:30 AM to 6:00 PM, Monday through Friday and 9:00 AM to 5:00 PM on Saturday (except legal holidays)
Manhattan	East End – S02 2322 Third Avenue 3rd Floor New York, NY 10035	Washington Heights – S13 4055 10th Avenue Lower Level New York, NY 10034	St. Nicholas – S14 132 West 125th Street 3rd Floor New York, NY 10027	Waverly – S19 12 West 14th Street 4th Floor New York, NY 10011
Brooklyn	Williamsburg – S21 30 Thornton Street 4th Floor Brooklyn, NY 11206	Coney Island – S22 2857-2865 West 8th Street 1st Floor Brooklyn, NY 11224		Ft. Greene – S20 275 Bergen Street 1st Floor Brooklyn, NY 11217
	North Brooklyn – S26 500 Dekalb Avenue 4th Floor Brooklyn, NY 11205	East New York – S28 404 Pine Street 1st Floor Brooklyn, NY 11208		
Bronx	Melrose – S40 260 East 161st Street 3rd Floor Bronx, NY 10451	Crotona – S46 1910 Monterey Avenue 5th Floor Bronx, NY 10457		Concourse – S45 1375 Jerome Avenue 2nd Floor Bronx, NY 10452
Queens	Queens – S53 32-20 Northern Boulevard 2nd Floor Long Island City, NY 11101	Rockaway – S79 219 Beach 59th Street 1st Floor Rockaway, NY 11692		Jamaica – S54 165-08 88th Avenue 3rd Floor Jamaica, NY 11432
Staten Island				Richmond – S99 201 Bay Street 2nd Floor Staten Island, NY 10301

Guía de Ingresos del Programa de Asistencia de Nutrición Suplementaria (SNAP)

- Los beneficios de SNAP le proveen a su familia asistencia a la hora de comprar alimentos. Estos beneficios de SNAP se utilizan en lugar de dinero en efectivo para comprar alimentos en bodegas o supermercados.
- Usted no tiene que estar desempleado para solicitar beneficios de SNAP. Usted puede estar empleado y aun ser elegible para los beneficios de SNAP.
- Usted puede ser elegible para recibir beneficios de SNAP aun si es propietario(a) de su casa y automóvil.
- Si usted es elegible, recibirá beneficios de SNAP dentro de 30 días. Ciertos hogares con poco ingreso o ahorros, o con altos costos de alquiler, pueden recibir los beneficios de SNAP dentro de cinco días.

Miembros en la Familia	1	2	3	4	5	6	7	8	Cada miembro adicional
Máximo Ingreso Bruto Mensual	\$1,245	\$1,681	\$2,116	\$2,552	\$2,987	\$3,423	\$3,858	\$4,294	+ \$436

- Estos límites de ingresos entrarán en vigencia a partir del 1 de octubre de 2013.
- Los límites del Máximo Ingreso Bruto Mensual no corresponden a hogares de SNAP con personas ancianas o incapacitadas, o si todos en su hogar reciben SSI, TANF, o SNA, usted no tiene que reunir ningún límite de ingreso. Los hogares que incurren en gastos por cuidado de dependientes están sujetos a límites mayores de ingreso bruto.

Para presentar una solicitud de SNAP, usted puede:

- presentar una solicitud por el Internet mediante **ACCESS NYC** en www.nyc.gov/accessnyc o al website de **MyBenefits** en www.mybenefits.ny.gov;
- enviar por correo su solicitud a la **Division of SNAP Services, Mail Application & Referral Unit (MARU), P.O. Box 24510, Brooklyn, NY 11201**;
- enviar por fax al **(917) 639-1111**;
- presentar solicitar en una organización comunitaria (CBO) (llamar al 311 para una lista de CBO participantes); o
- presentarse en persona durante las horas laborales indicadas para cualquiera de los Centros de SNAP identificados abajo.

Su solicitud de SNAP se considerará presentada si contiene como mínimo su nombre, dirección (de tenerla), y firma en la solicitud. Cuando se reciba su solicitud, nos comunicaremos con usted para programar una entrevista de elegibilidad.

Por favor repase la Guía de Documentación de SNAP (**W-129G [S]**), adjunta que lista algunos de los documentos más comunes que se pueden utilizar para verificar cada uno de los factores de elegibilidad que corresponden.

Si usted va a enviar por correo su solicitud, favor de asegurarse de adjuntar copias de todos los documentos solicitados. Si piensa presentar la solicitud en persona, favor de traer originales de toda la documentación solicitada. El proporcionar la documentación solicitada permitirá acelerar el trámite de solicitud de SNAP.

Centros de SNAP de la Ciudad de Nueva York				Centros Con Horarios Suplementarios	
Los siguientes Centros de SNAP están abiertos de 8:30 AM a 5:00 PM, de lunes a viernes (excepto los días feriados oficiales)				Los siguientes Centros de SNAP están abiertos de 8:30 AM a 6:00 PM, de lunes a viernes y de 9:00 AM a 5:00 PM el sábado (excepto los días feriados oficiales)	
Manhattan	East End – S02 2322 Third Avenue 3er piso New York, NY 10035	Washington Heights – S13 4055 10th Avenue planta baja New York, NY 10034	St. Nicholas – S14 132 West 125th Street 3er piso New York, NY 10027	Waverly – S19 12 West 14th Street 4to piso New York, NY 10011	
Brooklyn	Williamsburg – S21 30 Thornton Street 4to piso Brooklyn, NY 11206	Coney Island – S22 2857-2865 West 8th Street 1er piso Brooklyn, NY 11224		Ft. Greene – S20 275 Bergen Street 1er piso Brooklyn, NY 11217	
	North Brooklyn – S26 500 Dekalb Avenue 4to piso Brooklyn, NY 11205	East New York – S28 404 Pine Street 1er piso Brooklyn, NY 11208			
Bronx	Melrose – S40 260 East 161st Street 3er piso Bronx, NY 10451	Crotona – S46 1910 Monterey Avenue 5to piso Bronx, NY 10457		Concourse – S45 1375 Jerome Avenue 2do piso Bronx, NY 10452	
Queens	Queens – S53 32-20 Northern Boulevard 2do piso Long Island City, NY 11101	Rockaway – S79 219 Beach 59th Street 1er piso Rockaway, NY 11692		Jamaica – S54 165-08 88th Avenue 3er piso Jamaica, NY 11432	
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