Local Commissioners Memorandum

Section 1

Transmittal:	15-LCM-10
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	June 25, 2015
Subject:	Revisions to the LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide" and LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide"
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106
Attachments:	LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide" LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide"

Attachment Available Online:	☒

Section 2

I.   Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions to the LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide" and LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide"

II.   Background

These desk guides provide district workers with a summary of work activity definitions and information on how the hours of participation in each of the work activities apply towards the federal participation rate that applies to families <u>with</u> dependent children receiving Temporary Assistance for Needy Families (TANF) funded assistance or safety net assistance (SNA) that is counted towards the TANF Maintenance of Effort (MOE) requirement, and the State participation rate that applies to households <u>without</u> dependent children receiving SNA that is not counted towards the TANF MOE requirement.

III.   Program Implications

Districts are encouraged to make the revised LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide" and LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide" available to staff responsible for assigning and monitoring a Temporary Assistance (TA)[1] applicant's or recipient's compliance with work activities consistent with 18 NYCRR 385.8 and 18 NYCRR 385.9.

A. Revised Forms

The forms have been revised as follows:

LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide"
- The definition for vocational education has been updated to include up to four years of post-secondary education (or the part-time equivalent) as a TA work activity under certain circumstances consistent with the changes to Section 336 and 336-a of the Social Services Law as authorized by Chapter 58 of the Laws of 2014.
- The reference to the equivalent for a high school diploma has been updated to "High School Equivalency (HSE)".
- The phrase "no more than 4 consecutive" has been added to the note that explains that job search/job readiness assistance may count towards the federal participation rate for a maximum of 12 weeks in certain circumstances.
- Information has been added to clarify that the work component of a community service assignment cannot exceed the hours derived by the monthly PA grant and SNAP allotment divided by the higher of the federal or State minimum wage consistent with existing requirements. This does not impact an individual's ability to volunteer to participate above the maximum hours assigned by the district.
- The note pertaining to two-parent families in which neither parent is disabled has been adjusted to clarify that the assistance costs for such families is shifted to SNA Non-MOE, as described in 06-LCM-09.

LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide"
- The definition for vocational education has been updated to include up to four years of post-secondary education (or the part-time equivalent) as a TA work activity under certain circumstances consistent with the changes to Section 336 and 336-a of the Social Services Law as authorized by Chapter 58 of the Laws of 2014.
- The reference to the equivalent for a high school diploma has been updated to "High School Equivalency (HSE)".
- Information has been added to clarify that community service may include court ordered activities that otherwise meet the definition of community service consistent with existing policy.
- The note pertaining to two-parent, families in which neither parent is disabled has been adjusted to clarify that the assistance costs for such families is shifted to SNA Non-MOE as described in 06-LCM-09.
- The phrase "no more than 4 consecutive" has been added to the note that explains that job search/job readiness assistance may count towards the federal participation rate for a maximum of 12 weeks in certain circumstances.

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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.'

OTDA 15-LCM-10

B. Forms Ordering Information

The revised LDSS-4923: "TANF and SNA MOE Work Activities Countability Desk Guide" and LDSS-4924: "SNA Non-MOE Work Activities Countability Desk Guide" are not State printed, but are posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and available for downloading by districts for reproduction locally.

Upon the release of this LCM, all previous versions of these forms **should be recycled** and replaced with the "(Rev. 5/15)" version.

Any future requests for master camera ready copies of the revised documents 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.

Issued By
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