



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	15-LCM-19
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	A & QI
<b>Date:</b>	October 30, 2015
<b>Subject:</b>	Electronic Disqualified Recipient System (eDRS) Web Service
<b>Contact Person(s):</b>	Primary: Stephen Bach (518) 402-0117 Secondary: Rebecca Lynch (518) 402-0013
<b>Attachments:</b>	<a href="#">Attachment 1 - WMS eDRS Worker Manual</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Section 2

#### I. Purpose

This Local Commissioners Memorandum (LCM) provides instructions regarding changes in the application clearance process to accommodate the match results from the new eDRS Web Service application. OTDA will now use the web service to access and identify disqualified recipient information on the eDRS database for previously imposed SNAP Intentional Program Violation (IPV) sanctions. Please refer to the attached user manual that provides additional information concerning the match process and also highlights changes to WMS and the clearance report. It also includes screenshots and instructions on how to navigate through the new screens.

#### II. Background

Federal regulation 7 CFR 273.16(i)(4)(i), requires that all state agencies use electronic disqualified recipient data to determine the eligibility of individual SNAP applicants prior to certification to assure they are not currently disqualified from program participation. This data is maintained by USDA's Food and Nutrition Services (FNS) in the eDRS database. All states are mandated to submit SNAP IPV's for entry into this system. Currently sanctioned individuals are ineligible to participate in SNAP until such a time that their sanction period expires.

### III. Program Implications

As part of the clearance process, all SNAP applicants, including those applying for SNAP only and those in Cash Assistance cases receiving SNAP benefits, will be submitted for matching to the FNS eDRS database via the established web service connection. OTDA will utilize the web service on a real-time basis to match all adult members of a SNAP household.

**Important** - Application processing cannot be delayed while the investigation into the eDRS match progresses. If the match is still unresolved at the decision deadline, local social services district staff should proceed as if the household/individual is eligible. If and when the requested documentation is subsequently received and the disqualification can be verified, appropriate action must be taken at that time to remove the matched individual from the case.

Please note that all match information returned is not verified upon receipt. Supporting documentation is required to close or deny the individual based upon the current disqualification. Local district staff will need to communicate with the contact person listed in the record to request the IPV documentation from the issuing jurisdiction.

For most cases, the primary documentation to support the individual's sanction is the Disqualification Notice, Disqualification Consent Agreement, Administrative Hearing Decision/waiver or a copy of the court decision. Federal Regulation 7 CFR 273.2 details the necessary documentation requirements. This information must be retained in the case record for any potential Fair Hearing requirements.

Currently, SSD staff report IPV's to OTDA via the monthly IPV Report. Each month, OTDA enters the IPV's into the eDRS system using a batch submission process. This batch process will be discontinued as of December 31, 2015.

Therefore, rather than continuing to report IPV's to OTDA, OTDA is working on a future enhancement of the web service system that will enable SSD's to enter IPV information directly into eDRS via a new WMS submission screen. Further guidance will be issued when that option becomes operational.

In the event of a prolonged system outage or other technical issues with the web service, a GIS notice will be sent to notify users.

For further questions, please contact Stephen Bach at [stephen.bach@otda.ny.gov](mailto:stephen.bach@otda.ny.gov) or (518) 402-0117.

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