

DATE: May 19, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioner, TA Directors, SNAP Directors, EBT Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Revised EBT Forms: LDSS-5066 and LDSS-5004

EFFECTIVE DATE: Immediately

CONTACT PERSON: EBT Bureau at: otda.sm.cees.ebt@otda.ny.gov

The purpose of this GIS is to inform Social Services Districts (districts) that the following forms have been revised and are available for printing and distribution.

LDSS-5066: “**Electronic Benefits Transfer Cardholder On-line Account User Guide**” has been revised to include a change in the website address for the EBT customer website. The new address is: <https://www.connectebt.com/>.

LDSS-5004: “**EBT How to Use Your Benefit Card to get SNAP and/or Cash Benefits**” has been revised to include a change in the website address for the EBT customer website. The new address is: <https://www.connectebt.com/>.

I. Forms Ordering Information

- The new English and Spanish version of the LDSS-5066: “*Electronic Benefits Transfer Cardholder On-Line EBT Account User Guide*” (10/16) and the LDSS-5004: “*EBT How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits*” (10/16) are Camera Ready Only forms.
- The above referenced documents have been posted on the OTDA Intranet website at: http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by districts for reproduction locally.
- Upon the release of this GIS all previous versions of the LDSS-5066: “*Electronic Benefits Transfer Cardholder On-Line EBT Account User Guide*” (5/15) and the LDSS-5004 “*EBT How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits*” (12/15) **must immediately be destroyed** and replaced with the revised 10/16 versions.

- Any future requests for master camera ready copies of the English and Spanish 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 on-line 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.