



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	18-INF-16
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	November 23, 2018
Subject:	Revisions to the LDSS-4826B Interview/Verification Guide for the LDSS-4826 Supplemental Nutrition Assistance Program (SNAP) Application/Recertification
Suggested Distribution:	Employment Coordinators Temporary Assistance Directors SNAP Directors Staff Development Coordinators
Contact Person(s):	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 SNAP eligibility and reporting
Attachments:	Attachment 1 - LDSS-4826B Interview/Verification Guide for the LDSS-4826 Supplemental Nutrition Assistance Program (SNAP) Application/Recertification
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.
17-ADM-01 16-ADM-01 16-INF-09		18 NYCRR 385.3	PRWORA of 1996 (P.L. 104-193 Sec. 6 of the Food Stamp Act	TA and SNAP Employment Policy Manual SNAP Source Book	7 CFR 273.7 7 CFR 273.24 7 CFR 273.2(f)(6) 7 CFR 272.5(b)(1) GIS 18 TA/DC020 GIS 03 TA/DC015

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform social service districts (districts) of revisions to the [LDSS-4826B Interview/Verification Guide For the LDSS-4826: Supplemental Nutrition Assistance Program \(SNAP\) Application/Recertification](#).

II. Background

The LDSS-4826B *Interview/Verification Guide for the LDSS-4826* was originally distributed with GIS 03TA/DC015 suggesting districts use the non-mandated worker guide to accompany the LDSS-4826 *Supplemental Nutrition Assistance Program (SNAP) Application/Recertification*.

Federal regulation 7 CFR 272.5(b)(1) requires State agencies to inform SNAP participant and applicant households of their program rights and responsibilities. Federal regulation 7 CFR 273.2(e)(1) requires, as part of the eligibility interview, that the interviewer must advise households of their rights and responsibilities, including the appropriate application processing standard and the household's responsibility to report changes.

Federal regulation 7 CFR 273.7(c)(1) states the State agency must explain to the individual the pertinent work requirements, the rights and responsibilities of work registered household members, and the consequences for failure to comply.

Section 6(o)(2) of the Food and Nutrition Act of 2008, as amended, limits the time able-bodied adults without dependents (ABAWDs) can receive SNAP benefits to 3 months in any 36-month period, unless the individual meets the ABAWD work requirement or is otherwise exempt. State agencies must inform ABAWD and potential ABAWD households of the time limit, exemption criteria (including exemptions from the general work requirements), and how to fulfill the ABAWD work requirements, as these rules and responsibilities are fundamental to their eligibility for SNAP. At a minimum, this must take place during the eligibility interview.

Federal regulation 7 CFR 273.2(f)(6) states case files must be documented to support eligibility, ineligibility, and benefit level determinations.

The LDSS-4826B *Interview/Verification Guide for the LDSS-4826* has been revised to provide district eligibility workers with an optional tool for documenting the information gathered from the household during the eligibility interview, and to document in the case file that the household was informed of their program rights and responsibilities, including the SNAP work requirements and ABAWD requirements, as outlined above. Use of the LDSS-4826B *Interview/Verification Guide* is not mandatory, however OTDA strongly encourages districts to use this tool to make certain all required information is reviewed with the household during the interview and that the case file clearly supports the eligibility, ineligibility, and benefit level determination made by the eligibility worker.

III. Program Implications

The LDSS-4826B *Interview/Verification Guide For the LDSS-4826 Supplemental Nutrition Assistance Program (SNAP) Application/Recertification* has been revised, as outlined below, to assist the eligibility worker when conducting the SNAP interview.

Part A:

Part A of the [LDSS-4826B Interview/Verification Guide For the LDSS-4826 Supplemental Nutrition Assistance Program \(SNAP\) Application/Recertification](#) is designed to assist workers to manage SNAP application and recertification processing and comply with all the applicable SNAP eligibility determination requirements. Districts are not required to use the LDSS-4826B, and may incorporate its questions and information into their processes as they determine appropriate. For example, districts may choose to require new workers to use the form when interviewing as part of their training. Districts may also incorporate elements of the form into local equivalents.

The first section allows the worker to maintain a record of procedural and non-financial elements of the SNAP eligibility determination including, for example, that the worker verified the application/recertification form was signed, and the date the interview was completed. Additionally, the section prompts workers to verify that the household has verified in writing or electronically that an authorized representative is able to act on its behalf for households with authorized representatives.

