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**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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## Informational Letter

### Section 1

<b>Transmittal:</b>	03 INF 11
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	March 5, 2003
<b>Subject:</b>	Revisions to the LDSS-4791: "Important Information About What Changes You Must Report For Food Stamp Benefits"
<b>Suggested Distribution:</b>	Food Stamp Benefits Staff Temporary Assistance Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469
<b>Attachments:</b>	Attachment I - LDSS-4791: "Important Information About What Changes You Must Report For Food Stamp Benefits" (Rev.2/03)
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
02 ADM-7 01 ADM-9				FSSB Section 6 B-1-1 Section 13 - All	GIS 01 TA/DC024 GIS 01 TA/DC010

### Section 2

#### I. Purpose

The purpose of this release is to introduce the revised, 2/03, version of the "Important Information About What Changes You Must Report For Food Stamp Benefits" form (LDSS-4791).

Use of the LDSS-4791 is a standardized way to provide Food Stamp Benefits households, in writing, with mandated information about six-month reporting rules and about the household's 130% Federal Poverty Gross Income Limits.

This form was originally introduced as an attachment in 01 ADM-9.

## II. Background

Six-month reporting rules were implemented in early 2001 for earned income cases only. On October 1<sup>st</sup>, 2002, the rules were expanded to include unearned income cases.

Local districts were informed of the six month reporting rules in 01-ADM-09, 02-ADM-07 and in regional training done by OTDA. Local districts were also informed that they are required, during the eligibility interview to explain and provide in writing, mandated information about the six-month reporting rules and about the household's 130% Federal Poverty Gross Income Limits.

It is important to remember that written client notification **is required** to be issued for these purposes every time.

**In the Rest of State (ROS)** WMS system, this is accomplished by the CNS system. However, it is recommended (not mandated) that the LDSS-4791 also be issued during the eligibility interview.

**In NYC, a hard copy of the LDSS-4791 must be filled out and provided during the eligibility interview, at application and recertification and issued at all undercare budgetary actions.**

## III. Program Implications

Listed below is a summary of the changes for the 2/03 revision:

1. The revision date was changed to (Rev.2/03).
2. The first sentence, under the "General Telephone No." section, was changed to read:

New Food Stamp Benefits Program rules make it easier for household with income to report changes that may affect eligibility or benefit levels.
3. The word "earned" was deleted before the word "income" in the second sentence under the "General Telephone No." section .
4. The first sentence in the fourth paragraph under the "General Telephone No." section was changed to read:

Any income that you receive must be added together to know if you are over 130% of the poverty level.
5. The second sentence in the fourth paragraph under the "General Telephone No." section was changed to read:

Examples of income that count include earnings, child support payments, Unemployment Insurance, temporary assistance payments, Workers Compensation or disability payments such as Social Security, SSI or private disability payments.
6. The last sentence of the 5<sup>th</sup> paragraph under the "General Telephone No." section was changed to read:

When you add up your earnings, to see if you are over 130% of poverty, use your gross pay from the last four weeks of the month.

7. The 7<sup>th</sup> paragraph was changed to read:

If you have a six-month certification period, any other changes to your Food Stamp household including who lives with you, rent costs, and gross income changes under 130% of the poverty level do not need to be reported until your next six-month recertification.

8. The 8<sup>th</sup> paragraph was changed to read:

If you only report once a year for recertification (12 month certification period), and do not receive Temporary Assistance, you will be required to report your changes on one mail report received 6 months into your certification period. You may still voluntarily report any change about your household and, if this change will increase your benefit level and you verify this change, we will increase your benefit.

9. All changes made to the English front of this form were made to the Spanish reverse of this form.

#### **IV. Forms Information:**

The 2/03 versions of the LDSS-4791 are expected to be delivered to the Upstate (Albany) and the HRA (New York City) warehouses in April 2003. Your district will **not** automatically receive copies of the revised form.

Requests for the LDSS-4791 (Rev.2/03) should be submitted on OTDA-876 (Rev. 6/98): "Request for Forms or Publications" form, and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to the Document Services by calling 1-800-343-8859, extension 4-9522.

#### **Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**