

Online address: <http://otda.ny.gov/programs/snap/>

### Program

The Supplemental Nutrition Assistance Program (SNAP) is administered by the U.S. Department of Agriculture (USDA), the New York State SNAP Program, issues monthly electronic benefits that can be used like cash at authorized retail food stores for the purchase of food. Eligibility and benefit levels are based on household size, income, assets and other factors.

### Eligibility

If your income (based on your family size) is less than or equal to the amounts in the charts below, you may be eligible for SNAP benefits. A SNAP budget must be calculated for your household in order to determine eligibility and benefit amount. The only way to determine if your household is eligible for SNAP benefits is to apply.

“Income” means:

- Your household’s total gross monthly income before taxes and withholdings are subtracted.
- Benefits from other assistance programs such as Unemployment Insurance Benefits, Public Assistance payments, Social Security or SSI benefits, and child Support received count as income.
- Certain household expenses, such as monthly child support payments paid by a member of your household for a child who does not live with you, can be deducted from your household’s gross income.

Income Guidelines (no elderly or disabled member)			
Family Size	Monthly Gross Unearned Income*	Monthly Gross Earned Income*	Maximum SNAP Allotment*
1	\$ 1,287	\$ 1,485	\$ 194
2	\$ 1,736	\$ 2,003	\$ 357
3	\$ 2,184	\$ 2,520	\$ 511
4	\$ 2,633	\$ 3,038	\$ 649
5	\$ 3,081	\$ 3,555	\$ 771
6	\$ 3, 530	\$ 4,073	\$ 925
7	\$ 3,980	\$ 4,592	\$ 1,022
8	\$ 4,430	\$ 5,112	\$ 1,169
Each additional person	\$ 451 +	\$ 520 +	\$ 146 +

\*These figures are based upon SNAP Standards effective October 1, 2016.

<b>Income Guidelines for Households with an Elderly or Disabled Member and Households with Dependent Care Expenses</b>		
<b>Family Size</b>	<b>Monthly Gross Income*</b>	<b>Annual Gross Income*</b>
1	\$ 1,980	\$ 23,760
2	\$ 2,670	\$ 32,040
3	\$ 3,360	\$ 40,320
4	\$ 4,050	\$ 48,600
Each additional person	\$ 693 +	\$ 8,316 +

\*These figures are based upon SNAP Standards effective October 1, 2016.

Note: There is no resource test for households with elderly/disabled members whose income falls at or below the amount listed above, unless a member of the household has been sanctioned or disqualified from participation in SNAP. Households with elderly/disabled members whose gross income exceeds these amounts may still be eligible for SNAP, if their countable resources do not exceed \$2,250.

### **Applications**

New York State has two application forms – the 16-page common application form, sometimes referred to as the “joint application,” and a 6-page simplified SNAP application. Those wanting to apply for food stamps can use either of these forms. The 6-page form is simpler and easier to fill out, but should not be used by anyone who wishes to apply for multiple assistance programs, since it is a SNAP-only application.

### **Apply Online**

[myBenefits.ny.gov](http://myBenefits.ny.gov) or [www.accessnyc.gov](http://www.accessnyc.gov)

### **Download an application**

<http://otda.ny.gov/programs/applications/#snap>

### **Apply by mail, fax or in person**

The completed applications can be turned in by fax, mail, in person, or by a third party, such as a friend, relative, or community agency representative to your local SNAP Center. If you go to the local SNAP Center to pick up an application, you have the right to submit your application the same day, and you will be screened to see if you may be eligible for Expedited SNAP Benefits.

**Application process**

After your application is filed, Human Resources Administration (HRA) or the SNAP office will review your information, conduct an interview, and determine your household's eligibility for SNAP.

This interview is done on the phone, usually within 2 days. If you request an in office interview, one will be afforded you, as is your right.

Once the HRA receives an application, it has no more than 30 calendar days to act on the application and issue a Notice of Decision on your household's Food Stamp eligibility. HRA must make a timely decision on the food stamp application even if the application for cash assistance is withdrawn or deferred. HRA has 5 calendar days to issue expedited food stamps to eligible households. HRA can make expedited food stamp benefits available on the same day.

