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**OFFICE OF TEMPORARY AND DISABILITY**  
**ASSISTANCE**  
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**David A. Paterson**  
*Governor*

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	09-INF-24	
<b>To:</b>	Local District Commissioners	
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports	
<b>Date:</b>	December 31, 2009	
<b>Subject:</b>	Questions & Answers from September 2009 Conference Call on the Transitional Employment Advancement Program (TEAP)	
<b>Suggested Distribution:</b>	Temporary Assistance Directors Employment Coordinators Food Stamp Directors CMS Liaisons WMS Coordinators Accounting Staff Staff Development Coordinators	
<b>Contact Person(s):</b>	Employment and Advancement Services Bureau at 1-800-343-8859, ext. 6-6106, or your Employment Technical Advisor Temporary Assistance Bureau at 1-800-343-8859, extension 4-9344 Food Stamp Bureau at 1-800-343-8859, ext. 3-1469	
<b>Attachments:</b>	<a href="#">Attachment A – TEAP Budget Examples</a>	
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>	

<b>Filing References Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
09 ADM-22 09 ADM-11 09 ADM-04 08 ADM-07 06 ADM-10 02 ADM-07 01 ADM-17 01 ADM 16 01 ADM-13 01 ADM-03 97 ADM-07 04 INF-19 98 LCM-21		349.6 350.4(a)(7) 351.1(b)(2)(iv) 351.2(c) 351.24 352.15 352.17 352.20 352.29 352.31 369.4 385.9 387.10	336-e 336-f 137-a	Temporary Assistance and Food Stamp Employment Policy Manual Section 9 TASB Chapters 9, 10, 13, and 18 FRM Volume 2, Chapter 3 PICS Manual Appendix D	GIS 09 TA/DC016 GIS 05 TA/DC024 01 ADM-16 02 ADM-07 GIS 01 TA/DC015 06 ADM-10 01 ADM-03 01 ADM-13 ABEL Transmittal 02-5 04 INF-19 Dear Commissioner Letter 10/3/

## **Section 2**

### **I. Purpose**

The purpose of this Informational Letter (INF) is to provide local departments of social services (LDSS) with responses to the questions raised during the September 21, 2009 TEAP conference call.

### **II. Background**

The Bureau of Employment and Advancement Services held a conference call open to all local departments of social services to discuss the Transitional Employment Advancement Program, (TEAP). Information about TEAP may be found in 09-ADM-11 <http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-11.pdf>. The call was scheduled in response to local districts request for more information about operating a successful TEAP program.

The following are responses to questions asked during the September 21, 2009 conference call with local districts, as well as questions posed by districts since 09-ADM-11 was released. Temporary Assistance (TA) and Food Stamp (FS) budget narratives and budget examples are included in Attachment A to supplement the information provided below.

### **III. Program Implications**

**Q1. When do we begin Transitional Benefits Assistance (TBA) FS budgeting if the hire date is in the middle of the month?**

A1. This answer has been modified since the response given during the conference call. TBA FS budgeting for TBA eligible households begins the month there is a zero TA budget deficit. The total monthly TA deficit must be zero to begin TBA. For example, if the hire date is in the middle of December 2009 and the TA deficit becomes zero for the month of January 2010, then the TBA for TBA eligible households (see Q6) would start on January 1, 2010.

**Q2. Are individuals eligible for the childcare guarantee during the TEAP contract period?**

A2. Yes. A parent/caretaker relative's participation in a grant diversion program would be considered participating in a TA work program as long as the grant is being diverted for this purpose. The case would be eligible for guaranteed child care assistance throughout the TEAP period. If the parent/caretaker relative transfers to a non-TEAP funded employment position and their TA case closes due to an increase in earned income or child support, they may be eligible for Transitional Child Care. The district must determine the family's eligibility for Transitional Child Care before closing the TA case.

**Q3. What do we need to change in our local Temporary Assistance and Food Stamps Employment Plan if we intend to run a TEAP program?**

A3. Section 3.4 of the Temporary Assistance and Food Stamps Employment Plan defines the allowable work activities that are available in the social services district. It is within this section of the plan where local districts will indicate whether the activity of subsidized private or public sector employment will be offered (which includes TEAP) as an allowable activity. Nothing more is required to indicate the local district's intent to run a TEAP program.

**Q4. Are all subsidized wages reported as unearned income code 31 in the FS budget?**

A4. For Food Stamp purposes, the portion of earnings that is supported by TA grant diversion must be reported as unearned income. Any other subsidized or unsubsidized earnings should be reported as earned income source code of 01-earnings from wages.

- Any wages subsidized by TANF or Safety Net recipient grant funds are unearned income for the FS budget.
- Wages from TANF funded subsidized jobs through TANF Services (200%) or OTDA Direct Wage Subsidy Contract Programs, Transitional Jobs Program, Green Jobs Corps Program, and/or Health Care Jobs Program would be considered earned income for FS budgeting.
- Wages from any subsidized job using local contract funds would be considered earned income for FS budgeting
- Wages from subsidized jobs funded through Workforce Investment Act (WIA) would be considered earned income for FS budgeting
- Earned income that is a combination of grant diversion and earnings from wages should be budgeted by using the **monthly** number of hours worked for each income

source on the ABEL budget. Monthly hours worked should be rounded to the nearest whole hour.

**Q5. Are earned income disregards applied to subsidized wages in the TA and FS budgets?**

A5. Earned income disregards are applied to the subsidized wages in the TA budget, as long as the individual has reported earnings in a timely manner. Earned income disregards are applied in the Food Stamp budget to the portion of gross earnings that are not subsidized by grant funds, (i.e. TEAP). For example, if the amount of the grant diversion to the employer is \$400.00 for the month, but the total gross earnings by the client are \$900.00 for the month, \$400.00 would be reported as unearned income code 31 and \$500.00 would be reported as earned income source code 01, and the \$500.00 would be subject to the earned income disregard for food stamp budgeting purposes. Please review Attachments A – D for budget examples.

**Q6. Are family cases receiving Safety Net Assistance, (Case types 16 or 17) entitled to TBA FS if the entire TA grant is diverted, or a portion of the grant is diverted, and there is a zero TA deficit?**

A6. Yes. Effective 12/1/09, TBA is extended to eligible households with children leaving Safety Net Cash (SN-CSH) and Safety Net Federally Non-Participating (SN-FNP) Assistance. This includes Safety Net households with children who have a member participating in an employment program that provides wages that are funded at least in part through either the diversion of the household's entire TA grant, or a portion of the grant that results in a zero TA deficit. Please refer to GIS 09TA/DC016 <http://otda.state.ny.net/dta/GIS/09dc016.pdf> 09 ADM 11 <http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-11.pdf> and 09 ADM 22 <http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-22.pdf> for further information on TBA for SNA and TBA and grant diversion programs.

**Q7. How is the 5 month TBA FS period affected if a case transitions from subsidized to unsubsidized employment and the TA case closes?**

A7. Should the TA case close during the 5 month TBA transition period, the TBA would not begin again but would continue until the end of the 5 month transition period. At the end of the 5 month TBA FS period continuing eligibility for food stamps must be established by case recertification. After the TA case is closed, and, if the food stamp household reapplies for TA and is determined eligible for ongoing TA, the household would potentially be eligible for another 5 months of TBA FS should they become TEAP eligible with a zero TA deficit or closing.

**Q8. How does TEAP affect a case with restricted rent and heat/utilities?**

A8. The restrictions must be removed. It should be made clear to the TEAP participant that he/she is now responsible for the payment of his/her own rent and fuel/utilities. As in any case of change in the method of payment, the landlord and the fuel/utility company should be notified of the recipient's responsibility.

**Q9. How is the TEAP agreement and payment to the employer affected by case changes during the agreement period that change the grant amount?**

A9. Districts should honor the TEAP agreement and pay the employer the monthly payment regardless of any changes to the TA case, with the specifics depending on the local agreement with the employer. If the TA grant is reduced, the district should supplement the grant diversion amount with other funds, (e.g. FFFS, local funds) in order to pay the employer the full monthly agreed upon payment, and if the TA grant increases, the family is eligible to receive any balance above the agreed amount to be diverted to the employer. TBA FS would end if the TA deficit is greater than \$0 during the TEAP certification period. A regular FS determination must be made to continue FS benefits for the remainder of the TEAP certification period. If the TA deficit returns to \$0 then TBA can be provided again by starting a new 5 month transition period. There is no limit to the number of times TBA can be authorized if a household's TA case frequently reopens then closes or if the TEAP TA budget deficit changes to zero, as long as the household is otherwise qualified for the TBA.

**Q10. Does the Client Notice System, (CNS), currently support any TEAP related notices?**

A10. No. The Client Notice System does not support TEAP related notices. TEAP households that qualify for TBA FS must also be manually notified of the TBA. A system change is being investigated.

**Q11. When determining the amount of grant available to divert to an employer for cases with a recoupment present in the TA budget, would the agency consider the deficit amount before the recoupment is applied and suspend the recoupment?**

A11. Yes. The amount available to divert to an employer is the TA budget deficit. Any recoupment must be suspended for the duration of the TEAP contract. Related Cash Management Subsystem (CAMS) claims should be suspended using S-18 (Suspended-TEAP participant). This will not remove the case from the "no activity" report or prevent postings but will apprise Accounting staff as to why the claim is not being recouped and will preclude them from investigating the same claims month after month.

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports