



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

Informational Letter

Section 1

Transmittal:	11-INF-09
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports – Food Stamp Bureau
Date:	August 24, 2011
Subject:	New Form LDSS-4982 (5/11): “How Do I Apply for Food Stamps?”
Suggested Distribution:	Food Stamp Directors, Temporary Assistance Directors, Staff Development Coordinators
Contact Person(s):	Food Stamp Bureau 518-473-1469
Attachments:	Attachment 1: LDSS-4982 (5/11): “How Do I Apply for Food Stamps?”
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.
		18 NYCRR 387.5	7 CFR 273.2 (c)(1)	FSSB Section 4	

Section 2

I. Purpose

This Informational Letter (INF) is to introduce the newly-developed form, LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” This form was developed in response to the requests from local districts, following the implementation of the on-line myBenefits food stamp application, that the Office of Temporary and Disability Assistance (OTDA) develop a form that explains all of the different ways someone could apply for food stamp benefits. The local districts requested a form that would provide information on how to apply that could be included in the application packets that are given out or mailed to applicants, and/or provided as outreach material to the public and local community organizations.

II. Background

Prior to the implementation of the myBenefits on-line food stamp application, most applicants went into their local district office to apply for food stamp benefits. The options for applying were limited to filing an application in person, by mail or fax.

III. Program Implications

This form LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” is an optional tool that can be used by local districts to inform the public and applicants of the available methods to apply for food stamp benefits. OTDA recommends that the LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” be included with all FS applications (not recertification applications) and be available to all Reception staff to provide when someone inquires about how they may apply for food stamp benefits.

IV. Forms Information

- The English and “Other than English” versions of the LDSS-4982: “*How Do I Apply for Food Stamps?*” is not a State printed form but available to local districts on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally. The “Other than English” versions also available for downloading are: Arabic, Chinese, Haitian-Creole, Korean, Russian and Spanish.
- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- 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

How Do I Apply for Food Stamps?

You can now apply for food stamps online, by mail, fax, or in person at your local Department of Social Services or Food Stamp office (NYC only).

- **Apply Online** - You may apply for food stamps using the internet if you live in New York State by going to myBenefits.ny.gov.
- **Apply by mail, fax or in person** - You may apply by filing an application by mail, fax, or in person at your local Department of Social Services or Food Stamp office (NYC only). You may pick up an application, request an application to be mailed to you, or print an application by going to <http://otda.ny.gov/main/programs/apply/#fs>. The current food stamp application form is available to print in English, Spanish, Arabic, Chinese, Haitian-Creole, Korean and Russian. To find out the location of your nearest local Department of Social Services or Food Stamp office (NYC only) go to <http://otda.ny.gov/main/programs/apply/#fs>.
- If you are applying for other assistance programs (Temporary Assistance, Medicaid) at the same time that you are applying for food stamp benefits, use the common application form, LDSS-2921. You may pick up an application, request an application to be mailed to you, or print an application by going to <http://otda.ny.gov/programs/applications/2921.pdf>. The current common application form is available to print in English, Spanish, Arabic, Chinese, Haitian-Creole, Korean and Russian.

In many locations throughout New York State, community organizations and nutrition outreach providers can help you get and complete an application for the Food Stamp Program.

To locate Community Based Organizations in your district go to <http://otda.ny.gov/main/programs/food-stamps/online.asp>.

OR

To locate a Nutrition Outreach Education Provider in your district go to www.ny-noep.info.

District Name: _____

Address: _____

Phone Number: _____

Fax Number: _____