



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001**

David A. Paterson
Governor

Informational Letter

Section 1

Transmittal:	10-INF-04
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	April 19, 2010
Subject:	Revision to PUB-4916: Helping Hands for People in Need Brochure
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff MA Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Policy Questions: Food Stamp Bureau @ 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment 1-PUB-4916 Helping Hands for People in Need Brochure
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.
07 ADM-09					

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to inform districts that the **PUB-4916 Helping Hands for People in Need** has been revised.

II. Background

As established in 07 ADM-09, on January 1, 2008, OTDA expanded categorical eligibility for the Food Stamp Program through the provision of a TANF-funded service, the “Helping Hands for People in Need” (Pub. 4916) brochure to all food stamp applicant and recipient households. The brochure is provided to all recipients of ongoing food stamp benefits via an annual mailing of the brochure, and to all applicants for food stamp benefits, including applicants for Temporary Assistance (TA) and/or Medicaid (MA) as well as food stamp benefits, by requiring inclusion of the brochure in application packets.

This release is to advise local districts that due to a change in federal Earned Income Tax Credit Income Thresholds, the EBT Brochure has been revised.

III. Program Implications

The revision to the brochure is specific to the **Tax Credit** section which has been changed to reflect the new federal income guidelines. In addition, the revision date on the brochure cover has been changed to 05/09. Please see bolded areas below:

Tax Credits

The Federal and State Earned Income Tax Credits (EITC) are refundable tax benefits for working people with low or moderate incomes. Taxpayers may qualify to receive a combined Federal and State EITC of up to **\$7,354** if their income is less than **\$48,279** (based on 2009 income levels). New York City residents may qualify for an additional City credit.

IV. Forms Ordering Information

- The revised English version of the PUB-4916: “*Helping Hands for People in Need*” and the “other than English” LDSS-4916-SP (Spanish) are State printed.

The revised “Other than English” versions of the PUB-4916: “*Helping Hands for People in Need*” [LDSS-4916-AR (Arabic), LDSS-4916-CH (Chinese), and LDSS-4916-RU (Russian)] are **not** State printed but are available to local districts in PDF format or as master camera ready copies. The procedures for ordering PDFs or master camera ready copies are listed below.

- The above referenced documents have also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally.

- Upon the release of this INF all previous versions of the “*Helping Hands for People in Need*” **must immediately be destroyed** and replaced with the revised 5/09 version.
- Any future written requests for master camera ready copies of the English and “other than English” versions of the documents, should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Master camera ready copies of the documents may also be ordered through Outlook. To order a master camera ready copy you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then to Division of Operations and Program Support page, then to PSQI E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us . For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

For more information visit:
otda.state.ny.us
and click on
“Resources for Working Families”

Check your eligibility for a
wide range of work supports at:
myBenefits.ny.gov

Helping Hands for People in Need
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State of New York
David A. Paterson, Governor

