



**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**

<b>Transmittal:</b>	10-INF-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	April 19, 2010
<b>Subject:</b>	Revised LDSS-3938 (NYC): "Food Stamp Application Expedited Processing Summary Sheet" and LDSS-4921: "Working Families Food Stamp Initiative Screening Sheet"
<b>Suggested Distribution:</b>	Food Stamp Benefits Staff Temporary Assistance Staff MA Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Policy Questions: FS Bureau @ 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
<b>Attachments:</b>	<a href="#">Attachment 1-LDSS-3938 (NYC) Food Stamp Application Expedited Processing Summary Sheet</a> <a href="#">Attachment 2 -LDSS-4921"Working Families Food Stamp Initiative Screening Sheet"</a>
<b>Attachment Available On – Line:</b>	<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](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](mailto: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](http://otda.state.nyenet/ldss_eforms/default.htm) .

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports