

LEGAL FACT SHEET

FILLING OUT A PUBLIC ASSISTANCE APPLICATION ONLINE

Step 1: Open the following webpage in your browser: www.mybenefits.ny.gov. If you do not have a My.NY ID, proceed to Step 2. Otherwise, skip to Step 6.

Step 2: Select the option under “New Users” to “Create New Account”. This will bring you to <https://my.ny.gov>

CLICK: “Don’t Have an Account” to register.

Step 3: You will see a page that says “Please select one of the following three account types: [Personal][Government Employee] [Business]”

CLICK: “Personal” to sign up for a personal NY.gov ID.

Step 4: You will see the following information on the next page:

Personal NY.gov ID - Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two-part process.

NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

1. Enter basic user information (along with a valid email address) and select a User ID.
2. Confirm basic user information is correct.
3. Finish the online registration.

Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on the link, you will be prompted to set your password, and select 3 security questions & answers.

CLICK: Sign up for a Personal NY.gov ID

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Step 5: Once you have started here is the information you will need to provide for the NY.gov ID SELF REGISTRATION:

- User information: First and Last Name, Email

Login Information:

- Preferred Username
- Captcha ["I am not a robot"]

An email will be sent to you to finish the registration process:

- The email contains 3 security questions to answer (please keep these in your records).
- You will then be prompted to set a new password.



Step 6: Once you have created a my.NY ID, return to www.MyBenefits.ny.gov

CLICK "Returning Users" and log in with your new username and password.

This will bring you to the myBenefits Dashboard. On the dashboard you will see the question: What do you want to do?

CLICK the first option: 1 - Start new benefits application

You will then enter the following information:

- Zip code
- Which benefits would you like to apply for?

CLICK: Public Assistance

You will then receive information on your rights and responsibilities and the services and programs available. You will be given booklet links to explore more information related to these benefits. After reading through these - You will need to check:

If you want to authorize an authorized representative for SNAP at this time

(You can authorize someone who knows your household circumstances to apply for SNAP benefits for you. You can also authorize someone outside your household to get SNAP for you and to use them to buy food for you. This person is called your Authorized Representative (Auth Rep). If you would like to authorize someone, you must do so in writing.)

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Check that you understand each of the items listed above

Step 7: You will now start the public assistance application

The “getting started” section will ask your name, date of birth, address, and other questions related to who you, the caregiver, are. Answer all of the personal identification questions with YOUR (the caregiver’s) information.

Step 8: After you’ve filled out these basic questions you will be asked if you want to “Keep working or Set Filing Date” – choose the best option for yourself.

At this stage you can save, submit, or exit the application process.

PEOPLE Section

- Household composition-
 - You will be asked how many other members of the household there are, even if they are not applying for a benefit
- Assets for each person: cash, IRA, etc.
 - You will not need to prove income for yourself if you are only applying on behalf of the child, but you will still need to include this information about each member of the household.
- Veteran info
- Victim of Domestic Violence?
- Able to prepare meals at home, etc.?

Step 9: For each person listed in the household, you will be asked for the following information

- Which benefit is this person applying for?
 - **You will not have to check anything for any household member other than the child if you are only applying for child-only NPG**
 - **For applying for child-only NPG, leave blank for caretaker, and check PA for all applicable children**
- Citizenship info
- Race or ethnicity
- Residence
- Living arrangements
- Migrant or seasonal farm worker?
- How are you related
 - **Note: There is a “No one” above each section so you will not have to go through each family member individually.**
- Temporary living arrangements
- Blindness or disabled

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- Medicare (red, white and blue card)
- Criminal records

Step 10: This next section is about child support. You will be asked for the following information:

- Who receives child support; if anyone?
- Information about the non-custodial parent
- Established paternity
- Foster care
- Non-Custodial Parent/Child Support/Medical Information

If you don't know the information, it will allow you to continue without filling in all areas

Step 11: Continue with the following information:

- Childcare
- Is there food in the house?
- Are there any urgent personal or family problems?
- Recently lost income
- Car or work accident
- Health or Hospital/Accident Insurance
- Health attendant
- Home care

Step 12: Health insurance questions

- More about caregiver's Health or Hospital/accident insurance:
 - Put in your health plan information
 - More about the child's health or hospital/accident insurance
 - Put in information about the child's insurance. If the child does not have insurance, indicate that here.
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JOB INCOME Section

- Job income info, Money from any other sources, SSI
 - Social security: including SSG, retirement, survivor's benefits, dependent benefits
 - Child support, Anticipated income, etc.
 - For all forms of income you are able to choose who specifically in the home is receiving them, check "No one"
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OTHER INCOME Section

This month's expected income

RESOURCES Section

- Cash, Checking account, Saving account, Credit union account, Motor vehicle or other vehicle(s)
- Own home. Real estate, etc.
- List ALL resources for the household

Now it will ask for amounts and additional information for each of the above that were checked. It will allow you to continue without submitting bank account number.

HOUSING BILLS Section

- Housing bills, Heating and Utility Bills, Roomer and Boarder

Information related to your household's rent or lot rent payment

- Rental agreement or lease details
 - Landlord details
 - Payment of rent or lot rent
 - Additional rent or lot rent payments
 - Home heating
 - Heating bill
 - More about household's electricity bill
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OTHER BILLS Section

- Medical expenses. Dependent care bills, Legally obligated child support payments, Legally obligated child support payments, Tuition fees or other ed expenses, etc.
 - List all other bills in this area for the household
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FINISH Section

- School enrollment, Education
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SUBMIT Section

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- Tax filing/dependent status
- Tax dependents not living in the household
- Deductions

Public Assistance Notices, assignments, authorizations, and consents:

Check the box indicated- that you have read and understand and agree to the above
Sign the Public assistance Release of Information of medical information
Signing your application with an electronic signature

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