



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**

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

**Filing References**

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
		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/](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](mailto: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