

**DATE:** December 26, 2017

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioner and HRA Managers; Job Center and SNAP Center Directors

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Release of Revised LDSS-4908NYC “NYC Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid” RE-ISSUED

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Supplemental Nutrition Assistance Program (SNAP) at:  
518-473-1469

The purpose of this GIS message is to inform the New York City Human Resources Administration (HRA) that the [LDSS-4908NYC](#), “NYC Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid” has been revised to reflect an increase in the reporting threshold for unearned income from **public sources** from \$50 to \$100 for SNAP households subject to change reporting.

Additionally, the following edits were also made to the desk-aid:

- Language has been added on page 1 under “Simplified” 6-Month Reporting Rules to clarify that simplified reporting households, with an Able Bodied Adult Without Dependents (ABAWD), must report when the work hours for an ABAWD go below 80 hours a month within 10 days after the end of the month.
- The word “Change” has been added to “10-Day Reporter” for consistency in the terminology used to reference SNAP households subject to change reporting.
- On page 1 of the LDSS-4908NYC, in the first column, “Change” 10-Day Reporting Rules, a bullet has been added which reads, “Non-Cash Assistance (NCA) SNAP “Home Visit Needed/Homebound” household without earned income (except NYSNIP cases).

The revised English version of the LDSS-4908 NYC: “NYC SNAP Change Reporting Desk Aid” are Camera Ready Only forms.

The above referenced documents have been posted on the New York State office of Temporary and Disability Assistance (OTDA) Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and are available for downloading by local districts for reproduction locally.

Upon the release of this GIS all previous versions of the “SNAP Change Reporting Desk Aid” **must immediately be destroyed** and replaced with the revised 11/17 version.

Any future requests for master camera ready copies of the English version, should be submitted to 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](mailto: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.

## NYC SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) CHANGE REPORTING DESK-AID

All SNAP households are subject to Simplified **6-Month Change Reporting Rules**  
except households in the following situations:

### EXCEPTIONS TO SIMPLIFIED 6-MONTH REPORTING

| <b>“Change” 10-DAY REPORTING RULES</b><br>(See Reverse)  | <b>TBA REPORTING RULES</b><br>(See Reverse)  | <b>NYSNIP REPORTING RULES</b><br>(See Reverse)  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• HH's with no income</li> <li>• HH's certified for less than 4 months</li> <li>• Group home residents in receipt of SSI or SSD</li> <li>• HH's in which all adult members are aged/disabled with no earned income (except NYSNIP cases)</li> <li>• Migrant or seasonal farmers</li> <li>• Undomiciled homeless HH's (only shelter type 23)</li> <li>• Non Cash Assistance (NCA) SNAP “Home Visit Needed/Homebound” households without earned income (except NYSNIP cases)</li> </ul> | <ul style="list-style-type: none"> <li>• HH's in receipt of TBA benefits (identified by SNAP Default/Closing codes B11-B14)</li> </ul> | <ul style="list-style-type: none"> <li>• NYSNIP cases (identified by Shelter type codes 94-98)</li> </ul> |

### “SIMPLIFIED” 6-MONTH REPORTING RULES (See Below)

The only changes that HH's subject to simplified reporting are required to report (other than at recert or on their Periodic Report) is if their total HH income exceeds 130% of the poverty level for their household size (as set at the time of their last certification) and when the hours of work for an Able Bodied Adult Without Dependents (ABAWD) who is in your SNAP household go below 80 hours a month within 10 days after the end of that month.

**For simplified reporting HH's, if reported during the course of the certification period, only the following changes reported can be reflected in the SNAP benefit calculations:**

- Total HH monthly income exceeds 130% of the poverty level (This report must be documented in writing. If reported by phone, worker must send a written request to client to confirm information).
- The information is considered verified upon receipt.
- The information is reported at recert.
- The information is reported on a simplified periodic mailer (except “Simplified Deduction” see explanation in next column).
- The HH requests to have case closed.
- Changes resulting in a TA budget change.
- The HH voluntarily reports and verifies information.

**For all SNAP HH's that are certified for 7 full months or more and have earned (includes TA cases if all earnings belong to an NTA individual) and/or unearned income:**

- These cases are sent a periodic mailer (LDSS-4310) which must be returned by the 10<sup>th</sup> day of the sixth month of their cert period, even if they have no changes to report.
- Changes reported in the mailers must be processed even if it causes a decrease - unless the decrease is to a “Simplified Deduction” (non-move shelter, medical, or child care expenses).
- If client does not return a completed mailer, they must be sent timely notice to close SNAP case.
- WMS report WINRO-656 is used to identify households sent a report & required to return it.

#### **TA Face-to Face Recertification WAIVERS:**

TA-SNAP households with only unearned income and authorized for a year under waiver are still subject to SNAP simplified reporting rules. These households receive a TA six-month eligibility questionnaire developed and distributed by HRA/FIA (mail-in TA recert with SNAP penalty language under a TA waiver):

Completion of the TA six-month mail-in recert **IS** also a SNAP requirement for these households.

