



# Office of Temporary and Disability Assistance

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## Informational Letter

### Section 1

<b>Transmittal:</b>	17-INF-16
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Integrated Family Assistance Programs/Employment and Income Support Programs
<b>Date:</b>	December 27, 2017
<b>Subject:</b>	Revisions to the Supplemental Nutrition Assistance Program (SNAP) Application/Recertification (LDSS-4826) and How to Complete the SNAP Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP (LDSS-4826A)
<b>Suggested Distribution:</b>	Employment Coordinators Temporary Assistance Directors SNAP Directors Staff Development Coordinators
<b>Contact Person(s):</b>	OTDA Employment Services Advisor or Employment and Advancement Services, Policy and Operations Bureau (518) 486-6106 for Questions Regarding SNAP E&T requirements SNAP Policy Liaison (518) 473-1469 for questions regarding SNAP eligibility and reporting
<b>Attachments:</b>	<a href="#">Attachment 1- Supplemental Nutrition Assistance Program (SNAP) Application/Recertification (LDSS-4826)</a> <a href="#">Attachment 2-How to Complete the SNAP Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP (LDSS-4826A)</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
03 ADM-03 16 INF-13 09 INF-18 04 INF-11 00-INF-20		18 NYCRR 387.5(a) 18 NYCRR 385.3 18NYCRR 387.6 18NYCRR 387.17(f)		Temporary Assistance and SNAP Employment Policy Manual Section 385.3	16 LCM-09 7 CFR §273.7

## Section 2

### I. Purpose

The purpose of this informational letter is to inform social services districts (districts) of revisions to the Supplemental Nutrition Assistance Program (SNAP) Application/Recertification [LDSS-4826](#) (Rev. 3/17) and How to Complete the SNAP Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP [LDSS-4826A](#) (Rev. 3/17). The INF also informs districts outside of New York City of a WMS edit which requires an entry in the highest degree field for each Non-Temporary Assistance SNAP (NTA-SNAP) applicant/recipient who is age 16 or older at the time of the WMS transaction.

### II. Background

The SNAP application/recertification form and instructions must be offered to households in New York State that are applying or recertifying only for SNAP benefits. The current SNAP application and instructions have been updated to collect data regarding education level and English as a primary or secondary language for each adult SNAP applicant and recipient, who is 16 years of age or older. This information does not impact a household's eligibility for SNAP or their benefit level, but must be requested by the district for all adult SNAP applicants and recipients to meet federal SNAP Employment and Training (SNAP E&T) reporting requirements outlined in 7 CFR §273.7. USDA published an interim final rule, SNAP E&T Program Monitoring, Oversight, and Reporting Measures in the *Federal Register* on March 24, 2016, requiring states to include reporting measures in their federal fiscal year (FFY) 2017 SNAP E&T State Plan thereby requiring outcome data to comply with the national and state reporting measures to be collected for FFY 2017 and submitted in a report to USDA no later than January 1, 2018. Districts were previously informed by [GIS16 TA/DC052](#) of the federal SNAP E&T Reporting Measures, including the requirement to report the number and percentage of all SNAP E&T participants for certain characteristics, including, but not limited to: the educational attainment of an individual prior to enrolling in the SNAP E&T program, whether the individual speaks English as a second language, gender, and age.

The SNAP application/recertification form and instructions have also been revised to include questions to ask if any of the adults in the household applying for SNAP benefits are pregnant or have any medical conditions that limit the individual's ability to work or participate in work activities or the type of work activities that he/she can perform. This information does not impact the household's eligibility for SNAP benefits, but if documented may exempt an individual from the work requirements that apply to Able-Bodied Adults Without Dependents (ABAWDs).

### III. Program Implications

Districts must continue to provide the SNAP application/recertification form and instructions to households in New York State that are applying or recertifying only for SNAP benefits. Districts must continue to evaluate and also ensure that information regarding each adult individual's circumstances is correctly entered and updated on a timely basis on the Welfare Management System (WMS). This includes entering

information regarding each adult SNAP recipient's educational attainment as reported on the SNAP application (see information provided below regarding changes to the SNAP application/recertification form and instructions) on WMS at the time of application or recertification (see Systems Implication section below). Additionally, any updates to an adult SNAP recipient's educational attainment must also be entered on WMS on a timely basis.

The [LDSS-4826](#) and [LDSS-4826A](#) have been updated with the following language to collect data which is necessary to meet the federal SNAP E&T reporting requirements outlined in the interim final rule:

- **LDSS-4826 Updates** – A new section has been added on page 4 entitled “Education/Training and Language.” A chart was added in this new section of the LDSS-4826 to collect the highest level of education and whether English is the primary or secondary language for those applying for SNAP (including the applicant) who are age 16 and older.
- **LDSS-4826A Updates** – Instructions have been added to help a SNAP applicant and other household members identify their highest level of education and whether English is their primary or secondary language. The option of “unknown” is provided in those instances where the adult individual who is completing the application does not know another adult individual's education level. An individual should enter “neither” on the application if the individual completing the application does not know whether English is an individual's primary or secondary language.
- A note has been added to the LDSS-4826 and LDSS-4826A to inform the SNAP household that the provision of information regarding highest level of education and English language is voluntary. The note also advises that the information will not affect the eligibility of the persons applying or the level of benefits received and explains that the reason for requesting this information is to meet federal reporting requirements.

[GIS 16 TA/DC052](#) also informed districts to ensure that all enrollments in work activities approved by the district, including enrollments for NTA-SNAP recipients, are entered and updated, including the entry of the start and completion/end dates and that actual hours of participation in an unpaid work activity for each month is entered on WTWCMS (NYC systems for SNAP recipients in NYC) in a timely manner. Districts should also enter an enrollment in paid employment (subsidized or unsubsidized) on WTWCMS (HRA systems in NYC) as soon as the hours of paid employment have been reported and documented (which may be based on self-attestation for up to the first four weeks of employment) and at a minimum until the hours of paid work are entered on SNAP budget on the Automated Budgeting Eligibility Logic (ABEL) system. Changes in the hours of paid work must be processed in a timely manner, regardless of whether there is a change in the SNAP benefits to the household. Entering and maintaining information regarding each adult SNAP recipient's individual circumstances and work activity enrollments is critical to make certain that the outcome data and other information reported to USDA is complete and accurate.

The Office of Temporary and Disability Assistance (OTDA) has also added the following information to the [LDSS-4826](#) and [LDSS-4826A](#) to ensure districts record the correct SNAP employability and ABAWD code on WMS:

- **LDSS-4826 Updates** – Two questions have been added on page 5 that ask if there are any adults in the household age 16 and older (including the applicant) who:
  - Are pregnant?
  - Have any medical conditions that limit their ability to work or the type of work that they can perform?
- **LDSS-4826A Updates** – Instructions have been added to help a SNAP applicant and other household members complete the question regarding pregnancy and to help an applicant and other household members identify if they have a medical condition that limits their ability to work or the type of work they can perform.

The following miscellaneous changes were made to the LDSS-4826 and LDSS-4826A:

- For spacing purposes, the “Non-Discrimination Notice” was moved from page 7 to page 1 of the updated LDSS-4826.
- On the LDSS-4826, under Living Arrangements, the term “blind” was removed from the question “Are you, or is anyone living with you, blind/disabled or at least age 60,” and on the LDSS-4826A, Section 8.
- The following language was added to the ABAWDs section on page 9 of the LDSS-4826A:
  - Under the ABAWD Exemptions:
    - A recipient of Veteran’s Affairs (VA) disability compensation
    - A recipient of disability benefits from a public or private source, such as Social Security Disability Insurance (SSDI) or NYS disability benefits
  - ABAWD Work Activities:
    - The word “benefit” was added to the statement “Comply with a Work Experience Program (WEP) assignment for the number of hours equal to your SNAP benefit divided by the higher of the federal or State minimum wage
    - The reference to the Workforce Investment Opportunity Act was updated to the “Workforce Innovation and Opportunity Act”
  - The word “immediately” was added to the following statements:
    - If an ABAWD wants to receive SNAP benefits beyond the 3-month limit and is unable to secure paid employment of at least 80 hours a month, he/she should immediately contact the district to discuss what work or work programs may be available to permit the ABAWD to meet the work requirement.
    - If an ABAWD does not meet the work requirement and loses eligibility for SNAP, he/she may be able to receive SNAP again, if otherwise eligible, and should immediately contact the district to discuss what he/she needs to do to regain SNAP eligibility.

#### IV. Systems Implication

Districts should enter the highest level of education as reported on the [LDSS-4826](#) for each SNAP applicant/recipient who is 16 years of age or older in the “Highest Degree” field on screen 3 of WMS or the Individuals tab of myWorkspace for districts outside of NYC and the NQIN2A screen on NYC WMS. Completion of this field is currently required for all Temporary Assistance (TA) case types and will be required for all NTA-SNAP opening, change, reopening, recertification and reactivation transactions entered on WMS by districts outside of New York City on or after 10/22/17. NYC will be notified separately when entry of this field will be required on NYCWMS.

Note: The March 2017 version of the LDSS-4826: *“Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* includes “unknown” under the “Highest Degree Code “9” which is currently defined as (Not Applicable). **Districts should not use Highest Degree Code “9” when an individual’s educational level is unknown as OTDA has determined that “not applicable” and “unknown” must be collected separately.** If an individual’s highest level of education is unknown at the time that the transaction is processed, the district should enter “8” (Unknown) in the “Highest Degree” field on screen 3 of WMS and update it when the individual’s highest level of education has been provided by the SNAP household. Use of Highest Degree Code “9” should continue to be limited when the code is “Not Applicable”.

Due to the fact that there is currently no field on WMS to capture the English as a primary or secondary language, districts will not enter this information as reported on the LDSS-4826 on WMS at this time, even though SNAP households may include this information when completing the SNAP application. OTDA has requested a system enhancement to WMS and myWorkspace to add a new field for districts to report the primary language spoken for each SNAP applicant or recipient who is 16 years of age or older as entered on the LDSS-4826 that is completed by the SNAP household. Districts will be notified separately when this field has been moved to production for data entry.

#### V. Forms Ordering Information

- The revised English version of the LDSS-4826: *“Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* and the [“LDSS-4826A: “How to Complete the Supplemental Nutrition Assistance Program \(SNAP\) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP”](#) are forms printed by OTDA.
- The above referenced documents have been posted on the OTDA Intranet website at: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and may be available for downloading by districts for reproduction locally, depending on print specifications.
- Upon the release of this INF all previous versions of the *“Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* and the *“How to Complete the Supplemental Nutrition Assistance Program (SNAP) Application/Recertification and Applicant/Recipient Rights and Responsibilities for SNAP”* **must immediately be recycled** and replaced with the revised 3/17 version.

- Any future requests for printed copies of the English version, should be submitted to 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](mailto:forms.orders@otda.ny.gov)  
Districts 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.

**Issued By**

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