



**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