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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
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Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	04-INF-14
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	May 28, 2004
Subject:	Revision of the Mandated Food Stamp Benefits Civil Rights Complaint Procedure Poster (LDSS-8036)
Suggested Distribution:	Food Stamp Benefits Directors Temporary Assistance Directors HEAP Coordinators Medicaid Directors Employment Coordinators CAP Coordinators TOP Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859, Extension 6-1095 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
Attachments:	LDSS-8036: Food Stamp Benefits Complaint Procedure Poster (Rev.4/04) (Eng./Span.)
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
03 LCM-3				FSSB: Page 3 Section 8	

Section 2

I. Purpose

The purpose of this INF is to introduce the revised 4/04 version of the LDSS-8036: “Food Stamp Benefits Complaint Procedure” (English/Spanish) poster.

II. Background

03 LCM-3 provided Local Social Services Districts (LSSDs) with a statewide, uniform procedure for civil rights complaints concerning the Food Stamp Benefits Program. One of those procedures is the requirement for LSSDs to publicize the applicant’s/recipient’s right to request a conference if they have a civil rights complaint and if that complaint is not resolved, information where the applicant/recipient can file a complaint in writing. The LDSS-8036: “Food Stamp Benefits Complaint Procedure” poster (English/Spanish) was developed for this purpose, contains that information and continues to be required to be displayed in all local Food Stamp Benefits offices.

III. Revisions to the Poster

- The revision date was changed on both the front (English side) and the reverse (Spanish side) to 4/04.
- All references to “Food Stamps” on the poster were changed to “Food Stamp Benefits”.

IV. Forms ordering and Usage

In order for the revised poster to be displayed in LSSD Food Stamp Benefits Offices within a reasonable time, you may continue to display the previous version (2/00) **only until** you have placed an order for the 4/04 versions and they have been received or until September 2004, whichever occurs first.

Upon receipt of the 4/04 posters, immediately remove and replace any previous versions with the revised poster.

Requests for the 4/04 printed copies of the revised LDSS-8036 should be submitted on OTDA-876 (Rev.6/98): “Request for Forms or Publications” form, and should be sent to:

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

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

In addition, for local district staff, an electronic PDF version of this poster referenced in this INF can be accessed on the OTDA Intranet website at http://sdssnet5/otda/ldss_eforms/default.htm

Issued By _____

Name: Patricia A. Stevens

Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance