

READ THE IMPORTANT INFORMATION BELOW
APPLICANT/RECIPIENT RIGHTS AND RESPONSIBILITIES FOR SNAP

Additional information regarding your rights and responsibilities is contained in the Client Information Books (LDSS-4148A; LDSS4148B and LDSS-4148C. These books can be obtained at your local district or at <http://otda.ny.gov/programs/applications/>.

AS AN APPLICANT/RECIPIENT OF SNAP BENEFITS YOU HAVE RIGHTS:

TO HAVE AN INTERVIEW:

- 1) The interview must be scheduled as promptly as possible in order to determine eligibility and to issue benefits within 30 days of application filing.
- 2) You may bring someone to your interview to interpret for you. If you need an interpreter, the agency will arrange for one at no cost to you. You cannot be denied access to services because you are not fluent in English or hearing or speech impaired. Local districts may utilize the TTY/TTD relay systems to gain access to services for hearing or speech impaired applicants/recipients. If you have any special needs you can request special accommodations from your social services district.
- 3) If you have a disability, you have the same right to access and to be interviewed for SNAP as someone who does not have a disability.
- 4) You must be told, within 30 days of the date you turned in (filed) your Application for SNAP Benefits, if your Application is approved or denied. If you are eligible for expedited processing you must be told within 5 days after the date you turned in (filed) your Application if you are qualified for SNAP Benefits.

Applications for SNAP must be processed in accordance with SNAP procedures, including timeliness, notice and Fair Hearing requirements regardless of whether the application is for SNAP and other programs. A household may not be denied SNAP benefits solely because it has been denied benefits from other programs.

- 5) You may request that the in-office interview be waived in hardship situations. Hardship generally includes, but is not limited to, illness, transportation difficulties, care of a household member, hardship due to residency in a rural area, prolonged severe weather, or work or training hours that prevent you from coming in during the social services district's office hours. The in-office interview will be waived, at your request, if all the adult members of your household are elderly or disabled with no earned income. The agency may waive the in-office interview in favor of a telephone interview or scheduled home visit. In-person interviews may be scheduled in advance at any mutually acceptable location including a household's residence.

- 6) Get a written notice telling you if your application for SNAP Benefits is approved or denied:

-If your Application is approved, this notice will tell you the amount of SNAP Benefits you will get;

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-If your Application is denied, this notice will tell you why and what you should do if you disagree or do not understand this decision.

RESPONSIBILITY TO ACCESS YOUR SNAP BENEFITS:

If you are receiving SNAP Benefits with Electronic Benefit Transfer (EBT): If you are approved to get SNAP Benefits, your benefits will be issued to your Electronic Benefit Transfer (EBT) SNAP Benefits account on the same date each month. If you do not use your EBT SNAP Benefits account for 365 consecutive days, it will fall into expungement status. This means that any SNAP Benefits that have been available in your account for at least 365 days will be expunged (removed). Expunged SNAP Benefits cannot be replaced.

CONFERENCE AND/OR FAIR HEARING:

If you think any decision about your case is wrong, or you do not understand any decision, talk to your worker right away. If you still disagree or do not understand, you have the right to a Conference and/or a Fair Hearing.

CONFERENCE - A Conference is when you meet with someone other than the person who made the decision about your case. At the Conference this person will review that decision. Sometimes a Conference is the fastest way to solve any problems you may have. We encourage you to ask for one even if you have requested a Fair Hearing. However, Conferences are voluntary, and you can request a Fair Hearing even if you do not request a Conference.

To ask for a Conference, call or write your local social services district.

NOTE: A CONFERENCE IS **NOT** A FAIR HEARING. If you want a Fair Hearing, you must request one. If you are told that your case is being closed, or that your SNAP benefits or other help you are getting will change, and the problem is not settled through a Conference, you must ask for a Fair Hearing to keep your SNAP benefits you are getting from being stopped or changed. Your time to request a fair hearing and your right to "aid to continue"; will not be extended by requesting or having a conference.

FAIR HEARING - A Fair Hearing is a chance for you to tell an Administrative Law Judge from the New York State Office of Temporary and Disability Assistance why you think the social services district's decision about your case was wrong. After the Fair Hearing, the State will then issue a written decision which will state whether the social services district's decision was right or wrong. The written decision may order the social services district to correct your case.

