

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

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TO: Commissioners; Employment Coordinators; TA and FS Directors; WMS Coordinators, WTWCMS Liaisons; Staff Development Coordinators

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

SUBJECT: Revised LDSS-3938 (NYC): "Food Stamp Application Expedited Processing Summary Sheet"

EFFECTIVE DATE: Immediately

CONTACT PERSON:

Employment Questions: Employment and Advancement Services Technical Advisor or EAS Bureau at (518) 486-6106

TA Program Questions: Bureau of Temporary Assistance at (518) 474-9344

FS Program Questions: FS Bureau at 1-800-343-8859 Extension 3-1469

The purpose of this message is to inform NYC Food Stamp and Job Center workers about the revised LDSS-3938 NYC (rev 7/09): "Food Stamp Application Expedited Processing Summary Sheet" and to advise centers to begin using the 7/09 revised form for screening all food stamp applications effective immediately.

In addition to being used to screen all applications for food stamp benefits for eligibility for expedited processing, the LDSS-3938 NYC also is used to screen applications for NTA-FS for eligibility to participate in the Working Families Food Stamp Initiative (WFFSI). Due to the recent increase in the Federal Minimum Wage, the LDSS-3938 NYC has been revised to reflect the updated standards for participation in the WFFSI.

GIS 09 TA/DC015, released 6/30/09, informed local districts of the increase to the federal minimum wage that went into effect on July 24, 2009. Additionally, the GIS described the effects that the increased minimum wage will have on Temporary Assistance (TA) and Food Stamp (FS) program requirements, including Food Stamp work exemptions and the Working Families Food Stamp Initiative screening process.

Note: The revised LDSS-3938 NYC form is attached and must be used to screen all applications for NTA food stamp benefits.