The Research Packet For

THE SNAP TASK FORCE

Meeting of May, 2018

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I. UNITED STATES DEPARTMENT OF AGRICULTURE

1. RETAILER ELIGIBILITY - RESTAURANT, APRIL 20, 2018

<https://fns-prod.azureedge.net/sites/default/files/snap/2017-01-Policy-Retailer-Eligibility-Restaurants.pdf>

USDA FNS published clarification regarding the implementation of the final rule, "Enhancing Retailer Standards in SNAP" which amends regulations related to businesses that are ineligible to be SNAP authorized because they are restaurants. Previously, FNS considered businesses as restuarants with more than 50 percent of their total gross sales from hot or cold prepared foods not intended for home preparation and/or consumption. This is known as the "Restuarant Threshold."

SNAP regulations previouslly did not address businesses that sold cold food and heated food after sale allowing for such businesses to become authorized if they met all other eligiblity criteria. These businesses are often referred to as using the "you buy, we fry" model. The final rule prevents such businesses to be SNAP authorized.

> It should be noted that while regulations permit FNS to authorize businesses that meet all regulations to participate if the business is located in an area with significant limited access to food, the flexibility in not available to those regardless of locations.

2. USDA SEEKS COMMNETS ON PROPOSED RULE FOR NATIONAL BIOENGINEERED FOOD DISCLOSURE STANDARD, MAY 3, 2018

<https://www.usda.gov/media/press-releases/2018/05/03/usda-seeks-comments-proposed-rule-national-bioengineered-food>

USDA has invited public comments on the proposed rules to establish the National Bioengineered Food Disclose Standard mandate by Congress in 2016. The standard will provide a uniform way to offer meaningful disclosure for consumers who want more information about their food and avoid a system of state or private labels that are confusing for and would drive up food cost. Comments may be submitted online through the Federal e-Rulemaking portal www.regulations.gov. by July 3, 2018.

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II. NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

1. GENERAL INFORMATION SYSTEM 18 TA/DC013: SYSTEMATIC ALIEN VERIFICAITON FOR ENTITLEMENTS (SAVE) PROGRAM: PAPERLESS PROCESSING UPDATE, APRIL 25, 2018

<https://otda.ny.gov/policy/gis/2018/18DC013.pdf>

Informs social service districts that as of May 1, 2018 the United States Citizenship and Immigration Services (USCIS) SAVE program will no longer process mailed paper submission of the form G-845S (Document Verification Request) and will be utilizing electronic submission. Moving forward districts must submit photocopies of the clients relevant immigration documents electronically using the "Scan and Upload" function in the SAVE program. Paper G-845S forms received by the USCIS after May 1st will be returned to the sender without a response.

2. GENERAL INFORMATION SYSTEM 18 TA/DC 014: 2017-2018 HOME ENERGY ASSISTANCE PROGRAM REGULAR AND EMERGENCY BENEFIT COMPONENTS CLOSING DATE. APRIL 27, 2018

<http://otda.ny.gov/policy/gis/2018/18DC014.pdf>

Informs all of the 2017-2018 HEAP closing date, April 27th, 2018. Mail-in applications postmarked or electronic applications received on or before the closing date meet the deadline and must be processed. All applications received after April 27th 2018 will be denied.

3. NEW YORK STATE SNAP PARTICIPATION AND BENEFIT VALUE IN FEBRUARY 2018

<https://otda.ny.gov/resources/caseload/2018/2018-02-stats.pdf>

According to the latest data from OTDA, SNAP participation across New York State decreased slightly from January to February 2018. Benefits also saw a slight dip during this time-period. In New York City, 1,620,356 individuals received $232,510,283 in SNAP benefits. The average SNAP benefit received by NYC households was $252.

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	PERSONS			HOUSEHOLDS			BENEFITS		
	JANUARY 2018	FEBRUARY 2018	PERCENT CHANGE	JANUARY 2018	FEBRUARY 2018	PERCENT CHANGE	JANUARY 2018	FEBRUARY 2018	PERCENT CHANGE
New York State	2,831,503	2,808,410	-0.82%	1,580,152	1,568,397	-0.74%	$384,734,259	$379,948,954	-1.24%
New York City	1,635,537	1,620,356	-0.93%	932,500	924,637	-0.84%	$235,869,380	$232,510,283	-1.42%
Rest of State	1,195,966	1,188,054	-0.66%	647,652	643,760	-0.60%	$148,864,879	$147,438,671	-0.96%

	AVERAGE HOUSEHOLD SIZE			AVERAGE BENEFITS PER HOUSEHOLD		
	JANUARY 2018	FEBRUARY 2018	PERCENT CHANGE	JANUARY 2018	FERBRUARY 2018	PERCENT CHANGE
New York State	1.792	1.791	-0.06%	$243.48	$242.25	-0.51%
New York City	1.754	1.752	-0.11%	$252.94	$251.46	-0.59%
Rest of State	1.847	1.845	-0.11%	$231.39	$229.02	-1.02%

