



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

Andrew M. Cuomo
Governor

Kristin M. Proud
Commissioner

Informational Letter

Section 1

Transmittal:	13-INF-05
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	August 27, 2013
Subject:	Mandatory Supplemental Nutrition Assistance Program (SNAP) Right to File Poster- LDSS-4995
Suggested Distribution:	Temporary Assistance Directors SNAP Directors Employment Coordinators Staff Development Coordinators
Contact Person(s):	SNAP Bureau at 518-473-1469
Attachments:	Attachment 1 Right to File Poster – LDSS 4995
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18NYCRR Section 387.2 (s) (4)	7 CFR 273.2 (c) (4)		

Section 2

I. Purpose

This Informational Letter (INF) informs Social Services Districts (SSDs) that the newly created LDSS-4995, “*Right to File Poster*”, must be publicly displayed in each SSD reception area in order to comply with both State and federal regulatory requirements.

II. Background

Both federal and State regulations require the posting of information explaining application processing timeframes and application filing rights in all SSD offices that accept SNAP applications [see 7 CFR 273.2 (c)(4) and 18 NYCRR 387.2 (s)(4)].

Each SSD office must post information on the SNAP application processing standards and the right to file a SNAP application on the day of initial contact. Displaying the newly created LDSS-4995, “*Right to File Poster*”, in each district’s reception area satisfies these requirements.

III. Program Implications

By October 1, 2013, SSDs must:

- Display the newly created LDSS-4995: “*Right to File Poster*” (copy attached). All SSDs will be drop-shipped a supply of LDSS-4995: *Right to File Posters*. Upon SSD receipt of this shipment, SSDs must display the poster in reception areas to inform the district’s clients of the SNAP processing standards and the right to file a SNAP application on the day of initial contact.

IV. Forms Ordering Information

- The English/Spanish version of the LDSS-4995: “*Right to File Poster*” is printed by the New York State Office of Temporary and Disability Assistance.
- The above referenced document has been posted on the OTDA Intranet website at http://otda.State.nyenet/ldss_eforms/ and may be available for downloading by SSDs for reproduction locally, depending on print specifications. The “Other than English” versions of this poster will be available for downloading the end of September 2013.
- Any future requests for printed copies of the English/Spanish version, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

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

E-mail: forms.orders@otda.ny.gov

Social Services Districts online forms ordering system: <http://formorders/>

Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports