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Local Commissioners Memorandum

Section 1

Table with 2 columns: Field Name and Value. Fields include Transmittal, To, Issuing Division/Office, Date, Subject, Contact Person(s), Attachments, and Attachment Available Online.

Section 2

I. Purpose

The purpose of this Memorandum is to provide social services districts (districts) with information regarding the use of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) dependent care funds for Federal Fiscal Year (FFY) 2018, including how districts may request reimbursement for such expenditures.

II. Background

SNAP E&T dependent care funds provide 50% federal reimbursement for eligible dependent care expenses incurred by SNAP applicants and recipients during participation in SNAP E&T activities and for up to 90 days after becoming employed following SNAP E&T participation.

2018). As always, 50% federal reimbursement of SNAP E&T eligible dependent care expenditures is subject to the availability of federal funds.

Districts that want to access SNAP E&T dependent care funds for eligible expenditures will be required to submit a request worksheet subject to approval by the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services (OCFS) and the Division of Budget (DOB). SNAP E&T dependent care funds will be available only to the extent that OCFS and the DOB determine that the use of the funds will not jeopardize New York State's ability to receive the State's entire allotment of federal Child Care and Development Fund (CCDF) and child care funds available under Title IV-A of the Social Security Act. Districts may claim up to the amount of their approved allocation to reimburse 50% of SNAP E&T dependent care eligible expenditures, if the NYS Child Care Block Grant (CCBG) maintenance of effort (MOE) requirement is met. The remaining 50% of SNAP E&T dependent care eligible expenditures are used to meet the local share that is required to receive federal reimbursement as described below.

OTDA has developed the SNAP E&T Dependent Care Report, a Cognos report for districts outside New York City. This report provides needed information on potentially eligible dependent care expenditures by case type. Report instructions are included on the Cognos site.

### **III. Program Implications**

Subject to an approved allocation, districts may claim 50% reimbursement for eligible dependent care costs related to the participation of eligible SNAP applicants and recipients in allowable SNAP E&T activities. The local share of such expenditures must be supported by eligible non-federal funds. Any funds used to meet the match or MOE requirement of any federal program, including CCBG MOE funds, cannot be used to meet the local (non-federal) share of SNAP E&T dependent care expenditures.

For information regarding district CCBG MOE requirements districts should refer to 18-OCFS-LCM-16 and to federal SNAP regulations at 7 CFR 273.7(d)(1)(ii), 273.7(d)(4) and 273.7(e)(1). In addition, districts should refer to Section 3 of the OTDA Employment Policy Manual, Volume 3 of the New York State Fiscal Reference Manual (FRM), and [18-LCM-05](#) for further information on allowable SNAP E&T activities and instructions for claiming SNAP E&T administrative expenditures.

#### **A. Eligible Costs**

Not all individuals eligible for CCBG-funded child care are eligible to receive SNAP E&T-funded dependent care. As discussed in more detail below under section B "Eligible/Ineligible Individuals," SNAP E&T dependent care funds may be used to reimburse dependent care costs that are necessary and appropriate for SNAP applicants or recipients to participate in allowable SNAP E&T activities. They may also be used to reimburse dependent care costs for individuals who participated in an allowable SNAP E&T activity within 90 days before beginning employment and for up to 90 days following the start of their employment.

SNAP E&T dependent care funds may be used to support eligible child care costs incurred for dependents under the age of 13. SNAP E&T dependent care funds may also be used to support eligible dependent care costs for a child with special needs or under court supervision who is under 18 years of age or under 19 years of age and a full-time student in a secondary school or in an equivalent level vocational or technical training. Documentation is required for children who have been identified as having special needs or are under court supervision, as described above. Eligible families are defined in 18 NYCRR §415.2(a).

SNAP E&T dependent care funds cannot be used to reimburse dependent care costs for services provided by another member of the SNAP household. Additionally, SNAP E&T dependent care funds cannot be used to reimburse the parent for their portion of the parent fee associated with dependent care costs.

Reimbursement for dependent care under SNAP E&T may not exceed the lesser of the actual cost of care or the market rate for such care as established in 18 NYCRR §415.9.

