

DATE: June 10, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors

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

SUBJECT: Updated forms for Re-Branding and USDA Nondiscrimination Statement

EFFECTIVE DATE: Immediately

CONTACT PERSON: OTDA Supplemental Nutrition Assistance Program (SNAP) Bureau
at (518) 473-1469

The following forms have been revised.

LDSS-4995: "SNAP Right to File" (2/16)

LDSS-4996: "Will You Receive SNAP After Cash Assistance Ends?" (2/16)

In addition, both forms also have been updated to incorporate the most recent version of the United States Department of Agriculture's (USDA) Nondiscrimination Statement. These revised forms must be publicly displayed in each Social Services District (SSD) reception area in order to comply with both State and federal regulatory requirements.

Forms Ordering Information

- The revised English/Spanish version of the LDSS-4995: "*Right to File Poster*" and the English version of the LDSS-4996: "*Will You Receive SNAP After Cash Assistance Ends?*" are forms 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.nyenet/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 GIS all previous versions of the "*Right to File Poster*" and "*Will You Receive SNAP After Cash Assistance Ends?*" **must immediately be destroyed** and replaced with the revised 2/16 versions.
- 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.
- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval