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### Informational Letter

#### Section 1

<b>Transmittal:</b>	04-INF-11
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	May 3, 2004
<b>Subject:</b>	Revision of the LDSS-4826: "Food Stamp Benefits Application/Recertification" and LDSS-4826A: "How to Complete the Food Stamp Benefits Application/Recertification"
<b>Suggested Distribution:</b>	Food Stamp Benefits Directors; Temporary Assistance Directors; HEAP Coordinators; Medicaid Directors; Employment Coordinators; CAP Coordinators; TOP Coordinators; WMS Coordinators; Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie, 1-800-343-8859, extension 6-1095. Program Questions: Eastern Region, 1-800-343-8859, extension 3-1469
<b>Attachments:</b>	LDSS-4826: "Food Stamp Benefits Application/Recertification" (2/04) (English) LDSS-4826A: "How to Complete the Food Stamp Benefits Application/Recertification" (02/04) (English) LDSS-4826-SP: "Food Stamp Benefits Application/Recertification" (02/04)(Spanish) LDSS-4826A-SP: "How to Complete the Food Stamp Benefits Application/Recertification" (02/04)(Spanish) LDSS-4826-AR : "Food Stamp Benefits Application/Recertification" (02/04)(Arabic) LDSS-4826A-AR: "How to Complete the Food Stamp Benefits Application/Recertification" (02/04)(Arabic) LDSS-4826-CH: "Food Stamp Benefits Application/Recertification" (02/04)(Chinese) LDSS-4826A-CH "How to Complete the Food Stamp Benefits Application/Recertification" (02/04)(Chinese) LDSS-4826-RU: "Food Stamp Benefits Application/Recertification" (02/04)(Russian) LDSS-4826A-RU: "How to Complete the Food Stamp Benefits Application/Recertification" (02/04)(Russian)
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

#### Filing References

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
03 ADM-3		18NYCRR 387.5(a)	SSL 95(11)		

## Section 2

### I. Purpose:

The purpose of this INF is twofold:

1. To introduce the revised Statewide 2/04 versions of:
  - **LDSS 4826:** “Food Stamp Benefits Application/Recertification”
  - **LDSS-4826A:** “How To Complete The Food Stamp Benefits Application/Recertification”
2. To inform local districts that the following “other than English” versions have also been revised:
  - **LDSS-4826-SP:** “Food Stamp Benefits Application/Recertification” (Spanish)
  - **LDSS-4826A-SP:** “How To Complete the Food Stamp Benefits Application/Recertification” (Spanish)
  - **LDSS-4826-AR:** “Food Stamp Benefits Application/Recertification” (Arabic)
  - **LDSS-4826A-AR:** “How To Complete the Food Stamp Benefits Application/Recertification” (Arabic)
  - **LDSS-4826-CH:** “Food Stamp Benefits Application/Recertification” (Chinese)
  - **LDSS-4826A-CH:** “How To Complete the Food Stamp Benefits Application/Recertification” (Chinese)
  - **LDSS-4826-RU:** “Food Stamp Benefits Application/Recertification” (Russian)
  - **LDSS-4826A-RU:** “How To Complete the Food Stamp Benefits Application/Recertification” (Russian)

### II. Background

03 ADM-3 introduced the Statewide “Food Stamp Benefits Application/Recertification” forms, LDSS-4826 and LDSS-4826A. Local districts were informed, at that time, that they must offer these simplified forms to households that are:

- **Applying only for NTA Food Stamp benefits** (instead of the LDSS-2921 Common Application form and Pub. 1301 How to Complete);
- **Recertifying for NTA Food Stamp benefits** (instead of the LDSS-3174 Recertification form and Pub. 1313 How to Complete). Please note that districts with combined NTA Food Stamp and Medicaid (“FSMA”) caseloads may continue to offer the “LDSS-3174 Recertification” form and “Pub.1313 How to Complete” to households that are called in for a NTA Food Stamp recertification interview and are recertifying jointly for NTA Food Stamp benefits and Medicaid. This will avoid having “FSMA” households complete separate recertification forms for each program; or
- **Applying or recertifying for NTA Food Stamp benefits** as SSI recipients living alone or in group homes.

### III. Forms Revisions:

The following is a listing of the changes and revisions to the 11/02 versions of the LDSS-4826: “Food Stamps Benefits Application/ Recertification” and LDSS-4826A: “How To Complete The Food Stamp Benefits Application/Recertification” for the 2/04 versions:

## Revisions to the LDSS-4826: “Food Stamp Benefits Application/Recertification”

### **General:**

1. The numbers of ply contained in this form were increased from 3 Ply to 5 Ply to accommodate advocates’ request for a larger font size, for better readability.
2. The revision date was changed, throughout, to (Rev.2/04).
3. The title of this form was changed to include the word “Recertification”. The new form title now reads, LDSS-4826: “Food Stamp Benefits Application/Recertification”.
4. All shading on this document was changed from “gray” to “blue” to better distinguish it from other applications.
5. The method of asking questions of the applicant was modified to include the person filling out the application/recertification.

For example, instead of a question beginning with “Is everyone living with you .....

, the questions have been changed to begin with “Are you and is everyone living with you.....”.

### **Front Page:**

1. The “instructional information” found on page 1 of the LDSS-4826A: “How To Complete the Food Stamp Benefits Application/Recertification” was added as the new front page of the LDSS-4826: “Food Stamp Benefits Application/Recertification”.
2. In the instructional information for “When You Are Applying For Food Stamp Benefits”, a new 4<sup>th</sup> bullet regarding “immigrants” was added. That new bullet reads:
  - You can apply for and get Food Stamp benefits for eligible household members even if you or some other members of your household are not eligible for benefits because of immigration status. For example, immigrant parents can apply for Food Stamp benefits for their children even if they are not themselves eligible for benefits.
3. In the instructions for answering the question, “Need Food Stamp Benefits Right Away?”, the last part of the first sentence was changed **from** “you may be eligible to receive Food Stamp Benefits within a few days” **to** “you may be eligible to receive Food Stamp Benefits within five days of the date that you apply for benefits”.

### **Page 1:**

1. A one-character “Lifeline” indicator box has been added to the “worker filled” blue shaded section at the top of Page 1. The code entered in this box is driven by the answer to the new “Lifeline” question on page 5.
2. Check boxes to indicate if a person is to “Apply” or “Recertify” have been added to the worker filled section at the top of Page 1 between the “Lifeline” and “Lang” boxes. One of the boxes will be checked based on the applicant’s answer to the newly added question, “Are You:  Applying **or**  Recertifying?”.
3. A one-character “Lang” indicator box has been added to the “worker filled” blue shaded section at the top of Page 1.
4. An “Other Phone” section, to indicate where an applicant can be contacted, was added to the right of the “Telephone” section.

5. Apartment number “(Apt. #)” fill-ins were added to the “address” section at the top of page 1.
6. An “Other Name” section was added directly below the “mailing address” section.
7. In the “SSN” column heading, “if none, write NONE”, was added to give undocumented aliens the choice to write “NONE” in the “SSN” column.
8. A “Marital Status” column was added between the “Date of Birth” and “Sex” columns.
9. The title for the “purchase and prepare” column was changed to a question that reads: “Do you buy and/or prepare food with this person?”
10. The question that asks, “Are you or is anyone in your household applying for or receiving Food Stamp Benefits?” has been expanded to include applying for or receiving “Temporary Assistance”.
11. The “Signature” section at the bottom of the page was enlarged and the text was bolded to draw attention to this area.

**Page 2:**

1. In the “Income” section, a new column, “Hours Worked Per Month”, was added between the “Source of Income” and “How Often Received?” columns.
2. In the “Resources” section, the questions about what vehicles are “used for” were removed.
3. In the “Living Arrangements and Expenses” section, the text and questions were modified to better elicit if “heat” and “cooling” costs are paid for separately.
4. In the “Living Arrangements and Expenses” section, the area to list monthly “telephone expenses” was removed.
5. In the “Living Arrangements and Expenses” section, an area called “Heat Co. Acct. No. \_\_\_\_\_” was added to help districts collect information to better process “HEAP auto pays”.

**Page 3:**

In the “Living Arrangements and Expenses” section, the question that asks about medical bills of an applicant who is disabled or at least 60 years old was changed to include a person who is blind.

The wording was changed to read:

Are you or is anyone living with you blind/disabled or at least age 60. If so, does such person have medical bills?  Yes  No *If yes, list on the Page 6 what they are for, how much and who is responsible for payment.*

**Page 4:**

1. Information about a “Telephone Allowance” being available to Food Stamp Benefits recipients was added to the “Important Information” section, between the “SUA” and “Changes” sections.

The new paragraph reads:

**TELEPHONE ALLOWANCE INFORMATION** – I understand that Food Stamp Benefits recipients are eligible for a telephone allowance if they pay to use a home phone, cell phone, phone calling card or coin operated phone. If I do not have any cost to make phone calls, I will let my worker know.

2. The “Citizenship/Alien Status” section was changed to read:

**CITIZENSHIP/ALIEN STATUS** - I swear and/or affirm under penalty of perjury that the information I have provided about the citizenship and immigration status of myself and everyone living with me is true and correct. I understand that any information I provide to verify the immigration status of anyone applying for food stamp benefits may be checked for authenticity with the United States Citizenship and Immigration Service.