III. NEW YORK CITY HUMAN RESOURCES ADMINISTRATION

1. POLICY BULLETINS AND DIRECTIVES

➢ *POLICY DIRECTIVE #18-23-Eli: SNAP APPLICATION QUESTION SET (FIA-1199) AND ON DEMAND INFORMATION SERVICES/INTERVIEW AGENT DAILY ACTIVITY SHEET (FIA-1208), APRIL 17, 2018*

Informs HRA staff about the new SNAP Application Interview Question Set (FIA-1199) form and the On Demand Information Services/Interview Agent Daily Activity Sheet (FIA-1208) form. The FIA-1199 form is used to help Eligibility Specialist continue and complete application interviews when the POS system is not working or operating too slow (**See appendix A**). The form includes a set of SNAP eligibility interview questions and answers in a Yes/No format. For each question sub-questions and information prompts are listed to help the interviewer provide relevant answers details in the adjacent text boxes.

Once POS is restored the interviewer must scan and index the entire (FIA-1199). The interviewer will use information entered into the FIA-1199 to manually enter responses into POS. In addition, the worker must include the FIA-1199 on the SNAP On Demand

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Information Services/Interview Agent Daily Activity Sheet (FIA-1208) form submitted to supervisors. (**See appendix B**).

- *POLICY BULLETIN #18-26-OPE: REVISIONS TO FORMS M-90C, M-90D AND M-90E, APRIL 26, 2018*

  This bulletin informs HRA staff that the M-90e which notes State forms that are available in 73 languages is now available (**See appendix C**). HRA staff must include appropriate language version of the forms in foreign language version of the NCA SNAP Application/Recertification Kit. All previous versions of the M-90e must be removed and recycled.

- *POLICY BULLETIN #18-27-OPE: SUPPLEMENTAL NUTITION ASSITANCE PROGRAM (SNAP) DEFERRAL DESK GUIDE, APRIL 30, 2018*

  Informs HRA staff of the SNAP Deferral Desk Guide (FIA-1146a) form a tool to assist Workers on determining acceptable documentation to verify eligibility aspects (**See appendix D**). The FIA-1146a form also provides the Worker alternative verification options to ensure client's application is not delayed.

  When additional documentation is required HRA must provide the ACTION IS REQUIRED! YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE (FIA-1146) form to clients needing to return documentation. Along with the FIA-1146 the W-129G form and the Do You have documents to submit to HRA? (FIA-1138) form will be provided (**See appendices E - F**). The FIA-1138 provides a list of Community Based Organizations (CBOs) that accept client documentation for SNAP cases.

IV. Reports and Notable Items from Other Sources

1. REPORTS FROM FOOD RESEARCH AND ACTION CENTER (FRAC):

- *CUTTING FOOD ASSISTANCE IS A BAD DEAL FOR WOMEN AND FAMILIES: NATIONAL WOMEN'S LAW CENTER AND FOOD RESEARCH AND ACTION CENTER, MAY 2018*
  <http://frac.org/wp-content/uploads/frac-nwlc-fact-sheet-cutting-food-assistance-bad-deal-for-women-and-families.pdf>

  Half of children in the U.S. will receive SNAP during their childhood and half of adults will do so at some point between ages of 20 and 65. SNAP is particularly important to women:

  - 63% of adult recipients are women;
  - 18% of non-elderly women recipients are women with disabilities;

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- 58% of all households with children are headed by a single adult (92% are by women);
- 44% are children (3.5% have a disability);
- 34% are bi-sexual women, 32% are lesbian and 24% of straight women between 18 and 44 reported participating

The House Farm Bill's proposal to restrict categorical eligibility could cause some working women and families to lose access to SNAP, and would increase administrative burdens for many others.

The bill proposes a $5 billion ten year cut to SNAP by eliminating a state option that allows them to adjust SNAP asset test and to screen families with gross income above 130 percent of the poverty line determine if they qualify. The proposed change would take SNAP away from low-income working people with children exacerbating the "cliff effect" when they improve their earnings, eliminating their children's direct connection to free school meals and significantly increase states administrative cost and burdens.

The House Farm Bill proposal to eliminate the connection with SNAP and LIHEAP would cut benefits to families.

States will lose the flexibility to use a Standard Utility Allowance for household receiving LIHEAP benefits instead of requiring each household to provide verification of their utility cost in order to receive the utility cost income deduction. The deduction helps families receive higher SNAP benefits. Eliminating the LIHEAP connection to SNAP will increase the paperwork burden to families.

The House Farm Bill proposal to expand work requirements threaten particular harm to women and their families.

