



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
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David A. Paterson
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Informational Letter

Section 1

Transmittal:	09-INF-09
To:	Local District Commissioners
Issuing Division/Office :	Center For Employment and Economic Supports
Date:	March 24, 2009
Subject:	Revised 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 - English/Spanish (Rev.10/08)
Attachment Available On – Line:	All materials except the English/Spanish version are available at www.otda.state.ny.us/main/ebt/publications.htm

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
00 ADM-08 08 INF-11					

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.

II. Background

The publication 08 INF-11 informed local districts that PUB-4596: EBT Training Brochure was significantly changed in both content and format. This release is to advise local districts that due to a change in federal Food Stamp program rules, the EBT Brochure has been revised again effective October 2008.

III. Program Implications

The revision to the brochure is on page 8 in the Expunged Benefits section. On October 1, 2008, the new Food Stamp program expungement parameter was changed to 365 consecutive days, instead of the previous 270 consecutive days. This section has been changed to reflect the new federal policy. In addition, the revision date on the brochure cover has been changed to 10/08.

IV. Forms Ordering Information

- We expect that the printed version of the revised 10/08 PUB-4596: EBT Training Brochure, English on the front and Spanish on the reverse, should be printed and available for ordering in April 2009 (see Attachment for a sample). Once received, the revised 10/08 PUB-4596 should replace any copies of the previous version.
- In addition to the [English](#) and [Spanish](#) versions, the [Arabic](#), [Chinese](#), [French](#), [Haitian-Creole](#), [Korean](#), [Russian](#), [Vietnamese](#), and [Yiddish](#) versions were also updated to reflect this revision. These versions are not printed but are available to local districts as camera-ready masters on the EBT page of OTDA's web site - 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 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](#).

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