

CONTINUING YOUR FOOD STAMP BENEFITS

NOTICE DATE:		NAME AND ADDRESS OF AGENCY/CENTER OR DISTRICT OFFICE			
CASE NUMBER	CIN NUMBER	GENERAL PHONE NO. FOR QUESTIONS OR HELP _____ ----- OR Agency Conference _____ Fair Hearing information and assistance _____ Record Access _____ Legal Assistance information _____			
CASE NAME (And C/O Name if Present) AND ADDRESS					
OFFICE NO.	UNIT NO.	WORKER NO.	UNIT OR WORKER NAME	PHONE NO.	

You will not get food stamp benefits after _____ unless you, a member of your household or your authorized representative mail or bring in your recertification application, come to an interview, and provide any required proof. To reapply and continue to get food stamp benefits without a break, you must:

Complete and return the enclosed recertification application by _____.

You can bring your completed recertification application to the interview, or you can mail it to us at the above address. Your recertification application should be as complete as possible, but we must accept it if it has your name, address (if you have one) and signature. However, the application must be completed before you can get food stamp benefits. If you file your recertification application by the 15th of _____, we must interview you by the end of that month in order for you to get food stamp benefits without a break.

Be interviewed - If you are not interviewed, you will not be able to get food stamp benefits

The day of your interview is _____ The time of your interview is _____

The location of your interview is _____

If you cannot keep this interview or you miss the interview, you must reschedule the appointment by calling _____.

Provide proof - If you do not bring in the proof requested, you will not be able to get food stamp benefits

When you come to the interview, please bring current proof of any of the following that apply to you:

- Earned income for the past four weeks as well as the number of hours worked each week
- Any change of **\$100** or more in the amount of your household's monthly **unearned** income
- Any change in the source of household income
- Any change in heating/utility expenses
- Any medical expenses since you last applied or were recertified for anyone in your household who is 60 years of age or older or disabled
- Any other change in your living situation, such as changes in resources, shelter (rent, utility, heat, phone, etc.), family size, child care costs and any other changes.

If you need any help in getting any proof, please let your worker know as soon as possible.

If any proof is still required after the interview, you will get a notice telling you what you need to provide. You will be given at least ten days to provide it.

Application Rights

You have the right to ask for an application for food stamp benefits. This office must accept the application as long as the application is signed and has a readable name and address.

You have the right to apply for food stamp benefits in person, by mail or through an authorized representative. An interview may be required.

This decision is based on 18 NYCRR 387.17.

BE SURE TO READ THE BACK OF THIS NOTICE FOR YOUR RIGHTS ON HOW TO APPEAL THIS DECISION.

Name:	Address:	Case Number:
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- If you are getting food stamp benefits, you may be able to get a discount on your phone service. For information on LIFELINE, call Verizon, toll-free, at 1-800-555-5000.

CONFERENCE AND FAIR HEARING SECTION - DO YOU THINK WE ARE WRONG?

If you think our decision was wrong, you can ask for a review of our decision. We will correct our mistakes. You can do both 1 and 2:

1. Ask for a meeting (conference) with one of our supervisors; 2. Ask for a State fair hearing with a State hearing officer.

1. CONFERENCE (Informal meeting with us)

If you think our decision was wrong, or if you do not understand our decision, please call us to set up a meeting. To do this, call the conference phone number on the **front** of this notice or write to us at the address on the **front** of this notice. Sometimes this is the fastest way to solve any problem you may have. We encourage you to do this even when you have asked for a fair hearing.

2. STATE FAIR HEARING - You have **90** days from the date of this notice to ask for a fair hearing.

HOW TO ASK FOR A FAIR HEARING: You can ask for a fair hearing in **writing** or by **phone**.

Writing: Send a copy of this notice *completed* to the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201. Please keep a copy for yourself.

- I want a fair hearing. I do not agree with the agency's action. (You may explain why you disagree below, but you do not have to include a written explanation.)

Phoning: (PLEASE HAVE THIS NOTICE WITH YOU WHEN YOU CALL) If you cannot reach the State by phone, please write to ask for a fair hearing before the deadline. Call the number below for the county you live in:

Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming: **(716) 852-4868**

Allegany, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates **(716) 266-4868**

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tompkins,

Tioga: **(315) 422-4868**

Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Orange, Otsego, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, Washington Westchester : **(518) 474-8781**

Nassau, Suffolk: **(516) 739-4868**

WHAT TO EXPECT AT A FAIR HEARING: The State will send you a notice that tells you when and where the fair hearing will be held.

At the hearing, you will have a chance to explain why you think our decision is wrong. You can bring a lawyer, a relative, a friend or someone else to help you do this. If you cannot come yourself, you can send someone to represent you. If you are sending someone who is not a lawyer to the hearing instead of you, you must give this person a letter to show the hearing officer that you want this person to represent you at the hearing.

At the hearing, you and your lawyer or other representative will have a chance to explain why we are wrong and a chance to give the hearing officer written papers that explain why we are wrong.

To help you explain at the hearing why you think we are wrong, you should bring any witnesses who can help you. You should also bring any papers you have, such as: pay stubs, leases, receipts, bills, doctor's statements.

At the hearing, you and your lawyer or other representative can ask questions of witnesses which we bring or which you bring to help your case.

LEGAL ASSISTANCE: If you think you need a lawyer to help you with this problem, you may be able to get a lawyer at no cost to you by contacting your local Legal Aid Society or other legal advocate group. For the names of other lawyers, check your Yellow Pages under "Lawyers".

ACCESS TO YOUR FILE AND COPIES OF DOCUMENTS: To help you get ready for the hearing, you have a right to look at your case file. If you call or write to us, we will provide you with free copies of the documents from your file that we will give to the hearing officer at the fair hearing. Also, if you call or write to us, we will provide you with free copies of other documents from your file that you think you may need to prepare for your fair hearing. To ask for documents or to find out how to look at your file, call us at the Record Access phone number listed on the **front** of this notice or write to us at the address on the **front** of this notice.

If you want copies of documents from your case file, you should ask for them ahead of time. They will be provided to you within a reasonable time before the date of the hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

INFORMATION: If you want more information about your case, how to ask for a fair hearing, how to see your file, or how to get additional copies of documents, call us at the phone numbers on the **front** of this notice or write to us at the address on the **front** of this notice.