SNAP already contain work requirements for individuals aged 19 through 49. Current SNAP time limits due to work requirements are challenging for many unemployed and underemployed workers to meet. Women are overrepresented in the low-wage workforce which is plagued by unstable and unpredictable work schedules. The Farm Bill proposes harsh changes to work requirements:

- Including people aged 59 in the work requirements would be harmful for older women, who face long periods of unemployment. In March 2018, 23 percent of unemployed women aged 45 to 54 years and 31 percent of unemployed women aged 55 to 64 years had been unemployed for six months or more compared to 22 percent of unemployed women aged 20 to 64 years old.

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- Subjecting parents with children aged six and older to the work requirements. The bill will change the exemption rule for only parents caring for a child under six years of age. Low-wage work combined with caregiving and unaffordable child care would make it challenging for parents with school-aged children to meet SNAP work requirements.

- Increasing the weekly hour requirement from 20 to 25 hours for Fiscal Year 2026 and beyond would lead to many women and families losing SNAP Benefits. The nature of low-wage jobs already makes it challenging to meet current SNAP work requirements

2. *PROMISING POLICIES COULD REDUCE ECONOMIC HARDSHIP, EXPAND OPPORTUNITY FOR STRUGGLING WORKERS, APRIL 24, 2018*

<https://www.cbpp.org/sites/default/files/atoms/files/4-24-18pov.pdf>

The Trump Administrations are advocating for policies that would make worker's struggle. These include proposals that would take away nutrition assistance, health care, or housing assistance from those that don't meet rigid work requirements; proposals that would hurt families that work but earn low wages. The proposals are counterproductive, but there are evidence-based policies that should help improve employment prospects for those struggling without risking increase homelessness, the number of uninsured Americans or food insecurity. These include investing in programs that evidence shows helps struggling workers build skills for in-demand jobs, provide work opportunities for those who can't find jobs and provide the supports such as child care that make work possible. Promising policy ideas include:

Expanding training programs that have a track record of preparing disadvantage worker in-demand jobs and increasing earnings.
Several promising models have been shown to increase workers' skill levels and improve their completion of education, including training programs designed for the high-demand sectors, work-based learning programs and accelerated college completion programs.

Increasing work opportunities for people with significant employment barriers.
Subsidized employment programs with support services for disadvantaged workers, programs that provide on-site employment and training programs for public housing residents and programs that provide life skills training have been shown to improve work rates/earnings.

Investing in work supports and benefits that boost wages and make jobs more stable.
Expansion in tax credits for low-wage workers, investments in affordable child care and expansion in paid leave can improve workers' economic security and job stability.

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V. Hunger and Poverty in the Media

1. NATIONAL NEWS

- *"EXPANDING WORK REQUIREMENTS FOR FOOD ASSISTANCE AT CENTER OF FARM BILL DEBATE", HARVEST PUBLIC MEDIA, APRIL 24, 2018* <http://harvestpublicmedia.org/post/expanding-work-requirements-food-assistance-center-farm-bill-debate>

  The upcoming 2018 Farm Bill, as it is written currently, would expand work requirements to new recipients. Currently, only adults from 18-49 years old who are not disabled and have no dependents are required to work in order to qualify for SNAP. The House GOP version of the bill would expand those requirements to include adults 18-59 with dependents over 6 years old. This plan is expected to double the number of recipients facing work requirements from 3.5 million to 7 million. Those who would newly fall into work requirements would have 1 month to find a job or job training then lose their benefits if not compliant. Some argue this is a punitive way to push people out of the program rather than encourage work.

  The Farm Bill proposes $1 billion for the training programs across the country, calling on states to also provide financial assistance to job training. Opponents of the bill say this is simply not enough money to fund effective training programs for those newly initiated in the program. House Ag Committee Chair, Mike Conaway, says that is all the money available to do it.

  Proponents of new work requirements look to programs like one in Nebraska that encourages work and helps with training. In this program, 27 of the 79 participants have found new work that increases their earned income enough to no longer need SNAP benefits.

  The Senate Ag Committee has said it is still committed to writing a bi-partisan bill that would support nutrition assistance and rural farmer needs.

2. LOCAL

- *"RESIDENTS SPEAK OUT AGAINST PROPOSED CHANGES TO FOOD STAMPS," NEW YORK ONE NEWS, APRIL 30, 2018* <http://www.ny1.com/nyc/staten-island/news/2018/05/01/residents-speak-out-against-proposed-changes-to-food-stamps>

  Coverage of 4/30/18 rally in Staten Island against changes to SNAP in 2018 Farm Bill.

  Community activists from the Staten Island Hunger Taskforce working with Staten Islanders living with food insecurity rallied at Borough Hall on April 30th against

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cuts in the proposed House Farm Bill. Those in attendance, called on Rep. Dan Donovan (NY-11 Staten Island, Bay Ridge) to vote against this version of the Farm Bill due to indiscriminate cuts to the program and changes to SNAP. President of the taskforce, Zulma Cruz, provided a statement saying: "We have people that are going hungry. Children who are going to school without any meals. It's affecting their education. Families are getting worse because they're not getting nutritious meals, so this affects every aspect of a person's life." Task Force members and Rep. Donovan met later that week to discuss the bill and their positions.

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APPENDIX A

Department of Social Services
Human Resources Administration
Department of Homeless Services
Family Independence Administration

FIA-1199 (E) 04/17/2018 (page 1 of 6)

Worker Name: _____

Interview Date: _____

Case Number: _____

Case Name: _____

Supplemental Nutrition Assistance Program (SNAP) Application Interview Question Set

CONTACT INFORMATION			
Primary Telephone/Extension		Secondary Phone/Extension	
Residential Address			
Mailing Address			
Authorized Representative (*Name/ Address/Phone*)			
Preferred Language for Speaking		Preferred Language for Notices	
Notification Preferences (Email/ Text and Email/ U.S. Mail)			

SAMPLE

HOUSEHOLD INFORMATION															
First Name	MI	Last Name	SSN	DOB	Sex	Relationship to Case Head	Hispanic or Latino?		Enter Y (Yes) or N (No) for each race* (Codes Defined Below)					Buy & Prepare Food w/ Case Head?	Marital Status
							Yes	No	I	A	B	P	W		
						Self									

*Race/Ethnic Codes: **I** – Native American or Alaskan Native, **A** - Asian, **B** – Black or African American, **P** – Native Hawaiian or Pacific Islander, **W** – White

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Human Resources Administration
Family Independence Administration

HOUSEHOLD INFORMATION (continued)

Are you or anyone in the household known by another name? (If Yes, write name of person and other name)	☐ Yes ☐ No	
Are you or anyone in your household a veteran? (If Yes, write name of person(s))	☐ Yes ☐ No	
Are you and everyone in your household a U.S. citizen? (If No, write name(s) of non-citizen(s) and their immigration status [such as Lawful Permanent Resident, Undocumented, etc.])	☐ Yes ☐ No	
Are you or anyone living with you, between the ages of 18 and 49 years of age, attending a school or training program (above High School)? (If Yes, write Name of person(s); Name of School or Training Program; F/T?; Income; Expenses)	☐ Yes ☐ No	
Are you or anyone living with you Needed in the Home to Care For a Child Under 6 or Disabled Person? (If Yes, write Name of person(s) who provides care; Name of person(s) who receives care)	☐ Yes ☐ No	

SAMPLE

INCOME INFORMATION

Earned Income: Employment, Self-employment, Migrant Worker
Unearned Income: Social Security Benefits (SSI, Disability, Dependent Benefits, Retirement, Survivor); UIB; Workers' Comp. Child Support
Other Income: Pension; NYS Disability; Veteran Benefits; Foster Care; Alimony; Education; Room & Board; Gifts & Contributions; Other Income

Name of Person Receiving Income	Source of Income	Hours Worked Per Month	How Often Received? (e.g. Weekly, Bi-Weekly, Monthly)	Gross Amount Before Deductions

Do you or anyone living with you have any potential income that has not been received?	☐ Yes ☐ No	
Are you or anyone living with you On Strike?	☐ Yes ☐ No	
Are you or anyone living with you Unemployed?	☐ Yes ☐ No	
Have you or anyone living with you Never Worked?	☐ Yes ☐ No	

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MEDICAL INFORMATION

Do you or anyone in the household have daily activity limited because of illness or temporary disability or is blind, sick or disabled? (If Yes, write name of person(s), SSI Status- Receiving /Claim filed /Decision pending /Appealing decision/ Not applied)	☐ Yes ☐ No	
Is anyone in the household pregnant? (If Yes, write name of person(s), Expected Date of Confinement (EDC) /Pregnancy Due Date/Medically verified)	☐ Yes ☐ No	
Is Or Was anyone in the household Drug Or Alcohol Dependent? ([Dependency – Drug OR Alcohol OR Both] /Receives treatment / Name and Type of Pgm./ Hours per week in Pgm.)	☐ Yes ☐ No	
Is any Adult in the household Homebound or requesting a Home Visit? (If Yes, write name of person(s))	☐ Yes ☐ No	
Are you or anyone living with you (16 or 17 years of age) on Medicaid with a spenddown? (If Yes, write name of person(s))	☐ Yes ☐ No	

SAMPLE

HOUSEHOLD EXPENSES

Did the household receive a HEAP payment greater than $20 in the past 12 months?	☐ Yes ☐ No	
Does the household pay rent, mortgage or other shelter expenses? (Write Shelter Type /$ amount charged for rent or mortgage/ Insurance/ Taxes/ Frequency/)	☐ Yes ☐ No ☐ Primary Tenant ☐ Secondary Tenant	
Does the household pay for heating or heating fuel separately from their shelter expenses? (Write Fuel Type/ Name on bill/ Relation to Casehead/ $Amt./ Frequency/ Company Name/ Acct. #)	☐ Yes ☐ No	
Does the household pay for Electricity separately from their shelter expense? (Write Name on bill/ Resides in household? / $Amt. /Frequency / Company Name /Acct. # /Is this a heat related utility?)	☐ Yes ☐ No	

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Human Resources Administration
Family Independence Administration

HOUSEHOLD EXPENSES (continued)

Is the household charged a greater shelter expense to run an A/C or heater?	☐ Yes ☐ No	
Does the household pay for Gas for Cooking separately from their shelter expense? (Write $Amount /Frequency/Company Name/Acct.#)	☐ Yes ☐ No	
Does the household have any of the following expenses – Water, Sewage, and/or Garbage Disposal? (Write Type of Utility /Name on bill /Resides in household?/ $Amt./ Frequency /Company Name /Acct. #)	☐ Yes ☐ No	

SAMPLE

RESOURCES

Does anybody in the household have any of these resources - ***Cash on hand; Checking/Savings Bank accounts or certificates of deposit; stocks, bonds, or mutual funds; IRAs, 401Ks, annuities or other retirement accounts; Burial funds and burial spaces; Motor vehicles or boats; Real Estate and other than primary residence; Anticipated inheritance or lawsuit settlements?***	☐ Yes ☐ No

Household Member	Resource type	Amount/Value

OTHER EXPENSES

Does anybody in the household have any of these Expenses -- Medical Bills; Court-ordered Child Support; Job-Related Child/ Dependent Care Expenses; Court-ordered Tuition/Education Expenses?	☐ Yes ☐ No

Household Member With Expense	Expense type	How often paid? (Monthly, Weekly, Etc.)	Amount

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Human Resources Administration
Family Independence Administration

COMMENTS

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Human Resources Administration
Family Independence Administration

OTHER INFORMATION

Do any of the following apply to any member of the household?

1. Disqualified from receiving SNAP benefits because of fraud or an intentional program violation (IPV) ☐ **Yes** ☐ **No**
2. Violating probation or parole, or fleeing prosecution confinement or conviction for a felony ☐ **Yes** ☐ **No**
3. Sold, given away or transferred cash or property in the last three months to qualify for SNAP benefits ☐ **Yes** ☐ **No**
4. Applied for benefits in another state ☐ **Yes** ☐ **No**
5. Is in a Special Assessment situation ☐ **Yes** ☐ **No**
6. Applied for benefits outside of NYC ☐ **Yes** ☐ **No**
7. Received SNAP This Month ☐ **Yes** ☐ **No**
8. Is a victim of human trafficking ☐ **Yes** ☐ **No**
9. Is in arrears on child support payments ☐ **Yes** ☐ **No**
10. Has voluntarily quit their job or reduced their hours or income in order to qualify for SNAP benefits ☐ **Yes** ☐ **No**

SAMPLE

If Yes, Write details here:	

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APPENDIX B

FIA-1208 (E) 04/17/2018

Supplemental Nutrition Assistance Program (SNAP) On Demand Information Services / Interview Agent Daily Activity Sheet

Date _____ *Check One:* ISA ☐ ODA ☐ **Agent Name** _____ **Supervisor Name** _____

Case No.	Case Name	Ctr. ID	Phone No.	Info Request Y/N	Type of Info Requested	Applic. (A)	Recert. (R)	Incomplete/ Interrupted Interview	EFS Y/N	Deferred	Non-Deferred	Whisper Tone	FIA-1199 Used
TOTAL:													

SAMPLE

Comments: _____

_____ **Agent Signature** _____

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APPENDIX C

Form M-90e
Rev. 04/26/18

Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Application/Recertification Kit Forms

Forms included in the NCA SNAP Application/Recertification Kit:

Item	Title	Form Number	Agency
1	Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children	Attachment A	State
2	Domestic Violence Palm Card	LDSS-4583A**	State
3	Supplemental Nutrition Assistance Program (SNAP) Application/Recertification	LDSS-4826*	State
4	How To Complete The Supplemental Nutrition Assistance Program (SNAP) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP	LDSS-4826A*	State
5	How To Use Your Benefit Card To Get Supplemental Nutrition Assistance Program (SNAP) and/or Cash Benefits	LDSS-5004*	State
6	List of Participating Clinics and Hospitals (Child/Teen Health Program)	MAP-58k***	FIA
7	Child/Teen Health Program (C/THP) Fact Sheet	MAP-1096 ‡	MAP
8	Notice of Free Interpretation Services	DSS-4 ‡	DSS
9	Supplemental Nutrition Assistance Program (SNAP) Documentation Guide	W-129G ‡	FIA
10	Services for Victims of Sexual Assault	W-131 ‡	FIA
11	Photo Identification for Supplemental Nutrition Assistance Program (SNAP) / Finger Imaging for Cash Assistance Notice / AFIS Freedom Referral	W-519 ‡	FIA
12	Language Questionnaire	W-680FF ‡	FIA
13	Do you have a disability?	FLY-972 ‡	HRA
14	DSS Non-Discrimination Flyer	FLY-997***	DSS