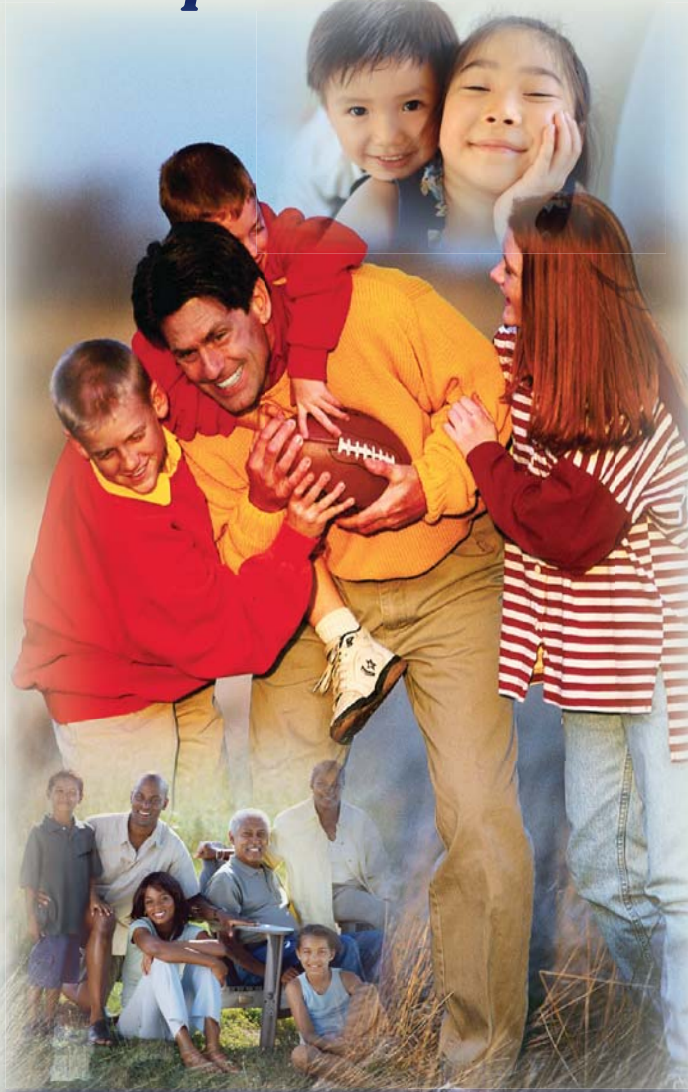


New York State
Office of Temporary and
Disability Assistance

otda.state.ny.us

PUB-4916 (Rev. 5/09)

Helping Hands for People in Need



Resources available to
strengthen your household
and make ends meet.

Nutrition Programs

Food Stamp Benefits help eligible individuals and working families purchase food. Eligibility and benefit levels are based on household size, income, certain expenses and other factors. The Food Stamp Program is administered by the New York State Office of Temporary and Disability Assistance (OTDA) and local departments of social services. All Food Stamp recipients are also eligible for free nutrition education to help them make sound nutritional choices on a limited income. To see if you may qualify, visit: www.myBenefits.ny.gov. For more information, and to find out where to apply, call **1-800-342-3009**. In an emergency contact your local department of social services for a food pantry in your area.

School Breakfast and Lunch Programs provide nutritionally balanced meals to school children for free or at a minimal cost. Families may apply for free or reduced priced meals by submitting a Household Income Application, which is provided by the school. The school is then responsible for certifying the student for free, reduced-price, or paid meals. If you are currently in receipt of cash assistance or Food Stamp Benefits, your children are automatically eligible for free meals. For more information, visit www.fns.usda.gov/cnd/Lunch

Women, Infants and Children (WIC) is a special supplemental food program administered by the New York State Department of Health that provides nutritious foods, milk, juice, infant formula and cereal, and starting in January 2009, additional foods such as fruits and vegetables, whole grains and jarred baby food, to low-income pregnant, post partum or breastfeeding women, as well as infants and children up to age 5. For more information, call the Growing Up Healthy hotline at **1-800-522-5006** or visit www.health.state.ny.us/prevention/nutrition - click on “WIC.”

Tax Credits

The Federal and State Earned Income Tax Credits (EITC) are refundable tax benefits for working people with low or moderate incomes. Taxpayers may qualify to receive a combined Federal and State EITC of up to \$7,354 if their income is less than \$48,279 (based on 2009 income levels). New York City residents may qualify for an additional City credit.

The Earned Income Credits Advance Payment allows an eligible worker to get part of his or her federal Earned Income Tax Credit payments over the course of the year in his or her paycheck.

The Federal Child Tax Credit and Additional Child Tax Credits are tax benefits offered by the federal government for taxpayers raising dependent children under the age of 17. The Empire State Child Tax Credit is a refundable credit for full-year New York State residents with children ages 4-16.

The Federal Child and Dependent Care Credit is a tax benefit offered by the federal government. The **New York State Child and Dependent Care Credit** helps more low-income families because, unlike the federal credit, it is refundable. New York City residents may qualify for an additional refundable City credit. For more information, call the United State Internal Revenue Service at **1-800-829-1040**, or visit www.irs.gov; or call the New York State Department of Taxation and Finance at **1-800-225-5829**, or visit www.tax.state.ny.us, or visit www.myBenefits.ny.gov

Home Energy Assistance Program

The Home Energy Assistance Program (HEAP) assists low-income New Yorkers in paying their heating bills. HEAP also provides assistance with furnace repair and/or replacement and home weatherization. HEAP payments vary depending on household income and the type of heat used. You may be eligible for regular HEAP benefits even if you have money in the bank or other financial resources. To apply, contact your local department of social services or your county office for the aging. For more information, call **1-800-342-3009** or visit www.otda.state.ny.us/main/heap. To see if you may qualify, visit: www.myBenefits.ny.gov



Health Programs

Medicaid is a federal and state health insurance program for low-income individuals and families who cannot afford to pay for medical care. The program is available to New York State residents who meet requirements for income limits and, if applicable, resource limits, and citizenship or immigration status. For information on how you can apply for Medicaid, call your local department of social services, or call **1-800-541-2831**. In New York City, you can contact the Human Resources Administration by calling **1-718-557-1399**, or **1-877-472-8411**. Visit www.health.state.ny.us/health_care - click on "Medicaid."