Dependent care services funded through the SNAP E&T program must be provided consistent with federal laws and regulations relating to OCFS and the CCBG and the SNAP E&T program.

## **B. Eligible/Ineligible Individuals**

SNAP applicants and recipients eligible to receive SNAP E&T funded dependent care include the following:

1. SNAP applicants and recipients participating in a SNAP E&T activity approved by the district (see allowable activities below). This group of SNAP E&T participants may include:
  - a. SNAP applicants or recipients also applying for or in receipt of Safety Net Assistance (MOE and non-MOE), and,
  - b. SNAP applicants or recipients not receiving Temporary Assistance (NTA-SNAP).
2. Employed SNAP recipients for up to 90 days in those instances where the individual participated in a SNAP E&T activity within 90 days prior to the beginning of his/her employment. SNAP E&T dependent care funds may not be used for individuals who are employed when applying for Temporary Assistance or SNAP benefits or who get a job without participating in an approved SNAP E&T activity within the 90 days preceding the start of their employment.

Certain individuals may be limited in the SNAP E&T dependent care that they may receive based on limitations that a district has included in its child and family services plan.

The limitations on SNAP E&T funded dependent care for employed individuals do not limit other instances that may render the individuals eligible for, or guaranteed dependent care assistance through other funding streams. For example, certain Temporary Assistance recipients are guaranteed transitional child care for up to 12-months after leaving temporary assistance as a result of no longer being financially eligible for Temporary Assistance due to increased income.

When a district mandates (subject to sanction) that an individual participate in a SNAP E&T activity, the district must provide supportive services (referred to as participant reimbursements under federal SNAP E&T regulations) such as transportation and dependent care services that are determined to be reasonable and necessary to allow for participation. Participant reimbursements should also be provided to SNAP applicants and recipients who volunteer to participate in SNAP E&T activities approved by the district. While many SNAP applicants and recipients may be eligible for SNAP E&T dependent care services, the district may determine which groups of individuals will be enrolled in SNAP E&T activities and provided with dependent care.

Eligible individuals may only receive SNAP E&T-funded dependent care for hours during which they participate in a district approved SNAP E&T activity as defined in New York State's SNAP E&T State Plan and each district's Temporary Assistance and SNAP

Employment Plan. SNAP E&T-funded dependent care may not be used for individuals participating in activities that are not determined by the district as SNAP E&T approved activities.

According to federal requirements, the following individuals are not eligible for SNAP E&T funded dependent care:

1. Individuals who are applying for or are in receipt of Temporary Assistance for Needy Families funded public assistance (i.e., Temporary Assistance case types 11 and 12)
2. Individuals sanctioned from receiving SNAP benefits
3. Individuals who are employed when applying for SNAP benefits
4. Individuals whose dependent care is provided by another member of the SNAP household
5. Individuals who did not participate in SNAP E&T activities within 90 days before entering employment
6. Individuals who are employed for more than 90 days

In most instances, an individual who is eligible for SNAP E&T-funded dependent care is also eligible for CCBG funded child care. If a district is authorizing SNAP E&T dependent care payments for any individual who is not also eligible for CCBG funded child care, the district must identify eligibility upon issuance and use the WMS payment type F3-SNAP E&T Dependent Care Payment.

### **C. Allowable SNAP E&T Activities**

SNAP applicants and recipients participating in a SNAP E&T activity as defined in the NYS SNAP E&T State Plan and approved by the district must be provided support services determined to be reasonable and necessary for participation. SNAP E&T dependent care funds may be used to provide dependent care services to eligible SNAP applicants and recipients participating in approved SNAP E&T activities and to support employment for up to 90 days following an individual's entering employment after participating in an approved SNAP E&T activity within 90 days prior to beginning employment.

The following are SNAP E&T allowable activities:

1. Job search
2. Job readiness training
3. Job skills training (including vocational education and permissible post-secondary education)
4. Education
5. Work Experience
6. Subsidized Employment program
7. Community Service
8. Job Retention Services – As noted above, SNAP E&T reimbursements may be provided to support employment for up to 90 days in those instances where the individual participated in another SNAP E&T program activity prior to beginning employment. To be eligible for SNAP E&T reimbursements individuals must begin employment within 90 days of participation in the SNAP E&T activity.

Participants may not be provided with dependent care services under SNAP E&T beyond that which is necessary to allow for SNAP E&T program participation.

#### IV. Required Action

Districts that want to access SNAP E&T dependent care funds must submit a request form to OTDA. The request is subject to approval by OTDA, OCFS, and DOB. SNAP E&T dependent care funds will be available only to the extent that OCFS and DOB determine that the use of the funds will not jeopardize the State's ability to receive the State's entire allotment of federal CCDF and child care funds available under Title IV-A of the Social Security Act. SNAP E&T dependent care funds are also subject to the availability of funds at the federal level. Districts may claim up to the approved allocation, as long as transfers from CCBG claims don't reduce a district's local share to an amount lower than the district's CCBG maintenance of effort (MOE) requirement.

Districts wishing to access SNAP E&T dependent care funds must submit a Request Worksheet (Attachment 2) to provide the following information:

1. Estimated local share of child care claims exceeding MOE for the federal fiscal year. This amount represents the gross locally funded expenditures not required to meet the CCBG MOE. Local share expenditures in excess of the district's MOE are available to provide the 50% non-federal share of any expenditure eligible for SNAP E&T dependent care reimbursement. To find the currently available local share of child care claims, look on the CCBG ceiling report for the following numbers, subtracting b from a:
  - a. "TOTAL" "Over Ceiling" amount.
  - b. "25% Day Care Block Grant" "Under Ceiling" amount. This is the amount of local share needed in order for the district to meet its MOE.
2. Projected gross SNAP E&T eligible dependent care expenditures. This amount is the projected gross SNAP E&T eligible dependent care expenditures as determined based on information provided by the SNAP E&T Dependent Care Report.
3. Projected adjustments to the projected gross SNAP E&T eligible dependent care expenditures based on the SNAP E&T Dependent Care Report (from step 2 above). Districts may choose to supplement the projection supported by the SNAP E&T Dependent Care Report with information based on factors such as a review of potentially eligible individuals or other factors that may affect overall child care expenditures. Districts must itemize and explain any adjustments under section two of the worksheet.
4. Total projected gross SNAP E&T eligible dependent care expenditures for the federal fiscal year (the district's request). This amount should reflect the projected SNAP E&T eligible expenditures to be submitted by the District for FFY 2018 (October 1, 2017 through September 30, 2018). This amount must not exceed local share of claims exceeding MOE for the federal fiscal year, as identified in line 1 in Attachment 2, because those expenditures reflect the maximum CCBG expenditures potentially eligible for SNAP E&T reimbursement.

All requests for FFY 2018 SNAP E&T dependent care funds must be received no later than **February 25, 2019**. Due to the deadline for processing dependent care claims as described below, requests submitted after February 25, 2019 will not be accepted. OTDA, OCFS, and DOB will review requests received by February 25, 2019 and subsequently notify districts of their approved SNAP E&T dependent care allocations. **Districts must not shift any claims from CCBG (Schedule H) to SNAP E&T (Schedule D-3) prior to approval by OTDA and OCFS.** If the amount of requested E&T dependent care funds exceeds the funding level authorized by USDA, district allocations will be adjusted proportionately.

Completed SNAP E&T dependent care request worksheets should be submitted to:

**Emily Maher**  
**NYS Office of Temporary & Disability Assistance**  
**Employment and Income Support Programs**  
**40 North Pearl St., 11<sup>th</sup> Floor**  
**Albany, NY 12243**  
**Email: [Emily.Maher@otda.ny.gov](mailto:Emily.Maher@otda.ny.gov)**

## V. Reporting

OTDA has developed the SNAP E&T Dependent Care Report, a Cognos report for districts outside New York City. The report is in a subfolder in the SNAP E&T folder located under the "Employment Programs Reports" folder in Cognos and can be accessed using the following link: [SNAP E&T Dependent Care Report](#). This report provides needed information on potentially eligible dependent care expenditures during the federal fiscal year by case type. These expenditures should be used to project SNAP E&T eligible dependent care expenditures recorded on the request worksheet (Attachment 2, Line 2) by each district outside of New York City. New York City has developed a comparable report.

