



**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**

<b>Transmittal:</b>	10-INF-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	April 19, 2010
<b>Subject:</b>	Revision to the LDSS-4314: "FS Benefits Household Composition Desk Guide"
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Directors Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 FS Policy Questions: 518-473-1469
<b>Attachments:</b>	<a href="#">Attachment 1-LDSS-4314 "FS Benefits Household Composition Desk Guide"</a>
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

**Filing References**

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
09-ADM-08		18 NYCRR 385.3			

## Section 2

### I. Purpose

The purpose of this informational letter (INF) is to inform local districts that the following form has been revised:

LDSS-4314 (8/09) Food Stamp Benefit Household Composition Desk Guide

### II. Background

The Food Stamp Household Composition Desk Guide is available as a resource to workers to assist in determining household composition. Previously, 09-ADM-08 informed local districts of a USDA waiver that now permits the **averaging** of work hours for students enrolled at least half-time in institutions of higher learning. Students may now be employed an average of 20 hours per week and paid or if self-employed be working an average of 20 hours per week and earn an amount equal to the federal minimum wage.

### III. Program Implications

The LDSS-4314: “Food Stamp Benefit Household Composition Desk Guide” has been revised to reflect the change to the averaging of work hours for students as instructed in 09-ADM-08: “Participation in Food Stamp Program by Students in Institutions of Higher Education”. All previous versions of the LDSS-4314: “Food Stamp Benefit Household Composition Desk Guide” should be destroyed and replaced with the 8/09 version.

### IV. Forms Ordering Information

- The revised English version of the LDSS-4314: “*FS Benefits Household Composition Desk Guide*” is **not** State printed but 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](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 “*FS Benefits Household Composition Desk Guide*” **must immediately be destroyed** and replaced with the revised 8/09 version.
- Any future written requests for master camera ready copies of the English version, 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](mailto: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](http://otda.state.nyenet/ldss_eforms/default.htm).

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports