

**DATE:** November 21, 2018

**TO:** Subscribers

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

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

**SUBJECT:** LDSS-4791 "Important Information About What Changes You Must Report for  
Supplemental Nutrition Assistance Program (SNAP)" currently unavailable

**EFFECTIVE DATE:** Immediately

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

The purpose of this GIS message is to inform social services districts (districts) that the [LDSS-4791](#), "Important Information About What Changes You Must Report for Supplemental Nutrition Assistance Program (SNAP)" is temporarily unavailable on the OTDA Intranet or for supply ordering through the OTDA warehouse. This form is being updated to reflect the most current reporting requirements.

Districts are advised to refer to [LDSS-4908](#) "Upstate Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid" (Rev. 11/17) and [LDSS-4908-NYC](#) "NYC Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid" (Rev. 11/17) for reporting requirements rules.

Districts will be notified when the revised LDSS-4791 is available.