

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**February 29, 2008**

Page: 1

**TO:** Commissioners; FS Directors; Temporary Assistance Directors; Employment Coordinators; TOP Coordinators; Fraud Directors; FEDS Directors; Staff Development Coordinators

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Categorical Eligibility for Food Stamps/Helping Hands Brochure

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Sandy Borrelli (518) 473-0401

The purpose of this GIS message is to remind local district staff of the expansion of categorical eligibility for the Food Stamp Program effective January 1, 2008.

As part of this expansion, all districts received an initial supply of the "*Helping Hands*" brochure, PUB-4916 (01/08). **The "*Helping Hands*" brochure must be included in each FS application packet, including all applications for Temporary Assistance (TA).**

The client's receipt of this mandated TANF/SN MOE funded brochure confers categorical eligibility for the Food Stamp Program as explained in 08-INF-03 and 07-ADM-09.

To order hard copies of available publications developed by the New York State Office of Temporary and Disability Assistance (OTDA), you may use the [OTDA Form 876 EL \(DOC\)](#) or [OTDA Form 876 EL \(PDF\)](#) and either mail, fax or e-mail the request to:

NYS Office of Temporary and Disability Assistance  
Document Services  
PO Box 1990  
Albany, NY 12201  
Fax Number 518-402-0084  
E-mail: [Forms.Orders@otda.state.ny.us](mailto:Forms.Orders@otda.state.ny.us)

For further information, visit the OTDA website at <http://www.otda.state.ny.us/main/publications/>