Child Health Plus (CHPlus) is a federal and state health insurance program for children under 19 years old whose family income is too high to qualify for Medicaid. CHPlus coverage is provided through managed care organizations. For more information, and to find out where to apply, call **1-800-698-4543** or visit www.health.state.ny.us/health_care - click on "Child Health Plus."

Family Health Plus (FHPlus) is a federal and state health insurance program for uninsured, low-income adults ages 19 through 64, with or without children, who are not eligible for Medicaid and who have no other health insurance. The program is available to New York State residents who meet requirements for income and, if applicable, resources and citizenship or immigration status. FHPlus coverage is provided through managed care organizations. For more information, and to find out where to apply, call **1-877-934-7587** or visit www.health.state.ny.us/health_care - click on "Family Health Plus."

Job Placement Services

In New York State, the **Food Stamp Employment and Training Program** provides work preparation and support services for recipients of Food Stamp Benefits to help them gain skills necessary for becoming self-sufficient. All local departments of social services offer job search at a minimum; some offer work experience, on-the-job training, vocational training, education, job readiness and job skills training. For more information contact your local department of social services.

New York State's **Workforce New York One-Stop System** provides services through a network of local one-stop centers and affiliate sites. To find the nearest service location and local contacts visit www.workforcenewyork.org/onestops.htm

Additional information about finding a job and career development can be found on the New York State Department of Labor's home page, www.labor.state.ny.us and click on "Career Services."

Housing Assistance

Local Public and Indian Housing Authorities administer housing assistance programs such as:

Public Housing, which provides low-cost apartments and townhouses for eligible low-income families, the working poor and the elderly.

Section 8 Housing, which provides vouchers to eligible low-income and working families, so they can rent code-compliant housing. Contact the public housing authority in your town or county for more information.

For more information, visit www.hud.gov

If you are homeless and need assistance, please contact your local department of social services.

Domestic Violence

Domestic violence affects the entire community. If you or someone you know is being abused and would like more information on what can be done to keep yourself, your family or neighbors safe, call **1-800-942-6906**, or visit www.opdv.state.ny.us/victims

Social Security Disability Insurance and Supplemental Security Income

The **Social Security Disability Insurance and Supplemental Security Income (SSI)** programs are administered by the United States Social Security Administration, and only individuals who have a disability and meet medical criteria may qualify for benefits under either program. To apply for Social Security Disability Insurance or SSI benefits, call **1-800-772-1213**, or visit www.ssa.gov/d&s1.htm

Child Support Enforcement

The **child support program** helps strengthen families by placing the responsibility for supporting children on those parents with the financial resources to provide such support. The program assists custodial parents in establishing paternity, and obtaining, modifying and enforcing financial and medical support obligations. For more information, call **1-800-846-0773**, or visit www.newyorkchildsupport.com

Child Care

New York State offers many resources, including subsidies, to low-income families to make safe, quality child care accessible and affordable. Child care subsidies are provided by local departments of social services to enable a parent or caretaker to work or engage in other work-related activities; to enable a teen parent to attend high school or equivalent training; because a parent or caretaker is physically or mentally incapacitated; or because family duties away from home necessitate a parent or caretaker relative's absence. For more information, contact your local department of social services or visit www.ocfs.state.ny.us and click on "Child Care"

Refugee and Immigrant Assistance

OTDA provides services and assistance to certain immigrant populations, including refugees, asylees, victims of human trafficking, and other immigrants through its Bureau of Refugee and Immigrant Assistance. To obtain assistance with citizenship matters, call **1-800-566-7636**. For other assistance, call **1-518-402-3096**. To find a list of service providers, visit www.otda.state.ny.us/main/bria

Veterans' Benefits

If you ever served in the United States Armed Forces you may be entitled to state or federal benefits. In addition to health care, substance abuse and mental health services, burial benefits, educational benefits, and employment assistance, you may be eligible for monetary benefits in the form of service-connected compensation and/or non-service connected disability pension payments through the U.S. Department of Veterans Affairs. To assist you in better understanding the benefits which may be available, please contact the NYS Division of Veterans' Affairs. Call **1-888-838-7697** to contact the closest Veterans Counselor or visit www.veterans.state.ny.us