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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Brian J. Wing
Commissioner

Administrative Directive

Section 1

Transmittal:	03 ADM 3
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	February 28, 2003
Subject:	New Food Stamp-Only Application Form
Suggested Distribution:	Temporary Assistance Directors Food Stamp Directors HEAP Coordinators CAP Coordinators TOP Coordinators Staff Development Coordinators
Contact Person(s):	Food Stamp Policy - Eastern Regional Team at 800-343-8859, extension 3-1469
Attachments:	LDSS-4826: "Food Stamp Benefits Application" (11/02) LDSS-4826-SP: "Food Stamp Benefits Application" (Spanish) (11/02) LDSS-4826A: "How To Complete The Food Stamp Benefits Application" (11/02) LDSS-4826A-SP: "How To Complete The Food Stamp Benefits Application" (Spanish) (11/02)
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18NYCRR 387.5(a)	SSL 95(11)		

Section 2

I. Purpose:

This ADM introduces a simplified, Food Stamp-only application and recertification form LDSS-4826: "Food Stamp Benefits Application" and LDSS-4826-SP: "Food Stamp Benefits Application" (Spanish), and the corresponding LDSS-4826A: "How To Complete The Food Stamp Benefits Application" and LDSS-4826A-SP: "How To Complete The Food Stamp Benefits Application" (Spanish) forms. This form will be used by households that are applying

for Food Stamp benefits but not for Temporary Assistance, and by Non-Temporary Assistance Food Stamp (NTA-FS) households to recertify for Food Stamp benefits.

II. Background:

Recent State legislation required the Office of Temporary and Disability Assistance (OTDA) to adopt a simplified Food Stamp application form to ease the application process for households applying or recertifying for Food Stamp benefits but not for Temporary Assistance. Onondaga County, with assistance from advocate organizations, volunteered to develop and successfully piloted a shortened Food Stamp benefits application. OTDA has adapted the simplified form and “how to complete” instructions, with input from local districts and advocates, for use Statewide.

III. Program Implications:

The simplified “Food Stamp Benefits Application” form (LDSS-4826 and LDSS-4826-SP) and “How to Complete the Food Stamp Benefits Application” form (LDSS-4826A and LDSS-4826A-SP) are available for immediate use in local social services districts (districts). For immediate use, districts may print the attached PDF electronic files for the application and “how to complete” form, with no modification aside from the local district contact and return address. The State-printed forms are expected to be available in April 2003, and districts must begin using the new application and “how to complete” form no later than June 2, 2003.

In addition, the simplified Food Stamp benefits application and “how to complete” form are replacing the “Application for SSI Recipients and Group Living Residents” (LDSS-3035 and LDSS-3035 NYC) and the “How to Complete the Application for SSI Recipients and Group Living Residents” (LDSS-3035A and LDSS-3035A NYC). Districts should share copies of this directive and attachments with local group homes for SSI residents to give them advance notice of these changes.

IV. Required Action:

Districts must offer the simplified “Food Stamp Benefits Application” form (LDSS-4826 or LDSS-4826-SP) and “How To Complete The Food Stamp Benefits Application” form (LDSS-4826A or LDSS-4826A-SP) to households that are:

- **Applying only for NTA Food Stamp benefits** (instead of the LDSS-2921 Common Application form and Pub. 1301 How to Complete);
- **Recertifying for NTA Food Stamp benefits** (instead of the LDSS-3174 Recertification form and Pub. 1313 How to Complete). Please note that districts with combined NTA Food Stamp and Medicaid (“FSMA”) caseloads may continue to offer the “LDSS-3174 Recertification” form and “Pub.1313 How to Complete” to households that are called in for a NTA Food Stamp recertification interview and are recertifying jointly for NTA Food Stamp benefits and Medicaid. This will avoid having “FSMA” households complete separate recertification forms for each program; or
- **Applying or recertifying for NTA Food Stamp benefits as SSI recipients living alone or in group homes** (instead of the LDSS-3035 “Application for SSI Recipients and Group Living Residents” and the LDSS-3035A “How to Complete the Application for SSI Recipients and Group Living Residents”).

The “How to Complete the Food Stamp Benefits Application” form (LDSS-4826A or LDSS-4826A-SP) always must be provided with the “Food Stamp Benefits Application” form (LDSS-4826 or LDSS-4826-SP).

Districts are reminded that NTA Food Stamp households that submit a Common Application form (LDSS-2921) to apply only for Food Stamp benefits or a Common Recertification form (LDSS-3174) to recertify for NTA Food Stamp benefits must **not** be required to also complete a Food Stamp Benefits Application (LDSS-4826). Districts must continue to accept and process Food Stamp applications that are filed with the LDSS-2921 and Food Stamp recertifications filed with the LDSS-3174.

V. Systems Implications:

Upstate WMS

CNS codes are currently being developed for districts so that the LDSS-4826 or LDSS-4826-SP: "Food Stamp Benefits Application" and the corresponding LDSS-4826A or LDSS-4826A-SP: "How to Complete the Food Stamp Benefits Application" booklet will be mailed to Non-Temporary Assistance Food Stamp recipients for recertification instead of the LDSS-3174 recertification form.

New York City WMS

New York City WMS instructions will be provided under separate cover.

VI. Additional Information

Interview/Certification Guide

An interview/certification guide is being developed for district workers to use with the "Food Stamps Benefits Application", and will be released under separate cover.

Forms Requests

The 11/02 versions of the Statewide LDSS-4826: "Food Stamps Benefits Application" and LDSS-4826A: "How To Complete The Food Stamp Benefits Application" are expected to be printed and delivered to the Upstate (Albany) and HRA (New York City) warehouses in April 2003. All districts **will** automatically receive an initial supply of these new forms. Printing of the Spanish versions of the forms, LDSS-4826-SP (Spanish) and LDSS-4826A-SP (Spanish), will follow. When the Spanish versions (LDSS-4826-SP and LDSS-4826A-SP) are printed, **only New York City** will automatically receive supplies. Other districts must order supplies of the LDSS-4826-SP and LDSS-4826A-SP using the procedure described below.

Upon receipt of the new forms, all existing copies of the LDSS-3035, LDSS-3035 NYC, LDSS-3035A, LDSS-3035-S, LDSS-3035-S NYC and LDSS-3035A-S must be destroyed, as the LDSS-4826, LDSS-4826A, LDSS-4826-SP and LDSS-4826A-SP will replace these forms.

Any initial or future requests for the LDSS-4826 (11/02), LDSS-4826A (11/02), LDSS-4826-SP (11/02) and the LDSS-4826A-SP (11/02) should be submitted on Form OTDA-876 (Rev. 6/98): "Request for Forms or Publications" 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 Document Services at 1-800-343-8859, ext. 4-9522.

VII. Effective Date:

Districts must begin using the simplified NTA Food Stamp application and “how to complete” form on or before June 2, 2003.

Issued By

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Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance