

DATE: November 20, 2018

TO: Subscribers

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

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

SUBJECT: Release of Revised LDSS-3152 “Action Taken on Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case” and LDSS-3152NYC “Action Taken on Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case (NYC)

EFFECTIVE DATE: Immediately

CONTACT PERSON: SNAP at: (518) 473-1469

The purpose of the GIS message is to inform social services districts (districts) that the [LDSS-3152](#): “Action Taken on Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case” and [LDSS-3152 NYC](#): “Action Taken on Your Supplemental Nutrition Assistance Program (SNAP) Benefits Case (NYC) notices, have been revised (Rev. 9/18).

Both the LDSS-3152 and LDSS-3152-NYC notices have been revised on Page 1, under “Overpayment Information”. The second checkbox and sentences “You currently have a SNAP benefits overpayment. If your case is closing, see the Demand Letter and Repayment Agreement for more information on the amount you owe and how you will repay this overpayment” have been deleted. **A new sentence has been added** “In the future, if your case is closed, you will receive a separate notice providing repayment options and guidelines to ensure paying back the remaining balance. You will have 30 days from the date you receive the notice to make arrangements for repayment of the remaining balance.”

The LDSS-3152 has been revised on Page 1 under “Denied” by removing the fourth line of “Name and Reason” to align with the LDSS-3152NYC. Both notices now have three lines to list the names of individual members of the household being Denied SNAP benefits.

The LDSS-3152NYC has been revised on Page 1 under “Approved”, #7 “Animal Population Control Program (APCP)”. Information has been updated to advise that, in this program, eligible people can have their cat or dog spayed/neutered for “free or low cost”, and “to schedule an appointment near you, call (877) SPAY-NYC”.

Additionally, this GIS serves as directive for the LDSS-3152 (Rev. 4/18) and LDSS-3152 NYC (Rev.4/18).

Forms Ordering Information

- The revised English and Spanish versions of the [LDSS-3152](#): “Action Taken on Your SNAP Benefits Case” and the [LDSS-3152-NYC](#): “Action Taken on Your SNAP Benefits Case – NYC” are both printed by the New York State Office of Temporary and Disability Assistance.
- This form is also available on the OTDA Intranet website in the following other than English languages: Arabic, Chinese, Haitian-Creole, Italian, Korean, Russian and Spanish. To access the English and other than English languages go to the OTDA Intranet website at: http://otda.state.nyenet/ldss_eforms/default.htm.
- The above referenced documents have been posted on the OTDA Intranet website at: http://otda.state.nyenet/ldss_eforms/default.htm 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, including the other than English languages of the “Action Taken on Your SNAP Benefits Case” **must immediately be destroyed** and replaced with the revised 9/18 versions.

Any future requests for printed 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

E-mail: forms.orders@otda.ny.gov

District online forms ordering system: <http://formorders/>

Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.
- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.