

DATE: May 26, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors,
SNAP Directors and Staff Development Coordinators

FROM: Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Availability of New SNAP E&T Cognos Reports:

EFFECTIVE DATE: Immediately

CONTACT PERSON: Program Questions: Employment and Advancement Services
(518) 486-6106 or Employment Services Advisor

Technical Questions: Send an email to the Cognos Helpdesk at
its.sm.hs.eim.businessintelligence@its.ny.gov or Customer Care
Center at 1-800-697-1323 and request to have an incident ticket
opened and assigned to: L2 OTDA COGNOS.

The purpose of this general information system (GIS) message is to inform social services districts (districts) of the availability of three Cognos Reports (SNAP Employability Code Duration Report, SNAP Employability Code Change Report, and the SNAP E&T Adults (Age16+) Report) to assist districts with tracking and monitoring of their Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) caseload. These reports can be accessed immediately through Cognos.

How to Access the SNAP E&T Adults (Age 16+), SNAP Employability Code Change, and SNAP Employability Code Duration Report:

1. In Centraport, under the **Links** section, click on **Applications**.
2. Select **Cognos**.
3. Click **I Accept** after reading the **Warning**.
4. Click on **Public Folders**.
5. Click on **Global Reports**.
6. Click on **OTDA**.
7. Click on **Employment Programs Reports**.
8. Click on **SNAP E&T**.

Note: The Cognos reports are based on Welfare Reporting and Tracking System (WRTS) information derived from the Welfare Management System (WMS) and the Welfare-to-Work Caseload Management System (WTWCMS) or reported by the New York City Human Resources Administration. It is important for districts to ensure that information entered on these systems is consistent with the case record and that participation in all unpaid work activities is entered in WTWCMS correctly (NYCHRA systems for NYC) and in a timely manner so that the reports provide correct information. Access to Cognos is limited to designated district staff. District staff must, at a minimum, have access to Cognos with OTDA WRTS security level services (OTDA - WRTS - Districts or OTDA - WRTS - Districts Non Services) to access the new reports.

The new SNAP E&T reports include several prompts that designated district staff will use based on the purpose of the report. For example, a district may want to run the SNAP Employability Code Duration Report for specific employment codes to determine when to request documentation to verify an exemption from SNAP work requirements.

SNAP Employability Code Duration Report

Suggested Use: This report should be used to track the duration of an individual's SNAP employability code and the number of months the individual has been assigned the SNAP employability code on the report.

Prompts:

District(s): Select district. Only your district's data will be available to district staff.

Case Type: Select case type(s).

NPA-SNAP (Case type 31)

SNAP-Mixed (Case type 32)

SN MOE (case type 16 or 17 **with** state/federal charge code 63 or 64)

SN Non-MOE (case type 16 or 17 **without** state/federal charge code 63 or 64)

Employability

Select Specific Employability Codes

Select Employability Code Statuses (Exempt/Nonexempt)

Do Not Select Employability Code Criteria

Report Columns:

Report Column Name	Description
Employability Code Status	Exempt or non-exempt status is displayed
Employability Code	Displays an individual's SNAP employability code
Full Name	Individual's name
CIN	Individual's CIN
Case Number	Case number the individual is associated with during the report month
Case Type	Displays the individual's active case type at the end of the report month

Report Column Name	Description
ABAWD Indicator Code	The one character code indicating an individual's ABAWD status based on the ABAWD indicator code as stored on WMS (screen 4 of WMS for districts other than New York City) ABAWD Indicator Codes: A - ABAWD/Non-waived area W - ABAWD/Waived area X - ABAWD excluded N - Non-ABAWD
Employability Code From Date	Date employability code was initially entered
Number of Months in Employability Code	The number of months that the individual has remained in the current employability code
Age	Individual's current age
Highest Degree	Individuals highest degree as indicated from WMS, 0 - No Degree; 1 - High School Diploma, High School Equivalency 2 - Associate's Degree; 3 - Bachelor's Degree; 4 - Graduate Degree (Master's or Higher); 5 - Other Credentials (Degree, Certificate, Diploma, etc.); 9 - Not Applicable
Employment Worker	Displays employment worker assigned to case

SNAP Employability Code Change Report

Suggested Use: This report should be used to track changes of an individual's SNAP employability code made since the first day of the report month. This report will display a cross tab of all the current SNAP employability codes and the most recently assigned SNAP employability code. This report only will display the individuals who have changes made to their SNAP employability code processed through WMS (Screen 4). The results of this report are available in summary or detail format.

Prompts:

District(s): Select district. Only your district's data will be available to district staff.

Case Type: Select case type(s).

NPA-SNAP (Case type 31)

SNAP-Mixed (Case type 32)

SN MOE (case type 16 or 17 **with** state/federal charge code 63 or 64)

SN Non-MOE (case type 16 or 17 **without** state/federal charge code 63 or 64)

Employability

- Select specific Employability Codes
- Select Employability Code Statuses (Exempt/Nonexempt)
- Do not select employability code criteria

Report Type: Select a report type to filter.

- Both Summary and Detail
- Detail
- Summary

Responsible Worker/Unit/Office: Select a status to filter.

- Specific Responsible Worker(s)
- Specific Responsible Unit (s)
- Specific Local Office (s)
- All Responsible Workers/Units/offices.

Report Columns Summary Report:

Report Column Name	Description
Count of Employability Code Changes	Exempt or non-exempt status is displayed
Previous Exempt/Non-Exempt Status	Displays the individual's prior SNAP employability status and SNAP employability code in ascending order
Current Exempt/Non-Exempt Status	Displays the summary count of individuals by status and SNAP employability code
Total Changes	Indicated the total number of code changes for each SNAP employability code

Report Columns Detail Report:

Report Column Name	Description
District Name	Display's District
Case Type	Displays the individual's active case type at the end of the report month
Employability Code Status	Exempt or non-exempt status displayed
Current Employability Code	Displays individual's current SNAP employability code

Report Column Name	Description
Previous Employability Code Status	Display's prior employability code status of exempt or nonexempt
Previous Employability Code	Display's prior employability code
Months in Previous Employability Code	Displays the number of months the individual was in their prior code
Full Name	Individual's name
CIN	Individual's CIN
Case Number	Case number the individual is associated with during the report month
Employment Worker	Displays employment worker assigned to case

SNAP E&T Adults (Age 16+)

Suggested Use: This report should be used to help districts staff monitor and possibly identify instances where an individual's SNAP employability code and ABAWD Indicator may need to be reviewed. This report will also allow district staff to sort and filter using common Microsoft Excel techniques based on any of the columns listed below. For example, districts can sort for earned income to ensure that SNAP recipients who are working 30 or more hours or are earning 30 hours times the federal minimum wage per week (currently \$217.50 or more) have been assigned a SNAP employability code of "28" and ABAWD Indicator of "N".

Prompts:

District(s): Select district. Only your district's data will be available to district staff.

Case Type: Select case type(s).

NPA-SNAP – (Case type 31)

SNAP-Mixed (Case type 32)

SN MOE (case type 16 or 17 **with** state/federal charge code 63 or 64)

SN Non-MOE (case type 16 or 17 **without** state/federal charge code 63 or 64)

Report Columns:

Report Column Name	Description
District Code	The code that corresponds to the district
District Name	Name of district
Street Name	Street address
State	State of residence
City	City of residence
Zip Code	Zip code of residence
Case Number	Case number the individual is associated with during the report month
Suffix Id	New York City suffix number (Not applicable for ROS districts)
Case Type	Displays the individual's active case type at the end of the report month
Local Office	Displays office assigned to case
Responsible Unit	Displays unit assigned to case
Responsible Worker Id	Displays Employment Worker assigned to case
From Date	SNAP from date
To Date	SNAP to date
CIN	Individual's CIN
Birth Date	Individual's date of birth
Age Now	Individual's age
ABAWD Non-Participating Counter (ABAWD Non-Part Cnt)	The number of months that an ABAWD received SNAP benefits and was subject to, but did not meet ABAWD requirements during the 36 month period
SNAP Employability Code	Current SNAP employability code at the time the report ran

Report Column Name	Description
ABAWD Indicator Code	The one character code indicating an individual's ABAWD status based on the ABAWD indicator code as stored on WMS (screen 4 of WMS for districts other than New York City) ABAWD Indicator Codes: A - ABAWD/Non-waived area W - ABAWD/Waived area X - ABAWD excluded N - Non-ABAWD
ABAWD Ineligible Individual	Indicates if the individual has received 3 or more months of SNAP without meeting ABAWD requirements during the 36 month period and the district has processed an F94 (ABAWD ineligible) transaction through WMS for that individual
Veteran Status	Displays the individual's veteran status
Notice Language	Displays the language selection (E) for English or (S) for Spanish as entered on WMS
Education Code	From WMS
Highest Degree Code	From WMS
Child Less than 18	Indicates the presence of a child under the age of 18 in the SNAP household
Income From Date	"From" date of current ABEL budget
Income To Date	"To" date of current ABEL budget
Income Source Code	Income source code from current ABEL budget
Income Source Description	Description for income source code
Earned/Unearned Code	Identifies whether income source code from current ABEL budget is earned or unearned income
Gross Income Amount	From current ABEL budget
# Hours/Month	From current ABEL budget (displayed as zero when income source code is unearned)