The Cognos report is based on Welfare Reporting and Tracking System (WRTS) information derived from the Welfare-to-Work Caseload Management System (WTWCMS) work activities and BICS (Benefit Issuance and Control System) payment information. It is important for districts to enter all work activities and hours of participation on WTWCMS timely and accurately so that information will carry to the report. Report instructions are included on the Cognos site.

District staff must have access to Cognos with, at a minimum, OTDA WRTS security level services and non-services; however, we recommend that district staff have full Local District OTDA WRTS access (#WRTS). Without complete security access, the report may provide incomplete results.

## VI. Claiming Instructions

Districts that have an approved allocation to provide dependent care under SNAP E&T for families eligible for CCBG services have the option to claim dependent care expenditures as CCBG program costs or SNAP E&T dependent care costs.

Districts should use the "SNAP E&T Dependent Care Report" that identifies the universe of SNAP E&T families who are dually eligible for services under the CCBG and SNAP E&T dependent care, and the BICS Composites to identify corresponding amounts eligible to be claimed under SNAP E&T dependent care on Schedule D-3, Allocation and Claiming of Administrative Costs for Employment Programs ([LDSS-2347-B1](#)).

Final claims for dependent care expenditures, including any for SNAP E&T-eligible families who are CCBG-eligible, for FFY 2018 must be Final Accepted in the Automated Claiming System (ACS) under the CCBG program on Schedule H by **March 31, 2019**. Districts that choose to transfer CCBG-claimed dependent care expenditures for SNAP E&T families from Schedule H to Schedule D-3 for eligible SNAP E&T dependent care expenditures must do so before **March 31, 2019**, but not prior to approval by OTDA and OCFS.

Districts must take into consideration their CCBG MOE level when determining a claiming transfer from CCBG program costs to SNAP E&T dependent care costs. If a district has not met their CCBG MOE based on claims Final Accepted by March 31, 2019, adjustments will be made

on the CCBG ceiling reports to shift the amount of claims necessary to meet the district's MOE from CCBG share to local share. See [18-OCFS-LCM-16](#) for information related to CCBG MOE.

SNAP E&T families who are eligible for dependent care services under the CCBG and claimed as CCBG program costs will be claimed for reimbursement in the first instance on Schedule H. Instructions for completing Schedule H are contained in the Fiscal Reference Manual (Volume 2, Chapter 3).

CCBG expenditures identified from the Cognos SNAP E&T Dependent Care Report statistics and compared with the BICS Composites that are transferred to SNAP E&T dependent care must be claimed for reimbursement on Schedule D-3 through supplemental claims adjustments. The expenditures must be reversed off Schedule H (column 15 or column 16) and reported as F3 functional costs, under object of expense 19.2 on Schedule 923. These expenditures will carry through to Schedule D-3. Instructions for completing Schedule D-3 are contained in the Fiscal Reference Manual (Volume 3, Chapter 10). Districts must retain this documentation to support supplemental claims that shift the expenditures from CCBG to SNAP E&T dependent care.

Any dependent care costs incurred for SNAP E&T families **ineligible** for services under CCBG should be identified by the payment type F3 on Schedule D-3 BICS Composite and be reported as F3 functional costs, under object of expense 19.2 on Schedule 923. These expenditures will carry through to Schedule D-3. District reimbursement for these costs is funded at a 50% federal share and a 50% local share.

Dependent care payments identified directly to SNAP and SNAP E&T, made in a FFY subsequent to a service period end date or any applicable milestone date of the contract must be claimed in the appropriate FFY based on the service period end date or milestone achievement date defined in the contract. Refer to 7CFR Part 3016.

The Fiscal Reference Manual is available at: <http://otda.state.nyenet/bfdm/finance/>.

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