Informational Letter

Section 1

Transmittal:	14-INF-16
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	December 30, 2014
Subject:	Notice of Pending SNAP Application
Suggested Distribution:	Supplemental Nutrition Assistance Program Directors Temporary Assistance Directors Staff Development Coordinators
Contact Person(s):	Supplemental Nutrition Assistance Bureau 1-518-473-1469
Attachments:	
Attachment Available On – Line:	☐

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
05 ADM 13 07 ADM 05		18 NYCRR 387.8, 387.14(a)(4)(iii), and 387.17(e)(2)	7 CFR 273.2(h)(3)		

Section 2

I. **Purpose**

The purpose of this directive is to remind Social Service Districts (SSD) of the federal and State requirement to notify a SNAP applicant household of a delay in processing the household's SNAP application, beyond the allowable 30-day timeframe, when the delay is the fault of the SSD, and to announce the availability of a new Client Notices System (CNS) "Notice of Pending Application."

II. **Background**

SSDs are required by Federal and State regulations to provide eligible households with an opportunity to participate in SNAP no later than 30 calendar days following the date the application was filed, or to send a notice of denial on the 30th day following the date of application. This includes SNAP households jointly applying for Temporary Assistance[1] and SNAP benefits. The federal regulations at 7 CFR 273.2(h)(3) require that whenever a delay in the initial 30 day period is the fault of the SSD processing the SNAP application, the SSD shall take immediate corrective action. It further provides that the SSD must not deny the application, but shall instead notify the household by the 30th day that its application is being held pending. (Also, see Section 4.J.1 of the SNAP Source Book.)

Previously, in order to comply with the requirement to send a notice of pending application to SNAP applicant households whose applications are not processed by the 30th day following the application filing date, the local SSD had to send a manual notice. While OTDA recognizes the excellent timely application processing records of most SSDs, the CNS "Notice of Pending Application," has been developed in order to assist districts in the issuance of the required notice when there is a district-caused delay.

III. **Program Implications**

Whenever the processing a SNAP application cannot be completed by the thirtieth (30th) day following the filing date of the SNAP application, **and** the delay is the fault of the SSD, the SSD shall not deny the application. Instead, it must notify the household by the 30th day following the date the application was filed that processing of the household's application is still pending.

SSD staff should use the newly developed '00' – (Non-transaction based) reason code Z94— Notice of Pending Application, to create the Client Notice System (CNS) letter informing the household of the delay in processing the SNAP application. '00' non transaction based notices are produced in one of two ways. Notices can be created on an individual basis requiring two steps. The first step is to create the notices via the notice entry screen WCN011 (CNS Menu selection '01') – the worker will input '00' for the transaction type and 'Z94' for the FS case reason code on NTA case types or 'Z94' for the PA case reason code on TA/SNAP case types

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[1] Whenever 'Temporary Assistance' or 'TA' is used in this document, it means 'Family Assistance' and 'Safety Net Assistance.' Statutorily, these programs are referred to as 'Public Assistance.

and transmit. This will create a pending notice and the worker will be provided with a notice number.   The second step is to initiate the notice for batch release through the notice authorization/release screen WCN021 (CNS menu selection '07'). The worker will then enter the case number and notice number and transmit, this allows the notice to be pulled into and created during that evening's batch update process. '00' non transaction based notices can also be produced as a multiple notice batch via the batch notice entry screen WCN022 (CNS menu selection '08'). The worker needs to enter 'FS' for NTA case types or 'PA' for TA case types in the benefit category, 'Z94' for the reason code, and any office/unit/worker designation, if it is desired to have different information printed than is associated with the case. The worker can then enter up to 15 case numbers at one time (there is no additional information required in the variable 1, 2, 3 fields), and additional entry screens can be requested if needed. When all entries are input, the worker will transmit the batch notice entry screen and a batch notice record number will be generated for all cases entered. The cases now have a pending notice created that will be pulled into that evening's batch update process for the notices to be created.

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