



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	17-LCM-10
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	September 27, 2017
Subject:	Update to the Welfare-to-Work Caseload Management System Activity Referral Letter
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106
Attachments:	WTWCMS Activity Referral Letter
Attachment Available Online:	<input type="checkbox"/>

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of recent revisions made to the activity referral letters generated through the Welfare-to-Work Caseload Management System (WTWCMS). The primary change was to add language to the work activity referral letter to clarify that individuals that work and/or participate in work activities approved by the district for at least 30 hours per week (totaling 120 hours per month) are not subject to a Supplemental Nutrition Assistance Program (SNAP) work sanction. Such individuals may still be subject to a Temporary Assistance (TA) work sanction if the individual has applied for or is receiving TA and does not participate for the weekly number of hours assigned by the district.

II. Background

Districts may assign Temporary Assistance (TA) applicants and recipients, including those individuals who are receiving SNAP benefits, to work activities for up to 40 hours per week, unless the individual documents that he/she has a physical or mental health condition that limits the number of hours that the individual can work and/or participate in work activities. Applicants and recipients who willfully and without good cause refuse or fail to comply with work requirements as assigned by the district may be subject to both a TA and SNAP work sanction. However, individuals who participate in assigned

work activities for 30 or more hours per week, but less than the number of hours required by the district, would only be subject to a TA work sanction. Federal SNAP E&T regulations [see 7 CFR §273.7(e)(3)(ii)] limit the number of hours that an individual may be required to participate in work activities combined with hours of paid employment to 30 hours per week (no more than 120 hours per month). Individuals are not subject to a SNAP sanction if they work and/or participate in work activities as assigned by the district for at least 30 hours per week (totaling 120 hours per month). Individuals may also continue to volunteer to participate in work activities for more than 30 hours per week.

The activity referral letter that may be generated through the WTWCMS has been updated to include the following language: “However, you are not subject to a SNAP sanction if you work and/or participate in work activities assigned by the social services district for at least 30 hours per week (totaling 120 hours per month.)” The phrase “and participate as assigned” has also been added to the first sentence of the letter and to the section labeled “Provider Expectations” to clarify that the individual who has been assigned is expected to appear as scheduled and to participate in activities as assigned.

III. Program Implications

Districts must review their policies and procedures to ensure that individuals who participate in assigned work activities, including hours of paid employment for 30 or more hours per week are not sanctioned from SNAP benefits for noncompliance with SNAP work requirements.

Districts that use a locally developed work activity referral letter must update the local version of the letter to include the language provided above so that individuals are clearly informed that they will not be sanctioned from SNAP benefits for noncompliance with work requirements if he/she works and/or participates in work activities for 30 or more hours per week. The revisions to locally developed work activity referral letters must be completed and implemented no later than **November 6, 2017**.

Issued By

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Division/Office: Integrated Family Assistance Programs