

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

October 21, 2014

Page: 1

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors,
Staff Development Coordinators

FROM: Phyllis D. Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Release of Revised Version of the LDSS-5004 "EBT How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits

EFFECTIVE DATE: Immediately

CONTACT PERSON: BMS Document Services @ 1-800-343-8859, ext. 4-9522

The purpose of this GIS message is to inform Social Services Districts (SSDs) that the LDSS-5004, "EBT How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits has been revised to reflect the new EBT vendor. All languages are available for downloading by local districts for reproduction locally.

Forms Ordering Information

- The revised English version of the LDSS-5004: "*EBT How to Use Your Benefit Card to Get SNAP and/or Cash Benefits*" is a Camera Ready Only form.
- The above referenced document has been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally.
- Upon the release of this GIS all previous versions of the "*EBT How to Use Your Benefit Card to Get SNAP and/or Cash Benefits*" **must immediately be destroyed** and replaced with the revised 9/14 version.
- Any future requests for master camera ready copies of the English 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

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

October 21, 2014
Page: 2

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.
- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.