

## LEGAL FACT SHEET

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### Filling Out a Public Assistance Application Online

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**Please Note:** The information in this fact sheet pertains specifically to the version of the application found on myBenefits <https://mybenefits.ny.gov/mybenefits/begin>. This will apply to individuals residing in New York State that do NOT reside in New York City (including the 5 boroughs). Individuals residing within NYC need to use ACCESS HRA <https://a069-access.nyc.gov/accesshra/login> instead of myBenefits. The information requested during the application process will be the same, but it may appear in a different order than appears here.

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#### Section 1 – Creating a My.NY ID

(If you already have a My.NY ID, skip to Section 2)

1. Begin at the following webpage in your browser: [www.mybenefits.ny.gov](http://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, and follow the remaining prompts.
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#### Section 2 – myBenefits.ny.gov Application

1. 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. This will bring you to the myBenefits Dashboard.
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.
  - This is the beginning of the public assistance application. Each section will request specific information to be added, and the application may change as you go based on responses.  
\*\*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).\*\*
5. Please have the following information ready when completing this application:
  - The names, date of birth, social security numbers, citizenship status, including USCIS number if applicable, and tax filing status for all children applying for this grant

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- Information on 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
  - Shelter information, including Landlord information (if applicable), rent, and heating (type and amount)
  - Income information and Resources information for all individuals at this residence (This is a Requirement for any recipient of Public Assistance. Only the child's income is considered for the application, but all residents of the household must declare these on the application)
6. 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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### Supporting Documents That May be Needed:

- Birth Certificate(s)
- Social Security Card(s)
- Proof of Residency of the Child(ren)
- Proof of Relationship
  - This can be established with an attestation and either school records or statements from others (00-INF-06, p.2.)
- Proof of Income (if any) for child(ren)
- School Verification (if child(ren) in school)
- Landlord Form
- Homeowners may be requested to supply:
  - Mortgage books/records
  - Property and school tax records
  - Landlord statement
  - Homeowner's insurance
  - Fuel bills
  - Lead paint form filled out

The above information is not legal advice. It is not a substitute for consulting an attorney. Up-to-date legal advice and legal information can only be obtained by consulting with an attorney. Any opinions, legal opinions, findings, conclusions or recommendations expressed in this publication or on the NYS Kinship Navigator website or by any person or entity to whom you may be referred are those of the Kinship Navigator, Catholic Charities Family and Community Services and/or the person or entity you are referred to and do not necessarily represent the official views, opinions, legal opinions or policy of the State of New York and/or the New York State Office of Children and Family Services (OCFS). NYS Kinship Navigator is a Catholic Charities Family and Community Services program, funded by the New York State Office of Children and Family Services. Catholic Charities Family and Community Services is the only agency authorized by New York State to provide a statewide information and referral service to kinship caregivers. The information herein is published by the NYS Kinship Navigator.

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