



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001**

David A. Paterson
Governor

Informational Letter

Section 1

Transmittal:	10-INF-03
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	April 19, 2010
Subject:	Revised LDSS-3938 (NYC): "Food Stamp Application Expedited Processing Summary Sheet" and LDSS-4921: "Working Families Food Stamp Initiative Screening Sheet"
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff MA Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Policy Questions: FS Bureau @ 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment 1-LDSS-3938 (NYC) Food Stamp Application Expedited Processing Summary Sheet Attachment 2 -LDSS-4921"Working Families Food Stamp Initiative Screening Sheet"
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.
07 ADM 10					GIS 09TA/DC015 GIS09TA/WMS 018

Section 2

I. Purpose

This purpose of this release is to notify districts that the following forms have been modified with the increase in Federal Minimum Wage effective 7/24/09.

LDSS – 3938 (NYC) (Rev. 7/09): “Food Stamps Application Expedited Processing Summary Sheet.”

LDSS – 4921 (Rev. 7/09): “Working Families Food Stamp Initiative Screening Sheet.”

II. Background

As of January 1, 2008, local districts began screening all applications for Non-Temporary Assistance Food Stamp (NTA-FS) benefits using the LDSS-4921 Working Families Food Stamp Initiative Screening Sheet (or approved local equivalent). In New York City, the LDSS 3938 (NYC) is used to screen for the WFFSI criteria.

III. Program Implications

The above mentioned screening forms were modified to incorporate the increase in the Federal Minimum Wage. Local districts and NYC must begin using the revised forms effective 7/24/09 for all NTA FS applications received on and after this date.

IV. Forms Ordering Information

- The revised English version of the LDSS-3938 (NYC): “*Food Stamp Application Expedited Processing Summary Sheet*” is used only in New York City and may not be ordered by local districts. The LDSS-4921: “*Working Families Food Stamp Initiative Screening Sheet*” are State printed and are available to local districts for ordering.
- The above referenced documents have also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous versions of the “*Food Stamp Application Expedited Processing Summary Sheet*” and the “*Working Families Food Stamp Initiative Screening Sheet*” **must immediately be destroyed** and replaced with the revised 7/09 versions.
- Any future written requests for master camera ready copies of the English versions, should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Master camera ready copies of the documents may also be ordered through Outlook. To order a master camera ready copy you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then to Division of Operations and Program Support page, then to PSQI E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us . For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports