

CONTINUING YOUR PUBLIC ASSISTANCE AND/OR SNAP BENEFITS

NOTICE DATE:		NAME AND ADDRESS OF AGENCY/CENTER OR DISTRICT OFFICE	
CASE NUMBER	CIN NUMBER		
CASE NAME (And C/O Name if Present) AND ADDRESS			
<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>		GENERAL PHONE NO. FOR QUESTIONS OR HELP _____	
		OR Agency Conference _____ Fair Hearing information and assistance _____ Record Access _____ Legal Assistance information _____	

OFFICE NO.	UNIT NO.	WORKER NO.	UNIT OR WORKER NAME	PHONE NO.
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This letter is to tell you that you must have a face-to-face recertification interview to help us figure out if you can still get:

- Public Assistance
 Public Assistance/Supplemental Nutrition Assistance Program (SNAP) Benefits

The day of your interview is _____. The time of your interview is _____.

The location of your interview is _____.

If you cannot keep this interview or you miss the interview, call _____ as soon as possible to reschedule the appointment.

SNAP Benefit Interview Rights – Be sure to read the back of this form regarding interview/application rights for SNAP Benefits.

We have enclosed a recertification form that you must fill out and bring to your interview. Depending on the program(s) you are recertifying for, you will need to provide explanations and proof about your current situation and how it has changed. If you need any help getting any proof, please let your worker know as soon as possible.

Proof to bring to your Public Assistance Interview - You will need to:

- explain about the people in your home,
- prove that the people who get assistance live in your home,
- show proof of expenses (such as rent, utilities, child care),
- show proof of any income you get,
- show proof of any assets you have,
- show proof of any changes in your living situation, such as
- change in household size.

Proof to bring to your SNAP Benefits Interview – You will need to bring current proof of any of the following that apply to you:

- earned income for the past four weeks,
- any change in the amount or source of your household's income,
- any change in heating/air conditioning expenses,
- If anyone in your household is now disabled or 60 years of age or older
- any medical expenses since you last applied or were recertified for anyone in your household who is disabled or 60 years of age or older.
- any other change in your living situation such as in financial resources, shelter or utility costs (rent, electricity, cooking gas, trash, etc.), family size, child care costs, and any other changes,
- any change in the amount of child support you must pay,
- Social Security Number of any new household members.

What Happens If I Do Not Come To The Interview?

Public Assistance - If you do not come to your interview, we will think that you do not want Public Assistance. We will then close your Public Assistance case. We will send you a notice telling you the closing date.

Medical Assistance - A face-to-face interview is not required to continue your Medical Assistance. However, you must report any changes in address, income, resources or household size to this Department.

SNAP Benefits - You will not get SNAP benefits after _____ unless you reapply. If you, an adult member of your household or your authorized representative do not turn in your recertification form, come for an interview and give any required documentation, you will not get SNAP benefits unless you apply again and are eligible. If any proof is still needed **after the interview, you will be told what you need to give, and you will have at least ten days to give it.**

You can submit a recertification application on-line at www.myBenefits.ny.gov. or you can mail, fax or bring the recertification form to the address above before the interview. If you do this by _____ and you are still eligible, you will get SNAP benefits without a break. You should fill out as much of the recertification form as you can. It must be accepted if it has at least your name, your address (if you have one) and signature. However, the application must be completed before you can get SNAP benefits. If you turn in your recertification form by the 15th of _____, we must interview you by the end of that month in order for you to get SNAP benefits without a break. **This decision is based on 18 NYCRR 387.17.**

What If I No Longer Want Or Need Assistance?

