



NEW YORK STATE
 OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Administrative Directive

Section 1

Transmittal:	14-ADM-06
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	November 6, 2014
Subject:	Supplemental Nutrition Assistance Program (SNAP) Conciliation with Option to Avoid a SNAP Work Sanction through Demonstrated Compliance
Suggested Distribution:	Employment Coordinators Temporary Assistance Directors SNAP Directors Staff Development Coordinators
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106
Attachments:	Attachment 1 - LDSS-4230 Conciliation Notification (revised) Attachment 2 - LDSS-4230A SNAP Conciliation Notification
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		385.3 385.9 385.11 385.12 385.13	SSL 341 SSL 342 7 CFR 273.7	385.3 385.9 385.11 385.12 385.13	13 TA/DC048 12TA/DC035

Section 2

I. Summary

This Administrative Directive (ADM) advises social services districts (districts) of the requirement to provide SNAP recipients who fail or refuse to comply with a Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) requirement the opportunity to avoid a SNAP work related (E&T) sanction by demonstrating program compliance as required by the district. This new requirement applies to all SNAP **recipients**, including

public assistance (PA) recipients who also receive SNAP benefits. A new conciliation process has been established for SNAP, and the PA conciliation process has been modified to include information to advise individuals of the opportunity to demonstrate compliance with district requirements and avoid a SNAP E&T sanction. The ability to avoid a sanction through prospective compliance does not apply to individuals who fail or refuse to comply with PA work requirements. Failure or refusal to comply with a PA work requirement continues to require conciliation followed by sanction if the district determines that the failure or refusal to comply was willful and without good cause. There is no authority to offer individuals an opportunity to demonstrate compliance to avoid a PA work related sanction.

This ADM also instructs districts of the requirement to not consider SNAP E&T sanctions initiated between August 3, 2009, and December 14, 2012, when determining the progression of any future SNAP sanction.

Districts are also advised that the requirements outlined in this ADM do not apply to noncompliance by SNAP **applicants** (other than SNAP work registrants who have received expedited SNAP benefits and as such are considered SNAP recipients consistent with federal regulations) or to voluntary job quit or reduction in earnings by a SNAP applicant (see 18 NYCRR §385.13).

The suspension of SNAP sanctions for recipient noncompliance with SNAP employment requirements, including recipient voluntary job quit and SNAP applicant voluntary job quit will end as of **December 29, 2014**. The suspension of SNAP E&T sanctions continues for noncompliance with SNAP work requirements by a SNAP applicant who is a work registrant and did not receive expedited SNAP benefits. A separate ADM will be issued to provide information on the process that districts will be required to follow when a SNAP applicant who is a work registrant fails to comply with SNAP work activities, as assigned by the district, without good cause.

II. Purpose

This ADM provides instruction to districts on the required process to provide recipients who fail or refuse to comply with a SNAP E&T requirement an opportunity to demonstrate compliance to avoid a SNAP E&T sanction. This ADM also informs districts that the temporary suspension of SNAP E&T sanctions (see GIS 12TA/CD035) will be terminated for SNAP recipients, including those work registrants who have received expedited SNAP benefits, upon the implementation of these procedures statewide on **December 29, 2014**. Failures or refusals to comply with SNAP E&T requirements occurring on or after December 29, 2014 must incorporate the revised conciliation notices and procedures established by this directive.

Districts should continue to use the conciliation notice currently generated by the Welfare-To-Work Caseload Management System (WTWCMS) or the manual LDSS-4230 (or local equivalent approved by OTDA) in those instances when a recipient fails to comply with PA employment requirements until the updates to the WTWCMS have been moved to production on or about November 24, 2014. Districts should then instruct workers to use the “type of noncompliance” of “PA only” when generating a conciliation notice until December 29, 2014 at which time the district must implement procedures consistent with this directive.