**Page 5:**

1. A new “Lifeline” question, with check boxes, was added between the “Authorized Representative” and “Certification” sections. The new question reads:

**LIFELINE:** Do you authorize the Office of Temporary and Disability Assistance to disclose your name and address to Verizon for the sole purpose of automatic enrollment in the discounted rate Lifeline Service?  **YES**  **NO**

2. A new question and signature section was added directly below the “Authorized Representative” section. A person who helps an Applicant fill out the “Food Stamp Benefits Application/Recertification” completes this section. The new section reads:

If you helped complete this Application/Recertification for someone else, print your name and Address here. You may also voluntarily print your telephone Number.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Page 6:**

In the blue shaded, “For Agency Only”, section, a “clearance note” was inadvertently left on the final version of the document sent for printing. **It will be removed** for the next printing of this form.

We are sorry if this causes any confusion.

**Voter Registration Page:**

The voter registration form was updated to the most current version.

**Revisions to the LDSS-4826A:**

**“How To Complete the Food Stamp Benefits Application/Recertification”**

**General:**

The revision date was changed throughout to (Rev.2/04).

**Page 1:**

1. The title of this form was changed to include the word “Recertification”. The new document title reads: “How To Complete The Food Stamp Benefits Application/Recertification”.

2. In the “When You Are Applying For Food Stamp Benefits” instruction, a new 4<sup>th</sup> bullet regarding “immigrants” was added. That new bullet reads:

- You can apply for and get Food Stamp benefits for eligible household members even if you or some other members of your household are not eligible for benefits because of immigration status. For example, immigrant parents can apply for Food Stamp benefits for their children even if they are not themselves eligible for benefits.

3. In the “Need Food Stamp Benefits Right Away?” instruction, the last part of the first sentence was changed from “you may be eligible to receive Food Stamp Benefits within a few days” to “within five days of the date that you apply for benefits”.

4. The “Client Information Books” reference box at the bottom of the page was shaded blue.

**Page 2:**

1. In “Section 1- Applicant Information”, an “Other Phone” instruction was added.

2. In “Section 1- Applicant Information”, an “Other Name” instruction was added.

3. In “Section 1- Applicant Information”, text was added to instruct individuals to indicate whether they are “applying” or “recertifying” for Food Stamp Benefits.

4. In “Section 2 – Household Members Information”, all applying individuals are instructed to print, “none” in the “SSN” column if they do not have a SSN.

5. In “Section 2 – Household Members Information”, all applying individuals are instructed to fill in their “marital status”.

**Page 3:**

1. “Section 5 – Income” the instruction about listing income was changed to read:

List your income and the income of everyone living with you.

2. In “Section 5 – Income”, the “Foster Care” note was changed to read:

**NOTE:** Foster Care Payments and Food Stamp Benefits –You may choose to include the foster care child or adult in the Food Stamp Benefits household. If you do, any associated foster care payments will **not** be counted as income. All other income or resources of the foster care child will be counted. If you have any questions about this, make sure to ask your worker.

3. The “Section 7 – Living Arrangements and Expenses” instructions were changed to reflect the revised questions on the Application.

**Page 4:**

In “Section 8 - Legal Statements”, instructions for the new “Lifeline” question were added below the “Note”.

#### IV. Forms Ordering

The 2/04 versions of the Statewide LDSS-4826: “Food Stamps Benefits Application”(English) and LDSS-4826A: “How To Complete The Food Stamp Benefits Application” (English) have been delivered to the Upstate (Albany) and HRA (New York City) warehouses within the past 2 weeks. All districts **will** automatically receive an initial supply of these revised English forms.

Printing of the “other than English Forms” in Spanish, Arabic, Chinese and Russian will follow. When the “other than English” versions are printed, **only New York City** will automatically receive supplies. All other districts must order supplies of the “other than English” forms using the procedure described below.

Upon receipt of the revised forms, all existing copies of the previous 11/02 versions of the LDSS-4826 (English), LDSS-4826A (English), LDSS-4826-SP (Spanish); LDSS-4826A-SP (Spanish); LDSS-4826-AR (Arabic) and LDSS-4826A-AR (Arabic); LDSS-4826-CH (Chinese); LDSS-4826A-CH (Chinese); LDSS-4826-RU (Russian) and LDSS-4826A-RU (Russian) **must be destroyed**.

Any initial or future requests for the 2/04 versions of LDSS-4826 (English); LDSS-4826A (English); LDSS-4826-SP (Spanish); LDSS-4826A-SP (Spanish); LDSS-4826-AR (Arabic); LDSS-4826A-AR (Arabic); LDSS-4826-CH (Chinese); LDSS-4826A-CH (Chinese); LDSS-4826-RU (Russian) and LDSS-4826A-RU (Russian) 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, ext. 4-9522.

In addition, for local district staff, electronic PDF versions of all of the notices referenced in this INF can be accessed on the OTDA Intranet website at [http://sdssnet5/otda/ldss\\_eforms/default.htm](http://sdssnet5/otda/ldss_eforms/default.htm).

**Issued By**

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