

LEGAL FACT SHEET

Filling Out a Public Assistance Application Online

Note: This is a two-step process, and will require the use of a “My.NY ID”. If you do not have an existing My.NY ID, please follow the below instructions, in Section 1, to register for one. If you already have a My.NY ID, you may use it to log into www.mybenefits.ny.gov (Skip to Section 2 if you already have an My.NY ID)

Section 1 – Creating a My.NY ID

1. Begin at the following webpage in your browser: www.mybenefits.ny.gov
2. Select the option under “New Users” to “Create New Account” (This will direct you to <https://my.ny.gov>).
3. Select “Don’t Have an Account” to begin creation of a new account.
4. Select “Personal” from the types of accounts listed.
5. Enter your basic user information (along with a valid email address), select a User ID and confirm the information.
6. You will then be required to activate via email.
 - This is when you will set your password and security questions.
7. Follow the remaining prompts to create username and complete all demographic information.

Section 2 – myBenefits.ny.gov Application

1. Once you have created a my.NY ID, return to <https://mybenefits.ny.gov/mybenefits/begin>.
2. Under the ‘Returning Users’ heading you are able to select “Apply for Public Assistance.”
 - Either select this option, or simply select “>LOG INTO YOUR ACCOUNT” below this.
3. Enter your My.NY username and password that you have just created; or if you have an existing account, you may use this (as applicable) This will bring you to the myBenefits Dashboard.

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4. On the dashboard you will see the question: “What do you want to do?” Select “Start new benefits application” and then specify “Public Assistance” when prompted. You will then receive information on your rights and responsibilities and the services and programs available, and a chance to receive more information.
5. This is the beginning of the public assistance application. Each section will request specific information to be added, and the application may adapt itself to the specific caregiver’s responses as needed.
 - If you are not able to complete the application in one session, you are able to save your progress and continue where you left off later (the system will also autosave after each page).
6. Please have the following information ready when completing this application:
 - The names, date of birth, social security numbers, and tax filing status for all children applying for this grant
 - Information on the whereabouts of the biological parents
 - Non-parent caregivers are required to cooperate in establishing paternity and establishing, modifying, and enforcing support orders for the children in their care, regardless of whether they are applying for public assistance for themselves.
 - Employment information for all individuals at this residence
 - Income information for all individuals at this residence (Federal Requirement for any recipient of Public Assistance)
 - Resources information for all individuals at this residence (Federal Requirement for any recipient of Public Assistance)
7. When completed, you will have the choice to save, submit, or exit the application process. “Submit” is the only option that will move the application forward to be reviewed.

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