



**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-06
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	April 19, 2010
Subject:	Revision to the LDSS-4314: "FS Benefits Household Composition Desk Guide"
Suggested Distribution:	Temporary Assistance Directors Food Stamp Directors Staff Development Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 FS Policy Questions: 518-473-1469
Attachments:	Attachment 1-LDSS-4314 "FS Benefits Household Composition Desk Guide"
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.
09-ADM-08		18 NYCRR 385.3			

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform local districts that the following form has been revised:

LDSS-4314 (8/09) Food Stamp Benefit Household Composition Desk Guide

II. Background

The Food Stamp Household Composition Desk Guide is available as a resource to workers to assist in determining household composition. Previously, 09-ADM-08 informed local districts of a USDA waiver that now permits the **averaging** of work hours for students enrolled at least half-time in institutions of higher learning. Students may now be employed an average of 20 hours per week and paid or if self-employed be working an average of 20 hours per week and earn an amount equal to the federal minimum wage.

III. Program Implications

The LDSS-4314: "Food Stamp Benefit Household Composition Desk Guide" has been revised to reflect the change to the averaging of work hours for students as instructed in 09-ADM-08: "Participation in Food Stamp Program by Students in Institutions of Higher Education". All previous versions of the LDSS-4314: "Food Stamp Benefit Household Composition Desk Guide" should be destroyed and replaced with the 8/09 version.

IV. Forms Ordering Information

- The revised English version of the LDSS-4314: "*FS Benefits Household Composition Desk Guide*" is **not** State printed but available to local districts in PDF format or as master camera ready copies. The procedures for ordering PDFs or master camera ready copies are listed below.
- 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 "*FS Benefits Household Composition Desk Guide*" **must immediately be destroyed** and replaced with the revised 8/09 version.
- Any future written requests for master camera ready copies of the English version, 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