



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	16-INF-16
To:	Local District Commissioners
Issuing Division/Office:	Center of Employment and Economic Supports
Date:	October 20, 2016
Subject:	Revisions to the LDSS-4314 "SNAP Household Composition Desk Guide"
Suggested Distribution:	Supplemental Nutrition Assistance Program (SNAP) Directors Temporary Assistance Directors HEAP Directors Employment Coordinators Staff Development Coordinators
Contact Person(s):	SNAP Policy Questions: 518-473-1469 Forms Questions: (518) 473-7991
Attachments:	Attachment 1 - LDSS-4314
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
09-ADM-08 15-INF-11 10-INF-06		18 NYCRR 385.3	7 CFR 273.5		

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to advise social service districts (SSDs) of revisions to the LDSS-4314 "SNAP Household Composition Desk Guide" (Rev. 5/16).

II. Background

The LDSS-4314 is available for workers to use as a resource to aid in clarifying household relationships and composition. Use of this form by social service districts is optional.

III. Revisions

The LDSS-4314 “SNAP Household Composition Desk Guide” has been revised to reflect the following changes:

- Under “**Relationships**”, the wording was revised from “Parents and their children, 21 years of age or younger, living together, to read “**Children under 22 Years of Age, living with their parent(s).**” This change was made to be consistent with the language in federal regulations.
- Under “**Circumstances Causing Ineligibility**”, a line has been added for “**ABAWD Ineligible**”, and under “**Situation Result**”, the following language has been added; “**Ineligible household member. Income is prorated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated**”.
- Under “**Circumstances Causing Ineligibility**”, two separate boxes regarding an individual who fails to or is unable to provide a Social Security Number (SSN) , or refuses to cooperate with resolving a problem with SSN, have been combined into one box as follows:
 - **Any individual who is:**
 - **Ineligible to get a Social Security Number (SSN); or**
 - **Unable to provide a SSN and fails to apply for a SSN or refuses to cooperate with resolving a SSN validation discrepancy; or**
 - **Failing to provide or apply for SSN.**

Also, the associated box under “**Situation Result**” has been revised from two separate boxes into one box explaining the result of SSN disqualifications as follows: “**Excluded household member. (Income is prorated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated). Applying for or providing the SSN immediately brings the excluded individual into compliance**”.

- Under “**Special Living Arrangement**”– “**Situation Result**”, language has been revised referring to “Children Under 22 years of Age living with their parent(s), to be consistent with the language earlier in this release under “Relationships”, and consistent with federal regulations.
- In the “**Special Living Arrangement**” column, we have reversed the order of “Elderly Individuals and their Spouses” with “Foster Children”, as the bulleted items underneath the column, “**All of the Following Conditions Must Be Met**” is intended to assist in determining the criteria for “Elderly Individuals and their Spouses”.
- Under “**Students**” language in the 2nd bullet referring to “**providing half the care for an incapacitated person**” has been removed as this is not a criterion for student eligibility and is not consistent with federal regulations.
- Additionally, under “**Students**”, the last bulleted item is revised to change the reference from WFA to WIOA, (Workforce Innovation and Opportunity Act).

IV. Forms Ordering Information

- The revised English version of the LDSS-4314: “SNAP Benefits Household Composition Desk Guide” (5/16) is a Camera Ready Only form.
- The above referenced document has been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous versions of the “SNAP Benefits Household Composition Desk Guide” **must immediately be destroyed** and replaced with the revised 5/16 version.
- Any future requests for master camera ready copies of the English version, 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 (518) 474-9522.
- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.

Issued By

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Title: Deputy Commissioner
Division/Office: CEES