

**DATE:** December 27, 2017

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, SNAP Directors, EBT Coordinators

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

**SUBJECT:** LDSS-5004 Revision

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** EBT Bureau at: [otda.sm.cees.ebt@otda.ny.gov](mailto:otda.sm.cees.ebt@otda.ny.gov)

Form [LDSS-5004](#), "EBT – How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits" has been revised and is now available for printing and distribution.

New language was added on Page 2 to clarify that certain types of businesses are not allowed to let recipients use their EBT cash benefit to purchase items or to withdraw cash, and that this restriction applies whether the business is located in New York State, another state or is on Tribal lands. The form is available in English, Arabic, Chinese, Haitian-Creole, Italian, Korean, Russian and Spanish.

### Forms Ordering Information

- The revised English version of LDSS-5004: "*EBT How to Use Your Benefit Card to Get Supplemental Nutrition Assistance Program (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.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/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 Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits*" **must immediately be destroyed** and replaced with the revised 10/17 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:



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Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
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E-mail: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov)

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.