

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

September 23, 2013

Page: 1

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, SNAP Directors, TA Directors, and MA Directors

FROM: Phyllis Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Change in Form Number for PUB-4596 "EBT How to Use Your Benefit Card to Get SNAP and/or Cash Benefits" to LDSS-5004

EFFECTIVE DATE: Immediately

CONTACT PERSON: Al Rios, 518-473-9696

The purpose of this GIS is to inform Social Service Districts of a change in the form number for PUB-4596 "EBT How to Use Your Benefit Card to Get SNAP and/or Cash Benefits" to LDSS-5004. Currently only the English version of LDSS-5004 is available. Spanish and LEP languages versions will be available at a future date.

I. Forms Ordering Information

- The revised English and Spanish version is now LDSS-5004: "*EBT How to Use Your Benefit Card to Get SNAP and/or Cash Benefits*" (6/13) is a form printed by the New York State Office of Temporary and Disability Assistance.
- The above referenced document has been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.
- Upon the release of this GIS all previous versions of the Pub-4596 "*EBT Brochure*" (10/08) **must immediately be destroyed** and replaced with the LDSS-5004 (6/13) version.
- Any future requests for printed copies of the English version, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201
E-mail: forms.orders@otda.ny.gov

Social Services Districts (SSD) online forms ordering system:

<http://formorders/>
Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.