Part A also includes sections that collect information necessary to accurately determine a household's SNAP eligibility including:

- **Household Size:** information about who resides in the household and their relationships is necessary to determine the required SNAP household members. The section also includes an area to note any ineligible household members (e.g., students, non-citizens, and non-compliant Able Bodied Adults Without Dependents).
- **SNAP Household Income:** all household income must be disclosed and verified, including type of income, amount and frequency received, whether the income is ongoing and when the income began if it is not already part of the case record.
- **Categorical Eligibility:** categorical eligibility must be determined for each household and workers may reference the [LDSS-4943 Categorical Eligibility Desk Aid](#) as a resource. Households not categorically eligible are subject to the resource test and must provide verification of all countable resources.
- **Participant Characteristics:** workers should ask the education level and primary language questions if they have not been completed on the application/recertification form. Workers must also explain that the questions are voluntary and are only used for federal reporting purposes and that the information is reported anonymously.
- **Residence-Shelter Type/Expenses:** information about the household's current address, shelter type and expenses must be collected and verified if applicable. Workers must also collect information about shared living situations if applicable.
- **Heat-Utility/Expense:** information about the household's responsibility for heating and/or utility expenses must be collected to determine the household's fuel/utility code and Standard Utility Allowance eligibility.
- **Standard Utility Allowance:** subsections A and B assist the worker to make the correct Standard Utility Allowance determination for the household and the [LDSS-4902 SNAP Utility Allowance Table](#) is available as a reference. Additionally, workers should reference [18 TA-DC012 \\$21 Nominal HEAP Benefits Advance Payment](#) to determine whether the household is eligible for the \$21 nominal HEAP benefit to qualify for the Heating/Cooling

Standard Utility Allowance (HCSUA). Please note that an Administrative Directive Memorandum (ADM) providing additional guidance about the \$21 Nominal HEAP Advance Payment is forthcoming.

- Deductions: information about the household's countable expenses, including child care, child support and out of pocket medical expenses must be collected and verified if applicable.
- Applicants Rights and Responsibilities and Reporting Requirements: As described above, federal regulation 7 CFR 272.5(b)(1) requires State agencies to inform SNAP participant and applicant households of their Program rights and responsibilities and 7 CFR 273.2(e)(1) requires, as part of the eligibility interview, the interviewer to advise households of their rights and responsibilities, including the appropriate application processing standards and the household's responsibility to report changes. Part A includes a summary of the Applicant/Recipient rights and responsibilities and reporting requirements to assist workers to provide accurate information during the interview and determine and record the household's reporting requirements.

Part B: Employment Requirements for SNAP Applicants and Recipients

Section 1: SNAP Work Requirements:

- The district must determine work registration status, (exempt or non-exempt from work requirements), for all members of the SNAP household that are age 16 through 59 at the time of the interview. As part of the work registration process, the worker must explain the rights and responsibilities of work-registered household members, and the consequences for failure to comply. This section of the interview guide provides guidance to prompt the eligibility worker to verbally review SNAP work requirements, including the consequences for failure to comply, with the household during the eligibility interview. This section includes space for the worker to initial and document the date that the household was informed of the SNAP work requirements.
- The exemptions from the SNAP work requirements are listed on the bottom of page 6 and top of page 7 of the [LDSS-4826B](#). During the eligibility interview, the worker must review the exemptions from the SNAP work requirement with the household to identify household members who fit the exemption criteria. If any members of the household claim to be exempt from the SNAP work requirements, the worker will record the individual's name and indicate the documentation requested to satisfy the claimed exemption.
- On the bottom of page 7, the worker will document who in the household is subject to the SNAP work requirements. This section also provides space for the worker to indicate if the non-exempt individual has been referred to a SNAP Employment and Training (E&T) work activity, (or to the district's employment unit or contracted employment vendor), and the supportive services needed by the individual in order to participate in SNAP E&T activities.
- In the table on the top of page 8, the worker will identify any household members who are in sanction status for SNAP at the time of the interview. For household members with a durational sanction at the time of the interview, the eligibility worker must explain the remaining time period of the durational sanction, ask if the sanctioned household member may now qualify for an exemption from the SNAP work requirements, and inform the household of what the sanctioned member must do to comply at the end of the durational sanction period.

Section 2: Additional Work Requirements for SNAP Recipients who are Able Bodied Adults Without Dependents (ABAWD):

- For each household member who is subject to the SNAP work requirements, the eligibility worker must determine if the individual qualifies for an exemption from the ABAWD time limits. The eligibility worker must discuss the exemptions from the ABAWD time limit, listed on page 8 of the [LDSS-4826B](#), with the household representative to identify all household members between the age of 18 through 49, who are subject to SNAP work requirements, but who may be exempt from the ABAWD time limit. If documentation is needed to support an exemption from the ABAWD time limit, the worker will record the documentation that was requested. Individuals identified with “yes” to any of the exemptions listed on the bottom of page 8, are not subject to the ABAWD time limit.
- After reviewing the exemptions from the ABAWD time limit, on the top of page 9 the eligibility worker will record the name of any household members who are subject to the ABAWD time limit. If the ABAWD individual is engaged in work or a work activity at the time of the interview, the activity should be identified in the table on page 9, along with the documentation requested to verify engagement in the ABAWD qualifying work activity.
- In all districts that do not have a federally approved ABAWD waiver for the full county, the worker must verbally review the ABAWD requirements during the eligibility interview. The information bulleted in the middle of page 9 of the LDSS-4826B must be reviewed with the household representative during the eligibility interview. In addition to verbally informing the household of the ABAWD requirements, OTDA strongly recommends workers also provide the [LDSS-5072 Informational Letter Regarding ABAWD Requirements](#) to all SNAP households that include an ABAWD. The worker should date and initial at the bottom of page 9 to document in the case record that the household was informed of the ABAWD requirements.
- In all districts that do not have a federally approved ABAWD waiver for all residents of the district, the district must offer and provide an ABAWD qualifying work activity for an ABAWD to maintain SNAP eligibility. As a reminder to the worker, a confirmation statement is located on the bottom of page 9 for the worker to indicate the date that the [LDSS-5127 ABAWD Work Activity Letter](#) was sent to the ABAWD member of the household.
- During the eligibility interview the worker must determine whether or not the ABAWD has received SNAP benefits in any other county in New York, and/or if the ABAWD has received SNAP benefits in any other State during the fixed 36-month period. In New York State the current 36-month period began on January 1, 2016 and will expire December 31, 2018. A new fixed 36-month period will begin on January 1, 2019 and will expire December 31, 2021. The information on the top of page 10 of the LDSS-4826B reflects the dates of the new fixed 36-month period (beginning January 1, 2019) and prompts the worker to review ABAWD countable months the ABAWD individual may have received in another State or county during the fixed 36-month period. Districts should refer to [GIS 18 TA/DC020 Out-of-State SNAP Participation for Able-Bodied Adults Without Dependents \(ABAWD\) Tracking](#) for additional guidance on this requirement. Please note that an ADM providing additional guidance on the new fixed 36-month time period for ABAWD compliance is forthcoming.
- In the table on the bottom of page 10, the worker will identify any ABAWDs in the SNAP household who are currently ineligible for SNAP benefits because of noncompliance with ABAWD requirements. For each ineligible ABAWD, the worker must explain to the household how the ineligible ABAWD can re-establish eligibility for SNAP benefits, and document the offer of an ABAWD qualifying activity to the individual to re-establish eligibility for SNAP. Providing the ineligible ABAWD with the [LDSS-5127 ABAWD Work Activity Letter](#)

will support the assistance the district offered to the individual to re-establish eligibility for SNAP. Please note: An ABAWD who was previously determined ineligible for SNAP benefits because of noncompliance with ABAWD requirements and does not re-establish eligibility by complying with the ABAWD requirement to the satisfaction of the district remains ineligible for SNAP benefits.

IV. Forms Ordering Information

- The revised version of the [LDSS-4826B](#): *“Interview/Verification Guide for the LDSS-4826: Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* is printed by the New York State Office of Temporary and Disability Assistance.
- This form will automatically be drop shipped to districts in small quantities once available. After the initial drop shipment is received, you may order more stock.
- The above referenced document has been posted on the OTDA Intranet website at: http://otda.state.nyenet/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.
- Upon the release of this INF all previous versions of the *“Interview/Verification Guide for the LDSS-4826: Supplemental Nutrition Assistance Program (SNAP) Application/Recertification”* **must immediately be destroyed** and replaced with the revised 10/18 version.
- Any future requests for printed 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
District 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 email address below for review and approval.

otda.sm.Local.Equivalent.Requests@otda.ny.gov

Issued By

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