

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

**February 12, 2010**

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**TO:** Commissioners, TA & FS Directors, Legal Staff, Staff Development Coordinators

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

**SUBJECT:** Laser-printed NTA FS Recertification Applications

**EFFECTIVE DATE:** February 16, 2010

**CONTACT PERSON:** FS Bureau 518-473-1469

This is to notify you that effective February 16, 2010 all CNS “Continuing Your Food Stamps” recertification notices (Upstate CNS reason codes: Z10, Z12, Z13, Z15, Z18, Z75, Z90, Z91 and Z95; NYC CNS reason codes Z11 and Z95) will now include a laser-printed version of the LDSS-4826 - “Food Stamp Benefits Application/Recertification” and the LDSS-4826A - “How to Complete the Food Stamp Benefits Application/Recertification and Applicant/Recipient Rights and Responsibilities for the Food Stamp Program”, instead of the multi-color, printed and bound versions of the LDSS-4826 and LDSS-4826A forms. The laser-printed LDSS-4826 application/recertification is a total of three sheets front and back, and will be printed as part of the recertification notice.

With the expanding food stamp caseloads and increased number of recertification applications being sent each month, it has become increasingly difficult and increasingly costly to send out the recertification notices and applications and to ensure that they are mailed timely. Consequently, OTDA is switching to the laser-printed version of the LDSS-4826 and LDSS-4826A (sample Upstate notice, laser LDSS-4826 and LDSS-4826A attached).

OTDA understands that using the laser-printed, unbound version of the LDSS-4826 may increase the likelihood that districts will have recertification applications submitted that do not include all the pages of the application. Recertification applications submitted with pages missing should be treated the same as any other incomplete application: The missing pages or information either can be requested from the household or any missing information can be collected and documented during the interview. However, districts must ensure that they receive the certification signature (“APPLICANT SIGNATURE” on Page 5 of the LDSS-4826) swearing and affirming to the accuracy of information provided during the recertification process, in order to process the recertification.