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Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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**Brian J. Wing**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	03 INF 13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	April 1, 2003
<b>Subject:</b>	Revision to LDSS-4753: "Food Stamps- Request For Contact/Missed Interview"
<b>Suggested Distribution:</b>	Food Stamp Benefits Staff Temporary Assistance Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators CAP Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859, Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469 Central Region - (518) 474-9344 Western Region - (518) 473-0332 Metro Region - (212) 383-1658 WMS Questions: (518) 474-8749 CNS Notice Questions: (518) 473-1469
<b>Attachments:</b>	Attachment - I LDSS-4753: Food Stamps - Request For Contact/Missed Interview
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
01 ADM-8					

### Section 2

#### I. Purpose

The purpose of this release is to introduce the federally mandated “in-office interview hardship” language to the manual notice, LDSS-4753: “Food Stamps-Request For Contact/Missed Interview”,

to CNS Code Z97 “Missed FS Application Interview”, CNS Code Z98 “Missed FS Recertification Interview” and to all the CNS PA/FS, FS “Recertification Call-In” Codes.

## II. Background

01 ADM–8 advised local districts that households receiving Food Stamp Benefits are no longer required to appear in person for an “in-office” interview during their Certification period. If eligibility information is required during the Certification period, a “Request for Contact” notice must be sent to the household. In addition, if households miss either their Certification or Recertification “in-office” interview they must also receive a “Missed Interview” notice. To that end, CNS Codes V19 “Request for Contact”, Z97 “Missed FS Application Interview”, Z98 “Missed FS Recertification Interview”, and the manual notice, LDSS-4753: “Food Stamps-Request for Contact/Missed Interview” were created.

## III. Notices Implications

The following language has been added to CNS Code Z97 “Missed FS Application Interview”, Code Z98 “Missed FS Recertification Interview” (as well as all CNS PA/FS, FS Recertification Call-In Codes), and the manual notice, LDSS-4753: “Food Stamps-Request For Contact/Missed Interview”:

**NOTE:** You have the right to request that the Food Stamp in-office interview be waived in hardship situations. Hardship generally includes, but is not limited to, illness, transportation difficulties, care of a household member, hardship due to residency in a rural area, prolonged severe weather, or work or training hours that prevent you from coming in during regular office hours.

CNS Notices generated after 9/30/02 using the above referenced codes contain the above revised language. Local districts must always issue the CNS version of this notice, when applicable.

If CNS is temporarily unavailable due to a systems problem, local districts must then issue a manual notice (LDSS-4753) *within the appropriate time frames*.

## IV. Forms Implications

Until the printed supplies of the 1/03 version of the LDSS-4753 are available, local districts can download this form from the NYS OTDA intranet site at [http://sdssnet5/otda/ldss\\_eforms/default.htm](http://sdssnet5/otda/ldss_eforms/default.htm).

The revised 1/03 printed version of the LDSS-4753: “Food Stamps-Request For Contact/Missed Interview” will be available for ordering in mid-April 2003.

Districts will not automatically receive copies of this form.

The Spanish version of this form, LDSS-4753-SP (Rev.1/03), will not be printed, but is available as a camera-ready copy for reproduction or can also be downloaded from the NYS OTDA intranet site at [http://sdssnet5/otda/ldss\\_eforms/default.htm](http://sdssnet5/otda/ldss_eforms/default.htm).

In order to ensure that usage of the revised forms begin within a reasonable amount of time, and your district is unable to download the most current version, you may continue to use the previous

2/02 printed supplies until your stock is depleted, or until June 2003 whichever occurs first. If your local district downloaded a 10/02-version for reproduction, please destroy that version and download the 1/03 version, which has been posted at [http://sdssnet5/otda/ldss\\_eforms/default.htm](http://sdssnet5/otda/ldss_eforms/default.htm) .

Any requests for the LDSS-4753 (Rev.1/03) or a Spanish camera ready copy, LDSS-4753-SP (Rev.1/03) should be submitted on Form OTDA-876 (Rev. 6/98): “Request for Forms or Publications”, and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

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

**Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**