III. Background

OTDA previously instructed districts on procedures for SNAP E&T sanctions consistent with New York State’s Title IV-A program rules based upon the Office’s long standing interpretation

of federal SNAP regulations. However, the United States Department of Agriculture (USDA) provided clarifying guidance contrary to the Office's interpretation stating that recipients who fail to comply with a SNAP E&T requirement must be offered an opportunity to demonstrate compliance with SNAP work requirements to avoid a SNAP E&T sanction. OTDA determined, in consultation with several districts, that implementing this federal regulatory provision through the SNAP E&T sanction notice process as required by USDA was not optimal and that providing an opportunity to demonstrate compliance before issuance of the SNAP sanction notice was preferred. Therefore, OTDA requested, and has been granted a waiver by USDA permitting OTDA to implement this federal requirement through a newly established SNAP conciliation/reengagement process. Districts will continue to have the ability to conduct conciliations in person, by phone, and/or by mail, consistent with the conciliation process described in 18 NYCRR §385.11 and the district's Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Plan approved by OTDA, provided that the conciliation process for SNAP recipients includes the opportunity for such individuals to demonstrate compliance with SNAP work activities to avoid a SNAP E&T sanction.

IV. Program Implications

The opportunity to avoid a SNAP sanction by demonstrating program compliance must be offered to all SNAP recipients, which includes SNAP applicants who have received expedited SNAP benefits and are assigned to SNAP work activities, who fail or refuse to comply with an assigned SNAP work activity without good cause.

This process will be initiated for PA/SNAP recipients consistent with the USDA waiver approval through the use of a modified Conciliation Notification (LDSS-4230) (Rev. 05/14) which has been revised to include information to advise the individual of the opportunity to avoid a SNAP E&T sanction through demonstrated compliance with work requirements. A new notice, Supplemental Nutrition Assistance Program (SNAP) Conciliation Notice (LDSS-4230A) has been created to provide this information to SNAP recipients who are not also in receipt of PA (NPA-SNAP). Districts (other than NYC which uses the NYC Work, Accountability and You [NYCWAY] system) are encouraged to continue using the WTWCMS to document instances of noncompliance, and to generate the Conciliation Notice or SNAP Conciliation Notice. Manual versions of the conciliation notices are available in instances where a manual notice is needed.

The waiver approved by USDA requires that individuals be provided at least ten days from the date of the conciliation notice the opportunity to respond and request conciliation and/or re-engagement in SNAP work activities. Given this SNAP federal regulatory requirement, the time period for individuals to respond and request conciliation is increased, effective December 29, 2014, to ten days for all case types (FA, SNA-MOE, SNA Non-MOE and NPA-SNAP, including mixed SNAP cases). Once an individual responds to the notice and indicates a desire to avoid a SNAP E&T sanction through program compliance, the district should re-engage the individual and may require up to ten days of demonstrated compliance consistent with the TA and SNAP Employment Plan approved by OTDA. As explained below, districts may directly refer an individual to any SNAP work activity consistent with the individual's employment assessment and limitations, if any, to demonstrate compliance as part of the conciliation notice, or the district may conduct the conciliation meeting and, if applicable, at the meeting direct the individual to a SNAP work assignment to demonstrate compliance.

If the SNAP participant demonstrates compliance as directed by the district, the district must not impose a SNAP sanction for noncompliance with work requirements. If a recipient claims to have good cause or claims to be exempt from SNAP work requirements, but the district subsequently determines that the recipient did not have or failed to document good

cause/exemption, the recipient must then be offered the opportunity to demonstrate compliance in a SNAP work activity to avoid the SNAP sanction.

V. Required Action

Districts are required to offer all SNAP recipients who fail or refuse to comply with an assigned work activity an opportunity to avoid a SNAP sanction by demonstrating compliance. To meet this requirement, districts must modify their current PA conciliation procedures to offer PA/SNAP clients the opportunity to demonstrate compliance with an assigned SNAP work activity if necessary to avoid a SNAP E&T sanction and must establish new SNAP conciliation procedures for NPA/SNAP recipients. Districts should continue to use the current conciliation notice issued through WTWCMS in those instances when a recipient fails to comply with PA employment requirements until the updates to the WTWCMS have been moved to production on or about November 24, 2014. Districts should then instruct workers to use the “type of noncompliance” of “PA only” when generating a conciliation notice until December 29, 2014 at which time the district must implement procedures consistent with this directive. As of December 29, 2014, districts will issue a conciliation notice based on the type of noncompliance, as described below.

