



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

MICHAEL PERRIN
Executive Deputy Commissioner

Informational Letter

Section 1

Transmittal:	16-INF-07
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	April 11, 2016
Subject:	Supplemental Nutrition Assistance Program Revised Publications-2016 PUB-4716: "Every Day, Older Adults Just Like You", PUB-4983: "Your Family May Be Eligible for SNAP", PUB-4984: "Find Help...It's a SNAP", and a New Poster PUB-5071: "Put Healthy Food On Your Table"
Suggested Distribution:	Supplemental Nutrition Assistance Program Directors Temporary Assistance Directors Employment Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment-1-PUB-4716: "Every Day, Older Adults Just Like You" Attachment-2-PUB-4983: "Your Family May Be Eligible for SNAP" Attachment-3-PUB-4984: "Find Help...It's a SNAP" Attachment-4-PUB-5071: "Put Healthy Food On Your Table"
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
12-ADM-07 10-INF-05					

Section 2

I. Purpose

The purpose of this directive is to inform Social Services Districts (SSDs) that the following two posters: PUB-4983A: “*Your Family May Be Eligible For SNAP*” and PUB-4716A: “*Every Day, Older Adults Just Like You Get SNAP*” have been made obsolete and should be destroyed. One new generic Supplemental Nutrition Assistance Program (SNAP) poster entitled, PUB-5071: “*Put Healthy Food On Your Table.*” will take the place of the two obsolete posters.

The following brochures and palm card have been updated: PUB-4716: “*Every Day, Older Adults Just Like You*”; PUB-4983: “*Your Family May Be Eligible for SNAP*”; and PUB-4984: “*Find Help...It’s a SNAP.*”

II. Background

These publications are marketing materials that were designed to support the promotion and maximization of SNAP benefits to low-income households experiencing difficulty meeting the nutritional needs of their families.

III. Program Implications

Please note that Social Services Districts will continue to have the option to download the brochures and posters from the OTDA intranet website at http://otda.state.ny.net/ldss_eforms/default.html and/or order the brochures and posters from BMS Document Services for local district distribution if so requested. LDSSs should encourage the dissemination of these publications with as wide a scope of partners as possible.

IV. Forms Ordering Information

- The English version of PUB-5071: “*Put Healthy Food on Your Table*” is a new publication printed by the New York State Office of Temporary and Disability Assistance.
- The revised English versions of PUB-4716: “*Every Day, Older Adults Just Like You*”; PUB-4983: “*Your Family May Be Eligible for SNAP*”; and PUB-4984: “*Find Help...It’s a SNAP*” are publications printed by the New York State Office of Temporary and Disability Assistance.
- The above referenced documents have been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.html and may be available for downloading by local districts for reproduction locally, depending on print specifications.

- Upon the release of this INF all previous versions of PUB-4716: “Every Day, Older Adults Just Like You”; PUB-4983: “Your Family May Be Eligible for SNAP”; and PUB-4984: “*Find Help...It’s a SNAP*” **must immediately be destroyed** and replaced with the revised 2/16 version.
- Any future requests for printed copies of the English versions, 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 (SSD) 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:

Title:

Division/Office: