

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

January 31, 2013

Page: 1

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Employment Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators, WMS Coordinators, Fair Hearing Staff

**FROM:** Phyllis Morris, Acting Deputy Commissioner  
Center for Employment and Economic Supports

**SUBJECT:** Ending the Duration of Current Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Sanctions

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Employment Services Advisor or Employment and Advancement Services  
Bureau at (518) 486-6106

The purpose of the General Information System (GIS) notice is to inform social services districts (districts) of the requirement to permit any individual currently sanctioned for 2, 4 or 6 months for failure to comply with Supplemental Nutrition Assistance Program (SNAP) work requirements to have the sanction lifted, if requested and if the individual is otherwise eligible regardless of the length of time left on the individual's durational sanction.

This directive does not apply to public assistance work requirements or sanctions.

Districts were notified (GIS 12 TA/DC035) of the temporary suspension of the issuance of SNAP employment and training (SNAP E&T) sanction notices and the imposition of SNAP E&T sanctions effective December 14, 2012. The provisions in that GIS continue to apply.

This GIS provides instruction on the action that districts must take if an individual who was issued a SNAP employment-related sanction notice before the temporary suspension contacts the district before the expiration of the durational (2, 4 or 6 month) sanction period and reapplies or requests to be added back to the SNAP budget. These individuals must be given the opportunity to re-apply or reestablish eligibility for SNAP benefits before the end of the durational sanction period, if otherwise eligible. The reason for this action is because the SNAP employment sanction notice did not include certain language to inform the individual of the opportunity to avoid the SNAP sanction by demonstrating compliance with SNAP work requirements.

The Office of Temporary and Disability Assistance (OTDA) will mail a notice to the households of individuals currently in sanction status and for whom the durational period has not expired to inform them of the ability to contact their district to re-apply for or re-establish eligibility for SNAP benefits. OTDA will share a copy of the notice and the mailing schedule with districts once the notice is finalized.

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

January 31, 2013

Page: 2

**Required Action**

Districts must inform workers of the requirement to permit an individual who is currently in SNAP E&T sanction status to resume the receipt of SNAP benefits for which he or she is otherwise eligible, if requested by the individual. This action must be taken even for individuals whose durational sanction period has not ended. Individuals who contact the district to re-apply for SNAP benefits or to have a sanctioned individual in the household determined eligible should be treated as an individual whose sanction status has expired for purposes of determining eligibility for SNAP benefits.

Districts are **not** instructed to provide retroactive benefits to individuals whose sanctions are lifted.

This directive applies to individuals with a SNAP E&T sanction issued using the following reason codes: N31, N32, N33, N41, N42, N43, WE1, WE2 and WE3.

**Districts Outside of New York City**

**Cases Previously Denied or Closed:** Individuals should be treated as though the SNAP employment sanction period has expired. Individuals in cases previously denied or closed must have their SNAP eligibility re-determined. If otherwise eligible, these cases should be opened using appropriate ABEL, WMS and CNS data entry.

**Active Multi-Person Cases with a Currently Sanctioned Individual(s):**

**SNAP case types 31 & 32:** The individual(s) should be added back in the case count (NO. CASE) on the FS ABEL budget with an effective budget FROM date equal to the first day of the following month, and the CE field should be reevaluated. On WMS screen 1, B20 should be used if the transaction type is 05 (change), and the sanction reason code (e.g. WE1) removed from screen 3. On screen 5, the individual should be coded as 07-active and the FS Individual Effective Date should be changed to the first of the following month. Payment lines subsequent to the determination month should be adjusted as necessary.

**Active TA/SNAP case types 11, 12, 16, & 17:** Workers must first store a new ABEL PA budget with an effective FROM date equal to the first day of the following month, moving the number of individuals whose sanctions are being lifted from the PSF field to the PSP field, as well as adding the individual(s) to the number in the FS field. If the individual is added onto the FS field on the PA budget, this action will automatically update the case count on the FS budget. Otherwise, the worker must add the individual back into the case count on the FS budget. A new FS budget should then be calculated and stored based on the revised PA budget. As described above, B20 may be used as both the PA and FS reason codes on screen 1 of WMS for change transactions. On screen 3, only the **FS** individual reason code should be removed, and only the **FS** individual effective date should be changed to the first of the following month. The individual status should remain 07-active. Payment lines should be written as described above.

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

January 31, 2013

Page: 3

**New York City**

Cases Previously Denied or Closed:

Individuals should be treated as though the SNAP employment sanction has expired.

Individuals in cases previously denied or closed must have their SNAP eligibility re-determined. If otherwise eligible, these cases should be opened using SNAP Employment Override Opening code Y46 and all appropriate ABEL, WMS and CNS data entry items.

Active Multi-Person Cases with a Currently Sanctioned Individual(s):

SNAP only case types 31 & 32: A new budget must be saved where the individual(s) is added back into the case count for SNAP on ABEL budgeting screen NSBL02. The SNAP individual status should be changed to AC status on ABEL budgeting screen NSBL06. An undercare transaction to adopt this budget, along with the following TAD items must be data entered:

- 015 –Budget Number
- 350 – FS Individual Status of AC,
- 351 – FS Opening Reason Code LZ – Employment Override
- 352 – FS Opening Date

Active TA/SNAP case types 11, 12, 16, & 17: A new budget must be saved where the individual(s) is added back into the case count for FS on ABEL budgeting screen NSBL02 and the SNAP individual status should be changed to AC on the NSBL06 screen. If the individual is not sanctioned for TA, remove income source 43 along with the FIN INV CD of “Y.” If the individual is sanctioned for TA, **do not delete income source 46 or 47 or change the individual(s) line status for TA.**

An undercare transaction to adopt this budget, along with the following TAD items must be data entered:

- 015 –Budget Number
- 350 – FS Individual Status of AC,
- 351 – FS Opening Reason Code LZ – Employment Override and
- 352 – FS Opening Date