The Conciliation Notification (LDSS-4230), which may be generated through the WTWCMS or issued manually, has been revised to include information advising the individual of his/her ability to avoid a SNAP E&T sanction through demonstrated compliance with assigned work requirements and will be available no later than December 29, 2014. As part of this process, districts have the option to either instruct the individual to contact the district for information on the action that must be taken to demonstrate compliance and avoid a SNAP E&T sanction, or to directly refer the individual to a SNAP E&T activity to demonstrate compliance through the conciliation notice. Districts may directly assign the individual to a SNAP activity at a specific location or to look for work (job search) to avoid a SNAP sanction instead. Districts should ensure that workers remember to provide a copy of the Job Search Handbook (LDSS-3696) or other forms that the district has developed to document an individual’s job search efforts when assigning an individual to look for work.

Districts must also establish a procedure for NPA-SNAP work registrants who fail or refuse to comply with an assigned SNAP work activity to permit the opportunity to avoid the imposition of a SNAP E&T sanction through program compliance. The process must include issuance of the newly created SNAP Conciliation Notice (LDSS-4230A) to notify the individual of the opportunity to avoid the sanction through compliance with the SNAP work activity, and also of the opportunity to participate in conciliation.

The time period for the individual to respond to request conciliation (or re-engagement in SNAP work activities) has been increased, effective December 29, 2014, to ten calendar days for all case types to be consistent with the federal requirement to provide ten days for the SNAP program.

Individuals may be assigned to the same work activity to demonstrate compliance to avoid a SNAP E&T sanction, unless the district determines that the work activity is no longer available or is no longer consistent with the individual’s employment assessment and plan. Additionally, no adjustment is necessary to the hours of a work experience assignment during the demonstrated compliance period since the individual continues to receive the same amount of benefits during the demonstrated compliance period. The maximum hours that the individual may be assigned to work experience may need to be adjusted prospectively, if there is a change in the amount of PA and/or SNAP benefits payable to the household. Individuals who have been directly assigned to a SNAP work activity to start the demonstrated compliance

period before the end of the ten calendar day period may be afforded the opportunity to reschedule due to a conflict. However, the start date of the demonstrated compliance must begin no later than the end of the ten calendar day period, unless the individual has a good cause reason.

The time period established for demonstrating compliance to the satisfaction of the district cannot exceed the demonstrated compliance period outlined in section 5.2 of the district's Temporary Assistance and SNAP Employment Plan approved by OTDA, which cannot exceed ten days. Districts may add additional days, if the individual has good cause during the demonstrated compliance period, provided that the total number of days that an individual is required to demonstrate compliance does not exceed 10 days. Districts are required to provide child care or transportation services that are necessary to enable the participant to demonstrate compliance with work requirements. If the individual does not have good cause or document an exemption from SNAP work requirements and does not demonstrate compliance to the satisfaction of the district, consistent with the district's approved TA and SNAP employment plan, the district should issue a notice of intent and impose the appropriate SNAP E&T sanction. Districts are reminded to ensure that the notice of intent includes information to identify the specific act(s) of noncompliance with SNAP work requirements without good cause.

Districts cannot impose SNAP E&T sanctions until their conciliation process has been revised to include the reengagement process, but in no event prior to December 29, 2014. Districts must implement the new conciliation procedures outlined in this directive no later than **December 29, 2014**. Noncompliance with SNAP work requirements that occurred during the suspension of SNAP sanctions is not subject to sanction. Individuals that are not engaged should be sent assignment letters and re-engaged in SNAP E&T work programs consistent with district procedures.

Districts must also continue to ensure that individuals have the opportunity to document good cause or an exemption from participation in SNAP work activities. Individuals who demonstrate good cause or document an exemption from SNAP E&T requirements would not be subject to a SNAP E&T sanction. Individuals who demonstrate good cause, but are not otherwise exempt from SNAP E&T requirements should be reassigned to appropriate work activities. If a recipient claims to have good cause or claims to be exempt from SNAP work requirements, but the district subsequently determines that the recipient did not have or failed to document good cause/exemption, the recipient must be offered the opportunity to demonstrate compliance in a SNAP work activity to avoid the SNAP sanction.