* Denotes State forms that are available in the mandated Local Law 73 languages. NCA SNAP Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA SNAP Application/Recertification Kit.
** Available in English and Spanish only.
*** Multiple languages are contained on one form.
‡ Denotes forms that are available in the mandated Local Law 30 languages. NCA SNAP Center staff must include the appropriate foreign language version of the forms in the foreign language version of the NCA SNAP Application/Recertification Kit.

SAMPLE

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Appendix D

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Department of Social Services
Human Resources Administration
Department of Homeless Services
Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Deferral Desk Guide

Eligibility Factor	Purpose	* Documentation on file should be less than ____ days old.	Is Deferral Necessary?	Can the applicant/ participant attest?	Other Verification Options
Identity	To establish identity of applicant/participant.	Identity does not change.	No	No	Systematic Alien Verification for Entitlements (SAVE) can be used to verify identity.
Marital Status	To determine potential source of income.		Only if there is a change in marital status.	No	If the applicant/participant is divorced, then remarries, verification is needed.
Social Security Number	All applicants/participants must apply for a SSN.	SSN does not change.	No	No	SDX/State Online Query (SOLQ) system can be used to verify SSN. If SSN was pending at application, it must be verified at the next recertification period.
Household Composition	To determine who lives in the household, and/or potential income source.	60	No	Yes	Verification is only needed if questionable. Verification is needed if adding a person to the household.
Residence	To establish that the applicant/participant lives in NYC.	60	No	No	If there is a change in residence, verification is needed.
Citizenship	U.S. citizens are eligible for SNAP.	Citizenship does not change.	No	Yes	If citizenship is questionable, it must be verified.
Non-Citizen Status	Certain non-citizens are not eligible for SNAP.		No	No	SAVE is required for SNAP, so check SAVE first.

SAMPLE

* The worker must access the HRA OneViewer for applicable documentation to determine if a document is already on file.

(Turn Page)

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Human Resources Administration
Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Deferral Desk Guide

Eligibility Factor	Purpose	* Documentation on file should be less than ____ days old.	Is Deferral Necessary?	Can the applicant/ participant attest?	Other Verification Options
Earned Income	Helps determine benefit amount and Able-Bodied Adult Without Dependents (ABAWD) compliance.	30	No	No	At recertification, if the change in income is greater than $50, verification is required.
Unearned Income	Helps determine benefit amount and ABAWD compliance.	60	No	No	Resource File Integration (RFI)/ SDX/SOLQ
Resources	Required for households that are not categorically eligible for SNAP	60	No	No	Most SNAP households are categorically eligible, and therefore are not subject to a resource test.
Student	Some students are not eligible for SNAP.	Must be verified every semester.	No	No	Verification must be done every semester.
Shelter Expenses	This expense could increase the SNAP grant.	60	No	Yes	If there is a change in shelter expenses, verification is required.
Utility Expenses	This expense could increase the SNAP grant.	60	No	Yes	N/A
Medical Expenses	This expense could increase the SNAP grant.	60	No	No	If there is a change in medical expenses greater than $25, verification is required.

SAMPLE

* The worker must access the HRA OneViewer for applicable documentation to determine if a document is already on file.

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Appendix E

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LLF

NYC Human Resources Administration Department of Social Services | Family Independence Administration

Date: _____
Case Number: _____
Case Name: _____
Center Number: _____
SNAP Filing Date: _____

ACTION IS REQUIRED!

YOU MUST SUBMIT DOCUMENTS FOR YOUR SNAP CASE

Please see the list of documents in this notice needed to make a decision on your SNAP case.

SAMPLE

Documents are due by: _____

If you need help getting your documents, or more time, call us immediately at _____.

If you don't give us the documents we need, or if you don't contact us by the due date, your request for SNAP benefits will be denied or your benefits may be reduced.

Please print your full name and case number on ALL copies of the documents you send us.
Here are five ways you can provide documents:

- Fax them to _____.
- Upload them using your smart phone or tablet at www.nyc.gov/hradocs.
- Mail copies using the envelope provided.
- Bring them to a SNAP Center (Self-service options are available at select centers).
- Bring them to one of the neighborhood organizations on the list included with this letter.

We need one document for each household member listed in each category. Please see the enclosed Supplemental Nutrition Assistance Program (SNAP) Documentation Guide (**W-129G**) for additional documents that you can give us.

SEE THE NEXT PAGE(S) FOR REQUIRED DOCUMENTATION

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LLF

Human Resources Administration
Family Independence Administration

	Category	Household Member(s)	Common Documentation

SAMPLE

Legend
M - This information is required to make a decision on your application.
O - This information may affect if you are eligible for SNAP or the amount you will receive.

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LLF

Human Resources Administration
Family Independence Administration

	Category	Household Member(s)	Common Documentation

SAMPLE

Legend
M - This information is required to make a decision on your application.
O - This information may affect if you are eligible for SNAP or the amount you will receive.

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Appendix F

Form W-129G (page 1 of 4) LLF
Rev. 12/08/15

NYC Human Resources Administration Department of Social Services | Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

In order for us to determine your eligibility for SNAP benefits, we need you to give us proof of the SNAP eligibility factors listed below. The suggested documentation and helpful tips in this guide will help you to give us the proof we need to determine your SNAP eligibility.

If we determine that you are eligible for SNAP under the expedited processing rules, we can issue you benefits even if you only verify your identity. However, before we can give you more SNAP benefits, you must verify the other eligibility factors for yourself and any other household members.

If you are applying for SNAP benefits by mail or fax, please send us copies of your documentation to help us determine your SNAP eligibility as fast as possible.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
1	**Identity** Must be established and documented for the person making the application.	• Photo I.D., Driver's License • U.S. Passport • Naturalization Certificate • Hospital/Doctor's Records • Adoption Papers • Birth Certificate • Baptismal Certificate • Voter Registration Card	Any of these documents that lists the person's date of birth can also be used to verify **age**. In addition, a U.S. Passport or Naturalization Certificate can also be used to verify citizenship if we ask you for proof.
2	**Residence** Must prove that each person who is applying for SNAP benefits resides at the address listed on the application.	• Current lease • Current rent receipt listing name and address of renter • Statement from the Landlord or Primary Tenant • Mortgage Records • School Records	If a statement from the Landlord or Primary Tenant lists all the household members, it can also be used to document **household composition**.
3	**Household Composition/Size** Must provide verification of how many persons reside in the household.	• Statement from Non-Relative Landlord • Statement from Community Organization • Statement from Non-Household Member	Statement should contain the names of all persons in the household and can also be used to prove **residence**.
4	**Age** Must provide verification of age for all persons applying for SNAP benefits.	• Birth Certificate • Baptismal Certificate	A birth certificate can also be used to establish and document **identity** and **citizenship status**.
5	**Social Security Number** Must provide a Social Security number for each person in your household who is applying for SNAP benefits, or proof that one has been applied for.	• Social Security Card • Official correspondence from the Social Security Administration (SSA)	If you give us the Social Security number for each person in your household, you do not need to provide a Social Security card.

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Form W-129G (page 2 of 4) LLF
Rev. 12/08/15

Human Resources Administration
Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
6	**Citizenship** Citizenship must be documented only if it is questionable.	• Birth Certificate • Hospital Records • U.S. Passport • Military Service Records • Naturalization Certificate	Birth certificates, hospital records, U.S. Passport and Naturalization Certificate can also be used to prove **identity** and **age**.
7	**Immigration Status** Immigration status must be documented for noncitizens applying for SNAP benefits.	• USCIS Documentation (for example, a green card, stamped visa) • Evidence of continuous residence in the U.S. since prior to 1/1/72	
8	**Earned Income** If any of the household members applying for SNAP benefits are employed, the gross earnings (before any deductions), frequency and number of hours worked must be documented.	• Current pay stubs • Pay envelopes • Letter from employer listing gross earnings, frequency, and number of hours worked • Current income tax returns • If self employed – records and related materials concerning earnings and expenses	You should verify the income you received in the last 30 days.
9	**Unearned Income** If any of the household members applying for SNAP benefits are in receipt of unearned income, the type of income, amount, and frequency must be documented.	• Statement from Family Court • Current Award letter • Official correspondence from SSA • Official correspondence from the Veterans Administration • Current benefit check or stub • Statement from bank or credit union • Statement from person providing support • Unemployment Insurance Benefit (UIB) statement	If you or someone in your household is in receipt of Supplemental Security Income (SSI) no verification of SSI is required.
10	**Resources** Resources do not affect the eligibility of most households applying for SNAP benefits. However, some resource information is used to determine if you qualify for expedited processing of your SNAP application.	• Current bank or credit union records • Stock/bond certificate • Statement from financial institution • Burial plot agreement or deed • Property deed and/or appraisal • Life insurance • Vehicle registration/title	If you have resources but are not sure whether or not you are required to verify them, provide the verification. If you are required to verify resources, we will not have to wait in order to make an eligibility decision.

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Form W-129G (page 3 of 4) LLF
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Human Resources Administration
Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

Information that may affect your SNAP work registration requirements

Information that you told us about the categories below may exempt you from certain SNAP work registration requirements. It is important for you to give us proof of that information.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
11	**Disabled/ Incapacitated**	• Current SSA/SSI benefits statement • Signed and dated letter from Doctor or Medical professional, including a contact phone number	
12	**Referral**	• Signed and dated letter or statement from provider of treatment with contact phone number, hours, and days of treatment • Signed and dated letter from employment service program, including contact person and phone number	
13	**School Attendance** Affects work registration and earnings of children under 18.	• Current School records (report card or school letter) • **W-700E** School Attendance Verification Letter • Letter or current school records from a College, University, or Institution of Higher Learning	

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Form W-129G (page 4 of 4) LLF
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Human Resources Administration
Family Independence Administration

Supplemental Nutrition Assistance Program (SNAP) Documentation Guide

Expenses that may affect your SNAP eligibility or benefit amount

If you have any of the expenses listed below, it is important for you to give us verification of that expense. In some instances, the expense can make you financially eligible to receive SNAP benefits and in many other instances, it can mean you will get more SNAP benefits.

Box	Eligibility Factor	Suggested Documentation	Helpful Tips
14	**Shelter and/or Utility Expenses**	• Current rent receipt • Current lease • Mortgage book/records • Property and school tax records • Landlord statement • Sewer and water bills • Homeowner's insurance records • Fuel bills • Non-heating utility bills • Telephone bills	As long as a household can establish that they have a shelter expense, credit for paying rent/mortgage and/or utilities will be given even if the household is not currently keeping up with the payments.
15	**Medical Bills** This is only for elderly or disabled persons who incur this expense.	• Copies of medical bills (paid and unpaid) • Provider statement of health insurance Premiums • Medicare Prescription Drug Card	This refers to medical expenses that persons pay for out-of-pocket. Do not include documentation for any bills that are paid or supposed to be paid by someone not in the household.
16	**Health Insurance**	• Insurance Policy or Insurance Card • Statement from insurance provider of coverage, including health insurance premium • Medicare award letter	
17	**Dependent Care Cost/ Other Expenses**	• Court order • Statement from day care center or other child care provider • Statement from aide or attendant • Canceled checks or receipts	

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Appendix G

Do you have documents to submit to the Human Resources Administration (HRA)?

You don't need to go to your Supplemental Nutrition Assistance Program (SNAP) Center to hand in documents. Visit any one of the locations below instead. It may be more convenient than going to your SNAP center. All of these locations will accept your documents on HRA's behalf.

For more information, please call one of your local Community Based Organizations (CBOs) listed below.

SAMPLE

BRONX

PHIPPS
3125 3rd Avenue
Bronx, NY 10451
(212) 894-8060
Wednesday: 9 AM - 4:30 PM

PART OF THE SOLUTION
2759 Webster Avenue
Bronx, NY 10458
(718) 220-4892
Monday, Tuesday, Wednesday and Friday:
9 AM - 3 PM

MANHATTAN

COMMUNITY KITCHEN OF WEST HARLEM
252 West 116th Street
New York, NY 10026
(212) 894-8060
Monday - Friday: 9 AM - 4 PM

NEW YORK COMMON PANTRY
8 East 109th Street
New York, NY 10029
(917) 720-9705
Thursday and Friday: 3 PM - 4 PM
Saturday: 12 PM - 2 PM

BROOKLYN

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
145 East 98th Street
Brooklyn, NY 11212
(917) 819-3200
Monday and Tuesday: 9 AM - 5 PM

RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL
184 Wyckoff Avenue
Brooklyn, NY 11237
(718) 366-1830
Monday - Friday: 9 AM - 5 PM

COMMUNITY SERVICE CENTER OF GREATER WILLIAMSBURG
3784 Flushing Avenue
Brooklyn, NY 11205
(718) 865-8278
Monday - Thursday: 10 AM - 5 PM

STATEN ISLAND

PROJECT HOSPITALITY/ EL CENTRO
1546 Castleton Avenue
Staten Island, NY 10302
(718) 447-5483
Friday: 10 AM - 12 PM

COMMUNITY HEALTH ACTION OF STATEN ISLAND (CHASI)
23 Hyatt Street
Staten Island, NY 10301
(718) 808-1800
Monday - Friday: 9 AM - 4 PM

QUEENS

URBAN UPBOUND OF LONG ISLAND CITY
12-15 40th Ave.
LIC, NY 11101
(718) 784-0877 ext. 318
Tuesday and Friday: 10 AM - 1:30 PM

RIVER FUND
89-11 Lefferts Boulevard
Queens, NY 11418
(718) 441-1125
Monday - Friday: 9 AM - 3 PM

DIAL 311 for an updated list of locations

NYC Human Resources Administration Department of Social Services | Family Independence Administration

FIA-1138 (E) 05/23/2017 LLF

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