**What should I bring to the interview?**

- Proof of identity (driver's license, ID card).
- Proof of address, unless you are homeless (apartment or house lease, electric, gas, water or phone bill, rent book or receipt, or mortgage statement or a Primary tenant Form or letter).
- Social Security numbers of everyone you are applying for. If you do not have a number, you will have to apply for one.
- Proof of the amount of all earned and unearned income before taxes or deductions (pay stubs for the past two months, or an employer wage statement, benefits letter from Social Security, Unemployment Compensation, Veterans Administration or pensions and /or child support received).
- Household composition – how many people live and eat together.
- Proof of shelter costs (rent, utilities and phone – either landline or cell, whichever you feel is more). If you want us to count your actual utility expenses, you will have to verify them.
- Proof of immigration status for non-citizens who are applying for Food Stamps. If you, or anyone in your household is a Legal Permanent Resident (LPR or "Green Card" holder) you have to have had your "card" for at least 5 years to be eligible to receive Food Stamp Benefits. You do not have to provide any immigration information on people who are not applying for Food Stamps.
- Proof of child support payments you make if you want us to consider the amount you pay (support order, separation agreement, child support records).
- Proof of out-of-pocket medical expenses if you are age 60 or older or receive federal disability benefits (doctor or hospital bills; prescription receipts, receipts for over-the-counter medical expenses if prescribed by a medical practitioner; transportation costs to get to medical care; or out-of-pocket medical expenses such as co-payments, transportation cost to and from your doctor or health care provider; any Medicaid Spend down-excess medical payments; or other Federal, State, or Local health care programs such as Medicaid Buy-In for working Persons with a Disability-MBIWPD )
- Proof of child care expenses if you are working or looking for work or in training.

**Interview Process**

SNAP rules require that every applicant household must be interviewed. The interviews are often held at the HRA office with an adult member of the family ("face-to face"), either at the time of the application or a later date.

Any adult member of the applying household can attend the face-to-face interview, and they may bring with them anyone they want, including an attorney or other advocate.

**Missed Interview Rules At Application:**

Local districts must comply with the federal regulations for sending a Notice of Missed Interview (NOMI) during the food stamp application and recertification process.

1. The local district must interview all SNAP applicants on the day they submit their application. If the local district cannot interview the household on the day it is submitting the application, then the LDSS must provide a scheduled date and time for the interview.
2. For new SNAP applicants that have missed their interview, local districts must mail a "Notice of Missed Interview" letter (NOMI). This required notice informs the household that it is now the household's responsibility to reschedule the eligibility interview.
3. If the new SNAP applicant household fails to appear for its scheduled interview AND does not contact the local district upon receiving the NOMI, the district will deny the household's case for failure to comply with the eligibility interview requirement. The district (HRA) must allow 30 days from the filing date before sending this denial notice. (The district will send the household two notices: 1. the NOMI and 2. denial letter).
4. The local district (HRA) must reschedule the eligibility interview for all households that respond to the missed interview notice or NOMI.

**Exceptions to the face to face interview:**

There are exceptions to the requirement that the applicant must attend a face-to face interview. Authorized Representatives (such as a friend, family, an authorized staff member from an agency) can attend the interview in place of the applicant. CIDNY staff cannot serve as an authorized representative.

This person cannot be part of the applicant's household, but must be able to provide the LDSS (HRA) all the information it needs to determine eligibility, including the household's documentation. Also, if an applicant wants someone to act as an authorized representative, an adult member of the household must provide a written notice to the LDSS giving the person permission to act as their Authorized representative. The LDSS cannot force a household to use an authorized representative.

The LDSS (HRA) can grant an interview waiver, and now many new NYS SNAP initiatives allow eligible households choice of having a phone interview.

The New York State Office of Temporary and Disability Assistance (OTDA) has created a new form (LDSS-4942) specifically for households wishing to designate an authorized representative. This form is recommended but cannot be required by the LDSS. The form was developed for use with the new electronic application, but is available statewide for use with any applicant household.

**Interview Waivers**

Applicants who do not have an authorized representative, or do not wish to use one, may be eligible for a waiver of the face-to-face requirement. Waiving the face-to-face interview does not mean that there is no interview at all – rather, the interview is done by telephone or home visit instead of requiring the household to travel to the LDSS office. Many households are now automatically granted a phone interview based on their eligibility. Other households have to request an interview waiver.

**Interview waiver eligibility**

Households with hardship are eligible for waivers on a case-by-case basis. Reasons may include:

- Transportation difficulties
- Illness
- Care of a household member
- Prolonged severe weather
- Work hours with conflict with LDSS business hours

The LDSS (HRA) MUST waive the in-office interview, when requested if all adults are elderly or disabled and there is no earned income in the household. The LDSS (HRA) can choose whether to do a telephone interview or send a worker to the home for the interview. If they do a home visit, it must be scheduled in advance – they cannot show up without notice.

**Initiatives That Grant Automatic Waivers:**

There are several initiatives that most often grant an automatic telephone interview at application. These include:

1. Electronic Application submission of a food stamp application.
2. Mail-In Application and Referral Unit (MARU) – an initiative in NYC allows households to apply by mail or fax, at community agencies, or through the 311 hotline. Applying through MARU grants a waiver for most families.
3. Working Families Food Stamp Initiative (WFFSI) or households meeting the guidelines.

**How to use your EBT card:**

SNAP Benefits are provided through an electronic benefit card, similar to a bank debit card or credit card. This process is called Electronic Benefits Transfer (EBT). If you are eligible, you will be issued an EBT card, an account will automatically be set up for you, and every month your benefits will automatically be deposited into your account. Your EBT card and Personal Identification Number (PIN) is used to pay for your Food at authorized retail Food stores.

**SNAP Centers:** open 8:30 AM to 5 PM Monday through Friday. Locations marked with \*\* are open until 6 PM on weekdays and are open 9 AM to 5 PM on Saturdays.

### **Brooklyn Locations**

**\*\*\*SSI Recipient ONLY (S15) – phone, mail, and fax office**

**Must be receiving SSI and live alone or with spouse who also receives SSI.**

253 Schermerhorn Street

1<sup>st</sup> Floor

Brooklyn, NY 11201

718-722-8013

#### **Coney Island (S22)**

2857-2863 West 8<sup>th</sup> Street

4<sup>th</sup> Floor

Brooklyn, NY 11224

718-722-8013

#### **East New York (S28)**

404 Pine Street

1st Floor

Brooklyn, New York 11208

718-722-8013

#### **\*\* Ft. Greene (S20)**

275 Bergen Street

1st Floor

Brooklyn, NY 11217

718-722-8013

#### **North Brooklyn (S26)**

500 DeKalb Avenue

5th Floor

Brooklyn, NY 11205

718-722-8013

#### **Williamsburg (S21)**

30 Thornton Street

4th Floor

Brooklyn, NY 11206

718-722-8013

### **Bronx Locations**

**\*\* Concourse (S45)**

1375 Jerome Avenue

2nd Floor

Bronx, NY 10452  
718-722-8013

**Crotona (S46)**  
1910 Monterey Avenue  
5th Floor  
Bronx, NY 10457  
718-722-8013

**Hunts Point (S40)**  
845 Barretto Street  
B-Level Fl., Bronx, NY 10474  
Tel: 718-722-8013

### **Manhattan Locations**

**East End (S02)**  
2322 Third Avenue  
3rd Floor  
New York, NY 10035  
718-722-8013

**St. Nicholas (S14)**  
132 W.125th Street  
3rd Floor  
New York, NY 10027  
718-722-8013

**Washington Heights (S13)**  
4055 10th Avenue  
Lower Level  
New York, NY 10034  
718-722-8013

**\*\*Waverly (S19)**  
12 West 14th Street  
4th Floor  
New York, NY 10011  
718-722-8013

### **Queens Locations**

**\*\*Jamaica (S54)**  
165-08 88th Avenue  
3rd Floor

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This institution is an equal opportunity provider.  
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Jamaica, NY 11432  
718-722-8013

**Queens (S53)**

32-20 Northern Blvd.  
2nd Floor  
(Entrance on One Honeywell Street)  
LIC, NY 11101  
718-722-8013

**Rockaway (S79)**

219 Beach 59th St.  
1st Floor  
Rockaway, NY 11692  
718-722-8013

**Staten Island Location****\*\*Richmond (S99)**

201 Bay Street  
2nd Floor  
Staten Island, NY 10301  
718-722-8013

**For further information on this SNAP Fact Sheet, contact CIDNY staff:**  
**Nutrition Outreach Education Program Coordinator**  
**646-442-4155 (T)**