Establish the SNAP Employment Sanction Progression

Districts are instructed to not consider SNAP E&T sanctions initiated between August 3, 2009 and December 14, 2012 when determining the progression of any future SNAP E&T sanction. The discounting of SNAP E&T sanctions initiated during this time period from consideration when determining any future sanction progression (whether it is the individual's 1st, 2nd, or 3rd or subsequent sanction) is due to a Court approved Stipulation of Settlement in Richard C. v. Berlin. OTDA has added a reminder for users of the Welfare-To-Work Caseload Management System regarding the requirement to not consider sanctions initiated between August 3, 2009 and December 14, 2012 when determining the progression of any future SNAP E&T sanctions. OTDA has also annotated NYC-WMS to reflect this requirement.

SNAP Applicant Noncompliance and SNAP Applicant Voluntary Quit

Districts must continue to suspend SNAP E&T sanctions for SNAP applicants who do not comply with work requirements (other than applicant voluntary quit) and did not receive expedited SNAP benefits until notified by OTDA.

SNAP applicants who are subject to SNAP work requirements and voluntarily quit a job that involved 30 or more hours per week or provided weekly earnings at least equivalent to the federal minimum wage multiplied by 30 hours or voluntarily reduced their work effort to less than 30 hours per week within 30 days prior to the date of application or anytime thereafter without good cause are subject to a SNAP E&T sanction in accordance with 18 NYCRR §385.13. Districts must continue to consider good cause when evaluating a SNAP applicant's voluntary quit or reduction in work effort as previously described, but are not required to offer the opportunity to avoid a SNAP sanction by demonstrating compliance.

However, in those instances where an individual voluntarily quit his/her job before applying for SNAP benefits, but this fact was unknown to the district until after the individual became a SNAP recipient, the district will be required to offer the opportunity to demonstrate compliance to avoid a SNAP sanction.

VI. Systems Implications

As previously noted, workers should continue to use the current conciliation notice until the updates to WTWCMS have been moved to production. The WTWCMS Conciliation Notice Preview Screen that appears on the updates to the WTWCMS that will be moved to production on or about November 24, 2014 will include the new "type of noncompliance" selections which will be used to determine the template of the Conciliation Notification form generated. Workers will select "PA only" as the "type of noncompliance" until the district has implemented the procedures established by this directive, but no later than December 29, 2014. Effective December 29, 2014, workers must select the correct "type of noncompliance" based on whether the noncompliance applies to only PA employment requirements, both PA and SNAP employment requirements or only SNAP employment requirements and enter the required information, including information regarding the SNAP work assignment if the district is directly referring the individual to a work activity to demonstrate compliance to generate the appropriate conciliation notice. Please see examples below for additional information to explain how the "type of noncompliance" affects the conciliation notice generated by WTWCMS.

Districts that elect not to use WTWCMS to generate the conciliation notice must instruct workers to identify the type of noncompliance and the corresponding manual notice (or local equivalent approved by OTDA) to be used to offer conciliation and/or the opportunity to avoid a SNAP E&T sanction by demonstrating compliance with SNAP work activities. New York City must ensure that the conciliation notices that have been revised to meet the requirements of this directive are implemented no later than December 29, 2014. In all instances, the notice must be mailed to the individual unless he/she is at the district office at the time the noncompliance is reported, in which case the conciliation notice should be handed to the individual.

Examples (to be used on and after December 29, 2014):

1. **Individual subject to PA-only employment requirements (SNAP exempt):** An individual fails to comply with a PA work activity assignment; the worker documents noncompliance, either on WTWCMS, or in the case record; selects "PA" as the type of noncompliance on the "Preview Conciliation Letter" screen on WTWCMS and enters the required information to identify the specific act of noncompliance and to generate the conciliation notice. Since the "PA" type of noncompliance was selected, the conciliation notice will only include information pertaining to the opportunity to request conciliation to discuss the reason(s) for the noncompliance and to present documentation of good cause or to support an alleged exemption from PA employment requirements. The conciliation notice will not include information regarding the opportunity to demonstrate compliance and avoid a SNAP

sanction because such information is not necessary based on the worker's determination that the noncompliance did not apply to the SNAP program.

The individual appears for the conciliation appointment and provides good cause documentation; the conciliation action is closed and the individual resumes participation in the assigned work activity. If the individual does not respond to the conciliation notice prior to the end of the ten calendar day period or the individual responds and the district determines that the individual willfully and without good cause refused or failed to comply with PA work requirements, the PA sanction notice is issued and the appropriate PA sanction is imposed, consistent with 18 NYCRR §385.12. There is no additional opportunity to comply to avoid a PA work related sanction. The district would also process a separate determination to continue SNAP benefits, if the individual was receiving SNAP benefits at the time that the PA sanction was implemented.

