

GENERAL INFORMATION SYSTEM**DIVISION: Center for Employment & Economic Supports****November 2, 2012**

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TO: Commissioners; TA & SNAP Directors; WMS Coordinators**FROM:** Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports**SUBJECT:** Extension to Deadline for Reporting Loss of Food Purchased with SNAP Benefits due to Hurricane Sandy**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** SNAP Policy Bureau (518) 473-1469**Purpose**

The purpose of this GIS is to instruct local districts affected by Hurricane Sandy to accept requests for replacement of SNAP benefits until November 28, 2012. Clients now have until December 10, 2012 to file a signed and completed LDSS-2291 or LDSS-2291A *“Request for Replacement of Food Purchased with Supplemental Nutrition Assistance Program Benefits”* form.

Reporting/Filing Extension

Under normal request for SNAP replacement rules, a household experiencing a loss of food due to a disaster must return a signed and completed *“Request for Replacement of Food Purchased with Supplemental Nutrition Assistance Program Benefits”* form within 10 days of the date of the report of loss.

Due to the extraordinary circumstances created by Hurricane Sandy, USDA today granted all states affected by Sandy a 20-day extension to the normal 10-day period for reporting loss of food due to disaster. Accordingly, households experiencing a loss of food due to Hurricane Sandy need to notify their local district of the food loss by November 28, 2012, and households have until December 10, 2012 to file the request for replacement form with the local district.

Request for Replacement Form

To download either the English or Spanish version of the updated LDSS-2291A *“Request for Replacement of Food Purchased with SNAP Benefits”* (Rev 11/12) form, click on one of the following links:

<http://otda.state.nyenet/dta/Disaster/2291A.pdf>

<http://otda.state.nyenet/dta/Disaster/2291A-Sp.pdf>

We encourage you to make the LDSS-2291A Request for Replacement form available on your website and wherever else possible. Easier and wider availability of the Request for Replacement form may reduce the volume of phone calls and visits to the local centers by households seeking to report loss of food and obtain the

Request for Replacement form.

Please note, that while either the LDSS-2291 or LDSS-2291A is an acceptable form, we are encouraging New York City households to use the LDSS-2291A to facilitate easier, quicker and more accurate processing of requests for replacement. The LDSS-2291 form may be found at this link: <http://otda.ny.gov/programs/applications/2291.pdf> . Versions of this form in other languages may be found at this link: <http://otda.ny.gov/programs/applications/> .