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TIME LIMITS TO ASK FOR A FAIR HEARING - If you want to ask for a Fair Hearing for SNAP, call right away because there are time limits. If you wait too long, you may not be able to get a Fair Hearing. If you get a notice about your case and you want to ask for a Fair Hearing, the notice will tell you how much time you have to ask for the Fair Hearing. Be sure to read all of the notice carefully. If your notice tells you that your SNAP benefits have been denied, will be stopped or reduced, you may ask for a Fair Hearing within 90 days from the date of the notice. You may ask for a Fair Hearing if you think you are not getting enough SNAP benefits at any time within the certification period.

If you do not get a notice about your case, and your benefits are denied, stopped or reduced you can also ask for a Fair Hearing.

AID CONTINUING:

If you get a notice telling you that your benefits will be stopped or reduced, and you ask for a Fair Hearing before the **effective date** on your notice, your SNAP benefits will, **in most instances**, stay the same ("aid continuing") until the Fair Hearing decision is made. If you do not get a notice about your case, and your benefits are stopped or reduced, at the same time that you ask for a Fair Hearing, you can ask that your SNAP benefits be restored ("aid continuing") until the Fair Hearing decision is made.

However, if you get "aid continuing" and you lose the Fair Hearing, you will have to pay back any benefits that you received as "aid continuing" while waiting for the Fair Hearing decision.

If you do not want the SNAP benefits you have been getting to stay the same until the Fair Hearing decision is made, you must tell this to the New York State Office of Temporary and Disability Assistance when you call or write for a Fair Hearing.

EMERGENCY: If your situation is very serious, the New York State Office of Temporary and Disability Assistance will set up a Fair Hearing for you as soon as possible. When you call or write for a Fair Hearing, be sure to explain that your situation is very serious.

HOW TO ASK FOR A FAIR HEARING:

If you live anywhere in New York State, you may request a Fair Hearing by telephone, fax, online, or by writing to the address below. The New York State Office of Temporary and Disability Assistance will send you a notice, which tells you when and where the Fair Hearing will be held.

Telephone: State wide toll free request number is 800-342-3334. Please have the notice, if any, with you when you call.

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Fax: your Fair Hearing Request to: 518-473-6735

Online: Complete online request form at <http://otda.ny.gov/hearings/>

In writing: For notices, fill in the supplied space and send a copy of the notice, or write to:

Fair Hearing Section
NYS Office of Temporary and Disability Assistance
Fair Hearings
P.O. Box 1930
Albany, New York 12201-1930

Please keep a copy of any notice for yourself

If you live in **New York City** you may also make your request in person by walking into the office listed below.

Walk-In: (New York City Only) Bring a copy of the notice, or ask for a hearing on a matter not based on a notice, to:

Office of Administrative Hearings
Office of Temporary Assistance
14 Boerum Place
Brooklyn, New York

NOTE: For New York City emergency fair hearings only, call 800-205-0110. Do not use this telephone number for anything except emergencies. Requests that do not involve emergencies will not be taken at this number.

INTERPRETERS: You have the right to an interpreter at no cost to you if English is not your primary language, or if you are hearing or speech impaired.

HOW TO PREPARE FOR A FAIR HEARING:

The New York State Office of Temporary and Disability Assistance will send you a notice, which tells you when and where the Fair Hearing will be held.

To help you get ready for the Fair Hearing, you have the right to look at your case record and get free copies of the forms and papers which will be given to the Administrative Law Judge at the Fair Hearing.

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You can also get free copies of any other papers in your case record which you think you may need for the Fair Hearing. Usually, you can get these papers before the hearing or at the hearing at the latest. If you ask for any papers related to your hearing, and the social services district does not give them to you before or at the hearing, you should tell the Administrative Law Judge about it.

You should also bring to the Fair Hearing any witnesses who can help you and any information you have such as: **Pay stubs, Bills, Receipts, Leases, Doctor's statements**, to help you explain why you think the social services district's decision is wrong.

You can bring a lawyer, a relative or a friend to the Fair Hearing to help you explain why you think a social services district's decision about your case is wrong. If you cannot go to the Fair Hearing, you can send someone else in your place. If you are sending someone who is not a lawyer to the Fair Hearing, you should give this person a letter to give to the Administrative Law Judge. This letter should tell the Judge that this person is taking your place. If the Administrative Law Judge decides that your presence is required, and your testimony is necessary, the hearing may be re-scheduled for another day for you to appear. You will be notified of the new day by mail. If you think you need a lawyer to help you with your Fair Hearing, you may be able to get a lawyer at no cost to you by calling your local Legal Aid or Legal Services Office. For the names of other lawyers, call your local Bar Association.

Someone from the social services district will also be at the Fair Hearing to explain the social services district's decision about your case. You or your representative will be able to question this person and any witnesses from the social services district.

NOTE: If you ask, you will be able to get back the money you had to pay for public transportation, child care and other necessary expenses to go to the fair hearing. If no public transportation is available, you may be able to get back the money you had to pay for another type of transportation. If you are unable to use public transportation because of a medical problem, you may be able to get back the money you had to pay for another type of transportation. However, you may be asked to provide medical verification.

TO LOOK AT YOUR CASE AND COMPUTER RECORDS:

Once you apply for SNAP benefits or other help, case records and computer records are kept about your case. Usually, you have the right to look at those records. However, you may not be able to look at all of the records. Your worker can explain the rules to you.

When you write for copies of your computer records, the Personal Privacy Protection Law requires that New York State agencies, send you your records; or tell you why they will not give you your records; or tell you they have your request and they will determine if you are allowed to get your records within five working days of when they get your request letter.

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IF YOU ARE SUSPECTED OF FRAUD

If you find out that you are being investigated because your worker thinks you did not tell the truth about your case, you should talk to a lawyer. If you are charged with welfare fraud in criminal court, the court will, if you are eligible, assign a lawyer to represent you at no cost.

AS AN APPLICANT/RECIPIENT OF SNAP BENEFITS YOU HAVE SEVERAL RESPONSIBILITIES:

EMPLOYMENT REQUIREMENTS FOR SNAP APPLICANTS AND RECIPIENTS

Unless you are exempt from work registration requirements, you must:

- Accept a job or a referral to a job opening
- Participate in an assessment of your ability to work
- Provide information regarding your employment status and availability for work
- Participate in work activities as assigned by the social services district

You are a work registrant and required to comply with work requirements unless you are determined by the social services official to be:

- Younger than 16 years of age or 60 years of age or older
- Mentally or physically disabled, incapacitated or ill and unable to engage in work activities
- Responsible for the care of a dependent child under the age of six. If you are participating in work experience under a federally-funded Temporary Assistance program, this exemption from SNAP work requirements does not apply.
- Subject to and complying with a work requirement under a federally funded Temporary Assistance program. If you are assigned to work experience, this exemption from SNAP work requirements does not apply.
- Responsible for the full-time care of an incapacitated person
- An applicant for or recipient of Unemployment Insurance Benefits
- A regular participant in a drug or alcohol treatment program and the social services official determines that you are unable to work or that assignment to work activities is impractical
- A student enrolled at least half-time in a recognized school, training program or institution of higher education
- Employed at least 30 hours a week or earning at least the equivalent of 30 times the federal minimum wage per week
- An applicant for Supplemental Security Income (SSI) and SNAP benefits under the joint processing provisions
- A 16 or 17 year old individual who is not the head of household or who is attending school or an employment program at least half-time

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If you fail to comply with a SNAP work assignment or quit a job, you may lose your SNAP benefits. The length of time you will lose your benefits depends on the number of times you have failed to comply with a work requirement.

ADDITIONAL WORK REQUIREMENTS FOR SNAP RECIPIENTS WHO ARE ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWDs)

If you are a work registrant/subject to SNAP work requirements, you also must meet additional SNAP eligibility requirements unless you are:

- Under 18 years of age or 50 years of age or older;
- Living in a SNAP household that includes a member who is under 18 years of age;
- Pregnant; or
- Unable to work at least 80 hours a month due to a physical or mental limitation.

If you are a work registrant and not exempt due to one of the reasons listed above you are only eligible to receive SNAP benefits for three months in a 36 month period unless you:

- Work (including “in-kind” work and volunteer work) for at least 80 hours per month;
- Participate in a qualifying work/training program approved by the social services district for at least 80 hours per month;
- Comply with a Work Experience Program (WEP) assignment for the number of hours equal to your SNAP grant divided by the higher of the federal or State minimum wage;
- Participate in a program under the Workforce Investment Opportunity Act which may include job search, job readiness, occupational skills training and education activities, or the Trade Act of 1974 for at least 80 hours per month; or,
- Participate in a combination of work or qualifying work programs for at least 80 hours per month.

If an ABAWD wants to receive SNAP benefits beyond the 3 month limit and is unable to secure paid employment of at least 80 hours a month, you should contact the social services district to discuss what work or work programs may be available to permit the ABAWD to meet the work requirement.

If an ABAWD does not meet the work requirement and loses eligibility for SNAP, he/she may be able to receive SNAP again, if otherwise eligible, and should contact the social services district to discuss what he/she needs to do to regain SNAP eligibility.

In addition, the ABAWD must provide documentation of participation in unpaid work activities on a monthly basis and report to the social services district within 10 days after the end of the month if his/her work hours go below 80 hours a month.

RESPONSIBILITY TO RESCHEDULE A MISSED INTERVIEW:

As an Applicant/Recipient of SNAP Benefits, you have the responsibility of rescheduling a missed interview before the 30th day after the date you applied to avoid losing SNAP Benefits.

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RESPONSIBILITY TO PROVIDE PROOF:

When you are applying for SNAP, you will be asked to provide proof of certain things. Your worker will advise you of what is needed. Document requirements may vary for different assistance programs. If the social services district already has proof of certain things that do not change such as social security number, you do not need to prove it again.

By having proof of identity and other important documents when you first apply for assistance, you may be able to get help sooner.

If you are dropping off documents at your social services office, ask for a receipt which should include the district name, your name, the date, time, list of each specific document being left, and the name of the worker giving you the receipt.

You must provide the proof that your worker tells you is needed to have your eligibility for SNAP determined. If you are having trouble getting the proof, make it known to your worker.

NON-CITIZEN ELIGIBILITY INFORMATION:

Many non-citizens are qualified aliens who are eligible for SNAP Benefits. Even if you are not, your children may be eligible. SNAP Benefits should not affect your immigration status with respect to any USCIS decision regarding your immigration matter.

You may be eligible for SNAP Benefits if you are a United States (U.S.) citizen, a non-citizen U.S. national (people born in American Samoa or Swains Island), or a qualified alien. A qualified alien for SNAP eligibility is:

1. An American Indian born in Canada with at least 50 per centum of blood of the American Indian race under section 289 of the Immigration and Nationality Act (INA), or
2. A member of a federally recognized Indian tribe under section 4(e) of the Indian Self-Determination and Education Assistance Act, or
3. An alien admitted as a Hmong or Highland Laotian, including the spouse (or un-remarried surviving spouse) or unmarried dependent child, or
4. A refugee admitted under section 207 of the INA, or
5. An alien granted asylum under section 208 of the INA, or

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6. An alien whose deportation has been withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under section 241(b)(3) of the INA, or
7. An alien admitted as a Cuban or Haitian entrant under section 501(e) of the Refugee Education Assistance Act of 1980, or
8. An alien who is a victim of trafficking under section 103(8) of the Trafficking Victims Protection Act of 2000, or
9. A lawfully residing alien who is on active duty in the U.S. Armed Forces, an honorably discharged veteran whose discharge is not because of immigration status, his or her spouse and unmarried dependent children, or un-remarried surviving spouse, or
10. An alien admitted as an Amerasian, or
11. An alien lawfully admitted for permanent residence under the INA and who has 5 years in status, or
12. An alien paroled under section 212(d)(5) of the INA for at least 1 year and who has 5 years in status, or
13. A battered spouse or child, parent of a battered child or child of a battered parent with a petition pending or approved under 8 USC 1641(c) who entered before 8/22/96 or has 5 years in status, or
14. Aliens also may be eligible for SNAP Benefits if:
 - They are lawfully admitted for permanent residence and have earned, or can be credited with 40 quarters of work;
 - They are in a qualified status listed above and receive certain disability or blindness benefits;
 - They are in a qualified status listed above and are under 18 years old;
 - They are lawfully in the U.S. on August 22, 1996 and are now blind or disabled or 60 years of age or older;
 - They are Iraqi or Afghani nationals granted special immigration status under section 101(a)(27) of the INA or have been granted conditional entry under section 203(a)(7) of the INA as in effect before 4/1/80.

READ THE IMPORTANT INFORMATION BELOW SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM BENEFITS (SNAP) PENALTY WARNING:

Any information you provide in connection with your application for SNAP will be subject to verification by Federal, State and local officials. If any information is incorrect, you may be denied SNAP. You may be subject to criminal prosecution if you knowingly provide incorrect information which affects eligibility or the amount of benefits. Anyone who is violating a condition of probation or parole or anyone who is fleeing to avoid prosecution, custody or confinement for a felony and is actively being pursued by law enforcement is not eligible to receive SNAP benefits.

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If a SNAP household member is found to have committed an Intentional Program Violation (IPV), the member will not be able to get SNAP benefits for a period of:

- 12 months for the first SNAP-IPV;
- 24 months for the second SNAP-IPV;
- 24 months for the first SNAP-IPV, that is based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of a controlled substance (Illegal drugs or certain drugs for which a doctor's prescription is required);
- 120 months if found to have made a fraudulent statement about who you are or where you live in order to get multiple SNAP benefits simultaneously, unless permanently disqualified for a third IPV;

Additionally, a court may bar an individual from participation in SNAP for an additional 18 months.

Permanent disqualification of an individual for:

- The first SNAP-IPV based on a court finding of using or receiving SNAP benefits in a transaction involving the sale of firearms, ammunition or explosives;
- The first SNAP-IPV based on a court conviction for trafficking SNAP benefits for a combined amount of \$500 or more (Trafficking includes the illegal use, transfer, acquisition, alteration or possession of SNAP authorization cards or access devices);
- The second SNAP-IPV based on a court finding that an individual used or received SNAP benefits in a transaction involving the sale of controlled substances (Illegal drugs or certain drugs for which a doctor's prescription is required);
- All third SNAP Intentional Program Violations.

Any person convicted of a felony for knowingly using, transferring, acquiring, altering or possessing SNAP authorization cards or access devices may be fined up to \$250,000, imprisoned up to 20 years or both. The individual may also be subject to prosecution under the applicable Federal and State laws.

You may be found ineligible for SNAP or found to have committed an IPV if:

- You make a false or misleading statement, or misrepresent, conceal or withhold facts in order to qualify for benefits or receive more benefits; or
- Purchase a product with SNAP benefits with the intent of obtaining cash by intentionally discarding the product and returning the container for the deposit amount; or
- Commit, or attempt to commit, any act that constitutes a violation of Federal or State law for the purpose of using, presenting, transferring, acquiring, receiving, possessing or trafficking of SNAP benefits, authorization cards or reusable documents used as part of the Electronic Benefit Transfer (EBT) system.

Additionally the following is not allowed and, you may be disqualified from receiving SNAP Benefits and/or be subject to penalties for actions that include:

- Using or have in your possession EBT cards that do not belong to you, without the card owner's consent; or
- Using SNAP Benefits to buy nonfood items, such as alcohol or cigarettes, or to pay for food previously purchased on credit; or

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- Allowing someone else to use your electronic benefit transfer (EBT) card in exchange for cash, firearms, ammunition or explosives, or drugs or to purchase food for individuals who are not members of the SNAP household.

If you get more SNAP benefits than you should have (overpayment), you must pay them back. If your case is active, we will take back the amount of the overpayment from future SNAP benefits that you get. If your case is closed, you may pay back the overpayment through any unused SNAP benefits remaining in your account, or you may pay cash.

If you have an overpayment that is not paid back, it will be referred for collection, including automated collection by the federal government. Federal benefits (such as Social Security) and tax refunds that you are entitled to receive may be taken to pay back the overpayment. The debt will also be subject to processing charges.

Any SNAP benefits expunged from your EBT account will be used to reduce current overpayments. If you apply for SNAP again, and have not repaid the amount you owe, your SNAP benefits will be reduced if you begin to get them again. You will be notified, at that time, of the amount of reduced benefits you will get.

CONSENT FOR RELEASE OF CONFIDENTIAL UNEMPLOYMENT INSURANCE (UI) INFORMATION:

I authorize the New York State Department of Labor (DOL) to release any confidential information, maintained by DOL for Unemployment Insurance (UI) purposes, to the New York State Office of Temporary and Disability Assistance (OTDA). This information includes UI benefit claims and wage records. I understand that OTDA, along with State and local agency employees working in local social services district offices, will use the UI information for establishing or verifying eligibility for, and the amount of SNAP benefits applied for in this application and for investigations to determine whether I received benefits to which I was not entitled.

RELEASE OF INFORMATION TO SERVICE PROVIDERS:

I give permission to the social services district and New York State to share information regarding Supplemental Nutrition Assistance Program benefits that I or any member of my household for whom I can legally give authorization have received, for purposes of verifying my eligibility for services and payment related to program administration provided by a State or local contractor. Such services may include, but are not limited to job placement or training services provided to help me or my household members obtain and retain employment.

SUA (STANDARD UTILITY ALLOWANCE) INFORMATION:

I understand that SNAP recipients are categorically income eligible for the Home Energy Assistance Program (HEAP). If I have not received a HEAP benefit of greater than \$20 in the current month or

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previous 12 months, or other similar energy assistance program benefits, I must pay separately for a heating, air conditioning or utility expense in order to receive a Standard Utility Allowance.

REQUIREMENT TO REPORT/VERIFY HOUSEHOLD EXPENSES:

I understand that my household must report child care and utility expenses in order to get a Supplemental Nutrition Assistance Program Benefits (SNAP) deduction for these expenses. I further understand that my household must report and verify rent/mortgage payments, property taxes, insurance, medical expenses and child support paid to a non-household member in order to get a SNAP deduction for these expenses. I understand that failure to report/verify the above expenses will be seen as a statement by my household that I/we do not want to receive a deduction for those unreported/unverified expenses. A deduction for these expenses may make me eligible for SNAP or may increase my SNAP benefits. I understand that I may report/verify these expenses at any time in the future. This deduction would then be applied to the calculation of SNAP in future months in accordance with the rules for change reporting and processing changes.

In applying for SNAP, I understand that the social services district will request and use information available through the Income and Eligibility Verification System to investigate my application, and may verify this information through collateral contacts if discrepancies are found. I also understand that such information may affect my eligibility for SNAP and/or level of SNAP benefits I receive.

PRIVACY ACT STATEMENT - COLLECTION AND USE OF SOCIAL SECURITY NUMBER (SSN):

The collection of SSNs is authorized for each household member with respect to SNAP Benefits pursuant to the Food and Nutrition Act of 2008. The information we collect will be used to determine whether your household is eligible or continues to be eligible for benefits. We will verify this information through computer matching programs. This information will also be used to monitor compliance with program regulations and for program management. The information will be used to check identity, to verify earned and unearned income. This information may be disclosed to State and Federal agencies for official examination and to law enforcement officials for the purpose of apprehending persons fleeing to avoid the law.

NON-DISCRIMINATION NOTICE - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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Services News Government Local

tuesdaytest tuesdaytest(tuesdaytest12) Thursday October 01, 2015

English español العربية 中文 русский Haitian 한국어 italiano myBenefits Home Sign Out

**** THIS WEBSITE SHOULD ONLY BE USED FOR TESTING AND TRAINING ****
HEAP Season is currently Open
Please do not use your browser's back button

95% Complete

Application Number: MB00000831875

- Start
- People
- Job Income
- Other Income
- Housing Bills
- Other Bills
- Finish
- Submit

Eat Smart New York (ESNY)

You may be eligible for free Nutrition Education called Eat Smart New York (ESNY) which teaches about food budgeting, meal planning, nutrition, and food preparation. To learn more about how ESNY can improve the health and well being of you and your family members and how to sign up for free nutrition education classes, go to the [Eat Smart New York website](#) or contact the [Eat Smart representative in your county](#)

Supplemental Nutrition Assistance Program (SNAP) Rights and Responsibilities

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Applications for SNAP must be processed in accordance with SNAP procedures, including timeliness, notice and Fair Hearing

Please check the box indicating that you have read the Supplemental Nutrition Assistance Program (SNAP) rights and responsibilities

*I have read the SNAP Rights and Responsibilities listed above.

Your Benefits Interview

In most cases, people who are applying for SNAP will be interviewed over the phone by a worker. In some cases, people who are applying for SNAP will have an in-person interview with a worker. If it is difficult for you to come in for a SNAP Benefits application interview (reasons may include employment, health issues, or child care problems), we may be able to interview you by telephone.

How would you like to schedule your interview?

By Phone In person

If you are requesting an interview by phone, please indicate below why you are unable to come in for a SNAP Benefits application interview.

- I am elderly, blind or disabled
- I have limited transportation or difficulty getting to the local agency
- I work during regular business hours
- I have school or training during regular business hours
- I am caring for another person in my household
- I do not have child care
- I am ill and unable to go to the local agency
- There is severe weather in my area
- Other - I am unable to go to the local agency because:

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