



**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY**  
**ASSISTANCE**  
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 ALBANY, NY 12243-0001  
**Andrew M. Cuomo**  
*Governor*

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	11-INF-09
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports – Food Stamp Bureau
<b>Date:</b>	August 24, 2011
<b>Subject:</b>	New Form LDSS-4982 (5/11): “How Do I Apply for Food Stamps?”
<b>Suggested Distribution:</b>	Food Stamp Directors, Temporary Assistance Directors, Staff Development Coordinators
<b>Contact Person(s):</b>	Food Stamp Bureau 518-473-1469
<b>Attachments:</b>	<a href="#">Attachment 1: LDSS-4982 (5/11): “How Do I Apply for Food Stamps?”</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.
		18 NYCRR 387.5	7 CFR 273.2 (c)(1)	FSSB Section 4	

**Section 2**

**I. Purpose**

This Informational Letter (INF) is to introduce the newly-developed form, LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” This form was developed in response to the requests from local districts, following the implementation of the on-line myBenefits food stamp application, that the Office of Temporary and Disability Assistance (OTDA) develop a form that explains all of the different ways someone could apply for food stamp benefits. The local districts requested a form that would provide information on how to apply that could be included in the application packets that are given out or mailed to applicants, and/or provided as outreach material to the public and local community organizations.

## **II. Background**

Prior to the implementation of the myBenefits on-line food stamp application, most applicants went into their local district office to apply for food stamp benefits. The options for applying were limited to filing an application in person, by mail or fax.

## **III. Program Implications**

This form LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” is an optional tool that can be used by local districts to inform the public and applicants of the available methods to apply for food stamp benefits. OTDA recommends that the LDSS-4982 (5/11): “How Do I Apply for Food Stamps?” be included with all FS applications (not recertification applications) and be available to all Reception staff to provide when someone inquires about how they may apply for food stamp benefits.

## **IV. Forms Information**

- The English and “Other than English” versions of the LDSS-4982: “*How Do I Apply for Food Stamps?*” is not a State printed form but available to local districts on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally. The “Other than English” versions also available for downloading are: Arabic, Chinese, Haitian-Creole, Korean, Russian and Spanish.
- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- 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**