If you do not want or need Public Assistance, SNAP Benefits and/or Medical Assistance, please tell us. If you want any of these benefits to stop, check the box(es) below next to the benefit(s) and tell us the reason. It is important for you to tell us why you want your case closed because, depending on the reason, you may be able to get SNAP benefits for five more months and Medical Assistance for up to a year. You may also be able to get help with your childcare. Sign, date and send back this form to the Social Services district at the address above, if you no longer want or need assistance. **Check Below If You Do Not Want Or Need Any Of The Following Benefits:**

I do not want or need PUBLIC ASSISTANCE. If you are receiving Family Assistance, we will see if you can get transitional SNAP benefits for five months and, if you can, we will notify you. If you can't get transitional SNAP benefits but still want SNAP benefits, you must submit a recertification application in the way explained in the SNAP benefits section of this notice. Your Medical Assistance will continue unless you also check below.

- I do not want or need SNAP BENEFITS.
 I do not want or need MEDICAL ASSISTANCE.

List Reason: _____

Signature: _____ Date Signed: _____ Case Number: _____

What Happens To My Child Care If My PA Case Closes?

If you are no longer PA eligible or your PA case is closing, you need to let your worker know if you need Child Care Assistance to continue. Your worker will determine if you are eligible to continue to receive Child Care Assistance. There are two Child Care Assistance Programs for which you may be eligible. Your worker can explain both of these to you.

Guarantee of Child Care in Lieu of (Instead of) PA

This program helps working families who are financially eligible to receive PA and need child care to work, but choose to receive Child Care Assistance instead of PA. If you are working the number of hours required by PA and are eligible for PA, but choose not to continue receiving PA, then you may be eligible for Child Care In Lieu of PA. This program does not have a time limit. Families may receive Child Care In Lieu of PA for as long as they remain eligible.

Transitional Child Care (TCC)

This program helps working families who are no longer financially eligible to receive PA and need child care in order to work. If your family is receiving PA, but your PA case is closing due to an increase in earned income or child support, or you have voluntarily closed your PA case, you may be eligible for TCC. If your family is receiving Child Care in Lieu of PA you may also be eligible for TCC when you become financially ineligible for PA. To be eligible for TCC, families must have been receiving PA (or Child Care in Lieu of PA), for 3 of the past 6 months. Families may be eligible for assistance through TCC for up to 12 months after the family becomes ineligible for PA.

BE SURE TO READ THE BACK OF THIS NOTICE FOR YOUR RIGHTS ON HOW TO APPEAL THIS DECISION

Enclosure

DISTRIBUTION: *White*-Client/Fair Hearing Copy

Yellow-Client Copy

Pink-Agency Copy

Name:	Address:	Case Number:
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SNAP Benefits Interview/Application Rights - You have a right to:

- request that the SNAP in-office interview be waived in hardship situations. Hardship generally includes, but is not limited to, illness, transportation difficulties, care of a household member, hardship due to residency in a rural area, prolonged severe weather, or work or training hours that prevent you from coming during regular office hours.
- ask for an application for SNAP benefits. This office must accept the application as long as it is signed and has a readable name (and address, if you have one).
- apply for SNAP benefits in person, by mail, fax, on-line or through an authorized representative. An interview is required.

If all members of your household are now getting Supplemental Security Income (SSI) or plan to apply for SSI, you may apply for SNAP benefits at the Social Security Office instead of turning in your recertification form at the SNAP office. If you choose to do this, the Social Security Office must also get your application by _____. They will interview you and send your application and supporting documents to the SNAP benefits office to see if you can still get SNAP benefits.

- Services and Other Information** – Social Services may provide information and education about family planning for up to 90 days from the effective date stated in this notice. A loss of Public Assistance and Medical Assistance benefits will require a redetermination of your eligibility for social services within 30 days of such a decision. This does not necessarily mean that these services will be terminated. It means that your continuing eligibility for these services will have to be redetermined. For further information, please contact your services worker or call the general phone number on the front of this notice.
- Although you may no longer be eligible for Public Assistance, SNAP benefits or Medical Assistance, you still may be eligible for assistance with your heating costs by applying for the Home Energy Assistance Program (HEAP). Information on HEAP can be obtained by calling the general phone number on the front of this notice.

Read the information below if you are receiving SNAP Benefits:**CONFERENCE AND FAIR HEARING SECTION – DO YOU THINK WE ARE WRONG?**

If you think our decision was wrong, you can ask for a review of our decision. We will correct our mistakes. You can do both 1 and 2:

1. Ask for a meeting (conference) with one of our supervisors;
2. Ask for a State fair hearing with a State hearing officer.

The Office of Temporary and Disability Assistance (OTDA) policy issuances and manuals are posted on the OTDA website at otda.ny.gov/legal. These issuances and manuals are available to you or your representative to determine whether a fair hearing should be requested or to prepare for a fair hearing. In addition, upon request to your local social services district, specific OTDA policy issuances and manuals will also be available to assist you or your representative.

1. **CONFERENCE** (Informal meeting with us) If you think our decision was wrong, or if you do not understand our decision, please call us to set up a meeting. To do this, call the conference phone number on the **front** of this notice or write to us at the address on the **front** of this notice. Sometimes this is the fastest way to solve any problem you may have. We encourage you to do this even when you have asked for a fair hearing.
2. **STATE FAIR HEARING** – You have **90** days from the date of this notice to ask for a fair hearing.

HOW TO ASK FOR A FAIR HEARING: You can ask for a fair hearing by **mail**, by **phone**, by **fax** or **online**.

Mail: Send a copy of this notice *completed* to the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201. Please keep a copy for yourself.

- I want a fair hearing. I do not agree with the agency's action. (You may explain why you disagree below, but you do not have to include a written explanation.)

Phone: 800-342-3334 (PLEASE HAVE THIS NOTICE WITH YOU WHEN YOU CALL.)

Fax: Fax a copy of the front and reverse of this notice to: (518) 473-6735 or

Online: Complete an online request form at: <http://www.otda.ny.gov/oah/forms.asp>.

If you cannot reach the New York State Office of Temporary and Disability Assistance by phone, by fax or online, please write to ask for a fair hearing before the deadline.

WHAT TO EXPECT AT A FAIR HEARING: The State will send you a notice that tells you when and where the fair hearing will be held.

At the hearing, you will have a chance to explain why you think our decision is wrong. You can bring a lawyer, a relative, a friend or someone else to help you do this. If you cannot come yourself, you can send someone to represent you. If you are sending someone who is not a lawyer to the hearing instead of you, you must give this person a letter to show the hearing officer that you want this person to represent you at the hearing.

At the hearing, you and your lawyer or other representative will have a chance to explain why we are wrong and a chance to give the hearing officer written papers that explain why we are wrong.

To help you explain at the hearing why you think we are wrong, you should bring any witnesses who can help you. You should also bring any papers you have, such as: pay stubs, leases, receipts, bills, doctor's statements.

At the hearing, you and your lawyer or other representative can ask questions of witnesses which we bring or which you bring to help your case.

LEGAL ASSISTANCE: If you think you need a lawyer to help you with this problem, you may be able to get a lawyer at no cost to you by contacting your local Legal Aid Society or other legal advocate group. For the names of other lawyers, check your Yellow Pages under "Lawyers".

ACCESS TO YOUR FILE AND COPIES OF DOCUMENTS: To help get ready for the hearing, you have a right to look at your case file. If you call or write to us, we will provide you with free copies of the documents from your file that we will give to the hearing officer at the fair hearing. Also, if you call or write to us, we will provide you with free copies of other documents from your file that you think you may need to prepare for your fair hearing. To ask for documents or to find out how to look at your file, call us at the Record Access phone number on the **front** of this notice or write to us at the address on the **front** of this notice.

If you want copies of documents from your case file, you should ask for them ahead of time. They will be provided to you within a reasonable time before the date of the hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

INFORMATION: If you want more information about your case, how to ask for a fair hearing, how to see your file, or how to get additional copies of documents, call us at the phone numbers on the **front** of this notice or write to us at the address on the **front** of this notice.