- 2. Individual subject to PA and SNAP employment requirements:** An individual fails to comply with a PA/SNAP work activity assignment; the worker selects "PA/SNAP" as the type of noncompliance on the noncompliance creation screen on WTWCMS and enters required information to generate the conciliation notice. The conciliation notice generated via WTWCMS will inform the individual of the opportunity to request conciliation and also include language to inform the individual of the ability to avoid the SNAP sanction by demonstrating compliance with an assigned SNAP work activity. The individual has ten days to respond and either provide good cause, provide documentation of exemption from participation in SNAP E&T activities, or initiate the demonstrated compliance process by complying with a SNAP work activity to the satisfaction of the district.

The individual contacts the district and provides information to explain the reason for the noncompliance and the district determines that the noncompliance was willful and without good cause. The individual also expresses an interest in avoiding a SNAP E&T sanction and is assigned to a SNAP work activity to demonstrate compliance. The individual demonstrates compliance and avoids the SNAP E&T sanction, but is subject to a PA employment sanction because the district determined that the noncompliance was willful and without good cause. A PA only sanction notice is issued consistent with 18 NYCRR § 385.12 and a separate determination is processed to continue SNAP benefits. Any subsequent act of noncompliance with assigned SNAP E&T requirements would be considered a separate instance of noncompliance and would require the issuance of a new conciliation notice.

- 3. SNAP only work registrant fails or refuses to comply with an assigned SNAP work activity:** Worker documents noncompliance in case record. The worker then completes the LDSS-4230A to inform the work registrant of the noncompliance and the opportunity to avoid the SNAP E&T sanction by demonstrating compliance. The worker includes information on LDSS-4230A to directly refer the individual to demonstrate compliance by appearing at and complying with the assigned SNAP work activity. The individual appears and participates in the assigned work activity to demonstrate compliance to the satisfaction of the district, consistent with the TA and SNAP Employment plan approved by OTDA, and avoids the SNAP E&T sanction.

Note: The "SNAP only" type of noncompliance would be selected and information regarding the noncompliance could also be entered on WTWCMS to document the noncompliance and to generate the LDSS-4230A as of December 29, 2014.

- 4. Public Assistance and SNAP on a SNAP-MIX Case:** The work registrant who is receiving assistance as part of a mixed SNAP case would be treated as if they were any other individual receiving SNAP. The work registrant would be subject to the public assistance and SNAP work requirements as illustrated in example 2 and would be issued a joint

conciliation notice. However, if it is determined that the individual willfully and without good cause failed to comply with the assigned work requirement and the individual does not demonstrate compliance with a SNAP work activity to the satisfaction of the district, the worker outside of NYC would need to issue separate Notices of Intent to impose a PA employment sanction and a SNAP E&T sanction. Separate notices are required outside of NYC because the PA and the SNAP benefits are issued through separate case numbers. PA and SNAP benefits for the same household are generally issued on the same suffix in NYC, except for multi suffix cases. For a household greater than one (and is not a multi-suffix), the worker at the Job Center would enter the information on the Client Notices System (CNS) to generate the sanction notice and complete the transaction on WMS to implement both the PA and SNAP sanction. For single individual households, the worker at the Job Center would enter the information on the Client Notice System (CNS) and complete the transaction on WMS to send the Notice of Intent and implement the PA sanction and then process a separate determination for SNAP benefits. If the individual does not document good cause or an exemption from SNAP work requirements and does not timely demonstrate compliance with an assigned SNAP work activity to avoid the SNAP sanction the separate determination may be used to generate the Notice of Adverse Action to impose the SNAP sanction consistent with 18 NYCRR §385.12. However, the worker must disregard any SNAP sanctions that were initiated between August 3, 2009 and December 14, 2012, when determining the SNAP sanction progression.

5. **Public assistance applicant who also received expedited SNAP benefits:** A non-exempt individual who applied for Public Assistance and received expedited SNAP benefits fails without good cause to comply with applicant job search, which was assigned as both a PA and a SNAP work requirement. The worker would issue a notice to deny the PA application for the assistance unit and would separately need to offer the opportunity to avoid the SNAP E&T sanction by demonstrating compliance in a SNAP work activity to the satisfaction of the social services district. While the individual was in applicant status for PA purposes, the individual would be considered a SNAP recipient based on the receipt of expedited SNAP benefits. The worker issues the “SNAP only” conciliation notice to offer conciliation and the opportunity to avoid the SNAP E&T sanction. The individual demonstrates compliance and avoids the SNAP E&T sanction. The district completes a separate determination to determine the household’s eligibility for ongoing SNAP benefits.

Note: A separate determination to evaluate the household’s eligibility for SNAP benefits would need to be completed regardless of whether or not the individual demonstrates compliance with SNAP E&T requirements. If a SNAP recipient does not document good cause/exemption from SNAP work requirements and does not demonstrate compliance, a SNAP E&T sanction would be imposed consistent with 18 NYCRR §385.12. SNAP benefits for the remainder of the SNAP household must be determined.

VII. Revised Manual Conciliation Notice and New SNAP Conciliation Notice

A. Revised Forms

1. Revised Conciliation Notice (LDSS-4230)

The Conciliation Notification (LDSS-4230) (Rev. 05/14) should be used for PA only noncompliance and for PA/SNAP noncompliance in those instances where a manual conciliation notice is needed. The form has been revised and now contains a section to include information on the ability to avoid a SNAP E&T sanction through demonstrated compliance with work requirements for PA/SNAP cases. Workers should select one of the available options under the “Demonstrate compliance with the assigned SNAP work requirement(s)” section to

instruct the client to either contact the agency for information, to directly report to a provider or to comply with job search to demonstrate compliance.

Note: The SNAP section of the manual LDSS-4230 should be left blank if the noncompliance applies only to PA employment requirements (such as if the individual is exempt from SNAP E&T requirements).

2. New SNAP Conciliation Notice (LDSS-4230A)

The new form (LDSS-4230A) should be used for SNAP-only work registrants who fail to comply with a SNAP E&T requirement in those instances where a manual notice is needed. Workers should select one of the available options to instruct the client to contact the agency for information, to directly report to a provider or to comply with job search to demonstrate compliance.

B. Forms Ordering Information

This ADM discussed the following forms which are being revised and will be posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm. The revised forms will also be available to districts through Intelligent Auto Fill (IAF) and for downloading by districts for reproduction locally.

- LDSS-4230: "Conciliation Notification" (English)
 - LDSS-4230-SP: "Conciliation Notification" (Spanish)
 - LDSS-4230A: "SNAP Conciliation Notification" (English)
 - LDSS-4230A: "SNAP Conciliation Notification" (Spanish)
- The revised English and Spanish versions of the above listed forms are printed by the New York State Office of Temporary and Disability Assistance. Districts will be informed separately when the revised forms are available for ordering.
 - The above referenced documents will also be posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.
 - Effective **December 29, 2014**, all previous versions of the manual "*Conciliation Notification*" **must be destroyed** and replaced with the "(Rev. 05/14)" version.
 - Any future requests for printed copies of the English and/or Spanish versions of the notices, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

E-mail: forms.orders@otda.ny.gov
Social Services Districts (SSD) online forms ordering system: <http://formorders/>
Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

C. Local Equivalent Forms

Districts that are using local equivalent forms in lieu of the “Conciliation Notification” (LDSS-4230) must revise the language on the local equivalent form to be consistent with the language on the State form and submit the revised local form to the Office for approval, no later than **December 10, 2014**.

Districts that wish to use a local equivalent in lieu of the “SNAP Conciliation Notification” (LDSS-4230A) must create a form with language consistent with the language on the State form and submit the local form to the Office for approval, no later than **December 10, 2014**.

Districts must implement the new conciliation procedures outlined in this directive by December 29, 2014. Any local forms must be submitted and approved by OTDA for districts to implement the new procedure on time.

Revised local forms should be submitted to the following address:

Office of Temporary and Disability Assistance
Division of Operations and Program Support
Bureau of Management Services
40 N. Pearl Street
Albany, New York 12243

VIII. **Effective Date**

December 29, 2014

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports