



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor**

Informational Letter

Section 1

Transmittal:	12-INF-12
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	August 15, 2012
Subject:	Pub-4916 (Rev 12/11): <i>Helping Hands for People in Need</i> Brochure no longer required
Suggested Distribution:	Food Stamp Director Temporary Assistance Director Food Stamp Benefits Staff Staff Development Coordinator
Contact Person(s):	Food Stamp Bureau @ 1-800-343-8859, ext. 3-1469
Attachments:	
Attachment Available On – Line:	☐

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
07 ADM 09 10 INF 04					

Note: As of August 29, 2012, any reference to the Food Stamp Program in this document shall mean the Supplemental Nutrition Assistance Program (SNAP) and any reference to Food Stamp benefits or Food Stamps (FS) shall mean SNAP benefits.

Section 2

I. Purpose

The purpose of this Information Letter (INF) is to inform social services districts that the “*Helping Hands for People in Need*” (Pub-4916) is no longer required in all applications for SNAP, formerly known as Food Stamps, benefits, including applications for Temporary Assistance (TA) and/or Medicaid (MA).

II. Background

As established in 07 ADM-09, effective January 1, 2008, OTDA expanded categorical eligibility for most SNAP households, except those disqualified due to an IPV or sanctioned, through the provision of a TANF/MOE-funded service provided in the form of the “*Helping Hands for People in Need*” (Pub. 4916) brochure to all SNAP applicant and recipient households. The brochure had been provided to all recipients of ongoing SNAP benefits via an annual mailing of the brochure, and to all applicants for SNAP benefits, including applicants for Temporary Assistance (TA) and/or Medicaid (MA), by requiring inclusion of the brochure in application packets.

III. Program Implications

This release is to advise local social services districts that the brochure is **no longer required** to be included in application packets. The client approval notices provided at application and recertification have the *Helping Hands* brochure information incorporated as an addition to the notice text.

Please note that social services districts will continue to have the option to download the brochure from the OTDA intranet and order the brochure from Document Services for local district distribution if so requested.

IV. Forms Ordering Information

- Although there will be no more printings of this brochure, the revised English version of the PUB-4916: “*Helping Hands for People in Need Brochure*” and the PUB-4916 SP (Spanish) versions remain available for social services districts to order from the state and optionally distribute until supplies run out.
- Any future written requests for master camera ready copies of the English and Spanish versions of the documents, should be submitted on OTDA-876: “*Request for Forms or Publications*,” and should be sent to:

**Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201**

- The above referenced documents are posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/#e4500 and are available for downloading by local social services districts for reproduction locally.
- Upon the release of this INF all previous versions of the “Helping Hands for People in Need Brochure” must immediately be destroyed and replaced with the revised 12/11 version.
- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Documents may also be ordered through Outlook. To order the forms you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.ny.net/> then under Program Areas, go to Division of Operations and Program Support page, then to OPS E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us .
- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.ny.net/ldss_eforms/.

Issued By

Name: Phyllis Morris

Title: Acting Deputy Commissioner

Division/Office: Center for Employment and Economic Supports