



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	16-INF-13
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 31, 2016
Subject:	Revised LDSS-4826: "SNAP Application/Recertification" and LDSS-4826A "How to Complete Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP"
Suggested Distribution:	Local District Commissioners; TA Directors; SNAP Directors; HEAP Coordinators, Employment Coordinators, Staff Development Coordinators, WMS Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney (518) 473-7991 Policy Questions: SNAP Bureau (518) 473-1469
Attachments:	Attachment 1: LDSS-4826 Attachment 2: LDSS-4826A
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
03 ADM-03 04 INF-11 09 INF-18		18NYCRR 385.3 18NYCRR 387.5(a) 18NYCRR 387.6 18NYCRR 387.17(f)		SNAPSB Sections 4, 6 TA and SNAP Employment Policy Manual Section 385.3	16-LCM-09

Section 2

I. Purpose

The purpose of this release is to introduce the revised Statewide (7/16) versions of the:

- LDSS-4826 "Supplemental Nutrition Assistance Program (SNAP) Application/Recertification"; and

- LDSS-4826A “How to Complete the Supplemental Nutrition Assistance Program (SNAP) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP.”

II. Background

Local Districts were previously informed by 03 ADM-03 that the simplified “SNAP Application/Recertification” form and “How to Complete SNAP Application/Recertification”, must be offered State-wide to households that are:

- Applying only for Non Temporary Assistance (NTA) SNAP benefits (instead of the LDSS-2921 “Statewide Common Application, and the LDSS-1301 “How to Complete the Temporary Assistance (TA), Medical Assistance (MA)-Medicare Savings Program (MSP), SNAP, Services including Foster Care, Childcare Application”); or
- Recertifying only for NTA SNAP benefits (instead of the LDSS -3174 “Recertification Form for TA-MA-MSP-SNAP , and the LDSS-1313 “How to Complete the TA-MA-MSP-SNAP Recertification Form”); or
- Applying for, or recertifying for NTA SNAP benefits as SSI recipients living alone or in group homes.

In addition, districts are reminded that they are required to provide the LDSS-4826A “How to Complete the SNAP Application/Recertification and Applicant/Recipient Rights and Responsibilities” together with the LDSS- 4826 when providing an application packet to a prospective applicant.

III. Form Revisions

The following changes have been made to the **LDSS-4826**:

General – The revision date was changed on every page to (Rev. 7/16).

Page 1

- Added clarification regarding the filing date for a resident of an institution who is applying jointly for SSI and SNAP prior to leaving the institution.

Page 2

- Added explanation of the reason for the collection of Race/Ethnic Codes;
- Revised question set at the bottom of this page from eight questions to four questions by moving the questions related to parole/probation and Intentional Program Violation (IPV) to page 4, and deleting the question related to blind, disabled or pregnant as this question is asked again on page 4.

Page 3

- Added clarification under “Income” regarding the requirement to list earnings from self-employment (“income from self-employment minus the cost of producing self-employment”).
- Revised the question set under “Income”, deleting questions referring to Personal Needs Allowance (PNA) and PASS: Plan To Achieve Self Support”, and added questions about “strikers” and boarders or foster household members.

Page 4

- Deleted question regarding “washer/dryer” fees as such fees are not an allowable utility expense.
- Deleted the word “pregnant” from question “Are you or anyone living with you blind/disabled or at least age 60?”
- Question regarding child support paid by a household member clarified to “legally obligated child support.”
- Expanded question on school/training program to capture additional details.
- Added a new question set to obtain information from potential applicants who may be in violation of SNAP regulations.

Page 5

- Revised and reformatted the “SNAP Penalty Warning”, to clarify violations and penalties.
- Added information on the prohibition against and penalty for purchasing food on credit and then paying with SNAP benefits.
- Added information on the prohibition against and penalty for purchasing products with SNAP benefits with the intention of obtaining cash by intentionally discarding the product and returning the container the product came in for the deposit on the container.

Page 6

- Added language to the “Consent” statement regarding use of the applicant’s Social Security Number for the purpose of verifying receipt of Home Energy Assistance Program (HEAP) and the release of statistical information from the home energy vendors to OTDA and the local Social Service district for the purposes of Low Income Home Energy Assistance Program (LIHEAP) performance measurement.
- Revised language regarding the Standard Utility Allowance (SUA) to reflect policy changes mandated by the federal Agricultural Act of 2014.
- Deleted “Telephone Allowance Information.”
- Added the phrase “including if my hours of paid work fall below 80 hours a month” to the items listed under “CHANGES.”
- Added information regarding potential agency access of information through the Income and Eligibility Verification System (IEVS).
- Revised “Food Stamp Act of 1977” to “Food and Nutrition Act of 2008”;
- Expanded explanation of the collection and use of Social Security Number (SSN).

Page 7

- Added Non-Discrimination Notice in accordance with USDA regulations and policies.

Page 8

- Authorized Representative – specified signature requirements on the application for a SNAP household that does not reside in an institution;
- Signature box – added “Or Responsible Adult Household Member” as either the Applicant or a “Responsible Adult Household Member” must sign the application, unless the applicant/recipient resides in an institution, and therefore requires the signature of the Authorized Representative only.

The **LDSS-4826A** has been revised to reflect the revision date on every page to (Rev. 7/16), and all the changes in each Section of the application as explained for the LDSS-4826. Additionally, the **LDSS-4826A** includes Applicant/Recipient Rights and Responsibilities for SNAP, including Fairing Hearing Rights.

“Employment Requirements of SNAP Applicants and Recipients” and “Additional Work Requirements for SNAP Recipients who are Able-Bodied Adults without Dependents (ABAWDs)” have been revised on pages 8 and 9.

“Non-Citizen Eligibility Information” on page 11 has been revised to reflect current regulations as per 7 CFR 273.4.

IV. Forms Ordering

- The revised English versions of the LDSS-4826, *“Supplemental Nutrition Assistance Program (SNAP) Application/Recertification (7/16),”* and the LDSS-4826A, *“How to Complete the Supplemental Nutrition Assistance Program (SNAP) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP”* are forms printed by the New York State Office of Temporary and Disability Assistance.
- The above referenced documents have been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.
- Upon the release of this INF all previous versions of the *“Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* **must immediately be destroyed** and replaced with the revised 7/16 version.
- Any future requests for printed copies of the English version, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support

PO Box 1990
Albany, NY 12201

E-mail: forms.orders@otda.ny.gov

Social Services Districts (SSD) online forms ordering system: <http://formorders/>

Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at (518) 474-9522.
- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.

Issued By

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Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports