



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE**

David A. Paterson
Governor

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David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	08-INF-11
To:	Local District Commissioners
Issuing Division/Office:	Center For Employment and Economic Supports
Date:	June 27, 2008
Subject:	Revised and Reformatted PUB-4596: EBT Training Brochure
Suggested Distribution:	EBT Coordinators Temporary Assistance Directors Food Stamp Directors Staff Development Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney 1-800-343-8859, Extension 3-7991 Program Questions: Bureau of EBT Services at 1-800-343-8859, ext. 3-0332
Attachments:	PUB-4596: EBT Brochure (Rev. 4/08)
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.
00 ADM - 08					

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to inform local districts that the PUB-4596: EBT Training Brochure has been revised and reformatted.

II. Background

PUB-4596: EBT Training Brochure was originally developed in 1999 to introduce Electronic Benefits Transfer (EBT) to local districts, recipients, and the general public. It was decided that the brochure should be revised to reflect updated EBT information and to use a more flexible format that would accommodate growth.

III. Program Implications

The revised brochure is no longer a one-page foldout. The new format is in booklet form, saddle stapled, with English on the front and Spanish inverted on the back. The new booklet format will be printed by OTDA, but only in English/Spanish. The English-only single language version of PUB-4596 is attached to familiarize local district staff with the brochure's content. The printed version of the revised brochure will replace the existing foldout version as an insert with the current Food Stamp approval notice process. We recommend that local districts share the revised brochure with staff, and maintain a supply on hand for recipients.

IV. Forms Ordering Information

- The printed version of the revised 4/08 PUB-4596: EBT Training Brochure, English on the front and Spanish on the reverse should be available for ordering in June 2008. Upon receipt of the revised 4/08 PUB-4596: all previous versions should be destroyed.
- The eight other than English and Spanish versions (Arabic, Chinese, French, Haitian-Creole, Korean, Russian, Vietnamese, and Yiddish) are not printed but are available to local districts as single language camera ready masters on the EBT Web page at www.otda.state.ny.us/main/ebt/publications.htm. These translated versions can be reproduced locally.

Additionally, local district staff can download these versions from the [LDSS E-forms](#) site.

- Any future requests for printed copies of the printed OTDA English/Spanish saddle stapled version should be submitted on [OTDA-876](#) "Request For Forms or Publication," and should be sent to:

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

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

- To order the brochure by email you must use an [OTDA-876](#) and email it to forms.orders@otda.state.ny.us. View a complete list of OTDA forms and publications at [OTDA's Intranet site](#).

Issued by:

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports