



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001  
Andrew M. Cuomo  
Governor**

**Local Commissioners Memorandum**

**Section 1**

<b>Transmittal:</b>	<b>12-LCM-09</b>
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	October 1, 2012
<b>Subject:</b>	Supplemental 100% SNAP Employment and Training Allocations – FFY 2012
<b>Contact Person(s):</b>	Kathryn Couser (518) 408-4972, <a href="mailto:kathrynm.couser@otda.ny.gov">kathrynm.couser@otda.ny.gov</a> or Employment Services Advisor Claiming Contacts: Regions 1-5, Ed Conway at (518) 474-7549 <a href="mailto:edward.conway@otda.ny.gov">edward.conway@otda.ny.gov</a> Region 6, Michael Simon at (212) 961-8250 <a href="mailto:michael.simon@otda.ny.gov">michael.simon@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 FFY 2012</a>
<b>Attachment Available On – Line:</b>	Yes

**Section 2**

**I. Purpose**

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental federal fiscal year (FFY) 2012 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) 100% administrative funding allocations for each social services district (SSD).

**II. Background**

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support SNAP E&T program administration. USDA reallocates other states' unexpended 100% funds to states that request and justify the need for the funds. New York requested additional FFY 2012 SNAP E&T 100% funds and was awarded an additional \$1.9 million in August 2012. This LCM informs districts of supplemental FFY 2012 100% SNAP E&T allocations supported by the additional \$1.9 million in 100% funds.

The 100% federal funds are available to fully reimburse SNAP E&T administrative costs without non-federal match. SSDs' 100% SNAP E&T allocations for FFY 2012, including the supplemental allocations made available by this memorandum, are based on each SSD's share of the FFY 2012 100% funding for local district allocations as compared to their FFY 2011 100% allocation. Attachment 1 lists each SSD's initial 100% allocation as well as the supplemental allocation awarded through this memorandum and the total FFY 2012 100% SNAP E&T allocation.

Participant reimbursement and dependent care funding for SNAP E&T are not included in the administrative allocations and should continue to be claimed separately.

Your district's FFY 2012 SNAP E&T administrative allocations are available to reimburse eligible costs incurred from October 1, 2011 through September 30, 2012. **Consistent with all FFY 2012 SNAP E&T funds, these additional funds must be used to cover costs incurred during the October 1, 2011 through September 30, 2012 period.** SSDs should submit supplemental claims to receive payment in a timely manner. If claims are not submitted to expend the allocated funds, OTDA's Bureau of Financial Services will move any 50% claims to the 100% claim category sometime after the final claiming deadline. These claiming adjustments will permit each SSD to increase the extent to which employment services for SNAP applicants and recipients are fully funded with federal funds. All claims for FFY 2012 100% SNAP E&T reimbursement must be received no later than **February 1, 2013.**

### **III. Program Implications**

This memorandum provides a supplemental FFY 2012 100% SNAP E&T allocation. SSDs should refer to 12-LCM-07 for information regarding the use of SNAP E&T funds.

### **IV. Claiming Instructions**

OTDA provides a Cognos employment report entitled "Individuals by Employability Code Counts." This report has replaced the WINR-9475 and the Monthly Statistical Report on Employability (DSS-2238) for the purpose of allocating employment program costs. There is also a Cognos report entitled the "Local District PA-FS Claiming Tool." This Claiming Tool provides needed information on the number of PA individuals who are subject to employment program work requirements and the number of NTA-FS work registrants engaged in work activities during the report month. These numbers of individuals can be used to determine the allocation claiming percentages for use on the Schedule D-3, Allocation and Claiming of Administrative Costs for Employment Programs, LDSS-2347-B1. Instructions for completing the Schedule D-3 can be found in the Fiscal Reference Manual (FRM) Volume 3, Chapter 10.

New York City will continue to use the NYC Human Resources Administration Engagement Report for cost allocation purposes. Guidelines for using the Engagement Report are contained in FRM, Volume 3, Chapter 10.

Fiscal Reference Manual (FRM) are available at:

FRM Vol. 3 – [http://otda.state.nyenet/bfdm/finance/FRM\\_Vol3\\_Manual.asp](http://otda.state.nyenet/bfdm/finance/FRM_Vol3_Manual.asp)

The Monthly Employability Code Summary Report and Local District PA-FS Claiming Tool provide unduplicated case member counts. These reports are available on a monthly basis in Cognos 8 using the following link:

[http://cognos.otda.state.nyenet/COGNOS8/cgi-bin/cognosisapi.dll?b\\_action=xts.run&m=portal/welcome/welcome.xts](http://cognos.otda.state.nyenet/COGNOS8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/welcome/welcome.xts)

SSDs experiencing problems accessing Cognos can call the Customer Response Center at (800) 342-3010.

SSDs may file supplemental claims transferring dollars from the 100% category to the 50% category once they exceed their 100% SNAP E&T allocation. This will result in the SSD receiving these funds sooner without waiting for the State to shift the claims.

Note that participant reimbursement and dependent care expenditures for SNAP E&T are not part of the SNAP E&T administrative allocations and should continue to be claimed in their respective columns on the Schedule D-3. Please refer to 12-LCM-02 for information on the use and claiming of SNAP E&T funds for dependent care expenses.

**Issued By**

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