

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 <u>LDSS-4908NYC</u>, "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 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; 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		
"Change" 10-DAY REPORTING RULES (See Reverse)	TBA REPORTING RULES (See Reverse)	NYSNIP REPORTING RULES (See Reverse)
 HH's with no income HH's certified for less than 4 months Group home residents in receipt of SSI or SSD HH's in which all adult members are aged/disabled with no earned income (except NYSNIP cases) Migrant or seasonal farmers Undomiciled homeless HH's (only shelter type 23) Non Cash Assistance (NCA) SNAP "Home Visit Needed/Homebound" households without earned income (except NYSNIP cases) 	HH's in receipt of TBA benefits (identified by SNAP Default/Closing codes B11-B14)	NYSNIP cases (identified by Shelter type codes 94-98)

"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 10th 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 <u>IS</u> also a SNAP requirement for these households.

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

REPORTING THRESHOLDS

BOTH "Change" 10-DAY REPORTERS & "SIMPLIFIED" 6-MONTH REPORTERS

10-DAY REPORTERS must report these changes by 10 days following the month of change:

SIMPLIFIED REPORTERS must report these changes on either the Periodic Report or Recertification:

- New address
- New rent or mortgage costs, if they move
- Changes in total HH earned income when it increases or decreases by more than \$100/month
- Increase in resources above the resource limit for those HHs not categorically eligible.
- · Changes in any source of income
- Change in HH composition
- Changes in the amount of child support client is legally obligated to pay outside their home.
- Changes in total HH unearned income when it increases or decreases by more than \$100/mo, if received from a public source (SS benefits, UIB, etc.)
- Changes in total HH unearned income when it increases or decreases by more than \$100/month if received from a private source (child support, private disability, etc.)
- If client has an additional or change in licensed vehicle for those HH's not Categorically Eligible.*
- If anyone in your SNAP household is an Able Bodied Adult Without Dependents ("ABAWD"), you MUST tell us if their work hours go below 80 hours a month within 10 days after the end of that month.
- * **Note:** For those HHs not Categorically Eligible, the resource test is applied. (See LDSS-4943: SNAP Benefits Cat. El. Desk-Aid)

HH's with a 24-month cert period due to all adults being Aged/Disabled (Change Reporters) are sent a WMS-generated "SNAP Change Report Form" and cover letter in the 11th month of their cert period, which they must only return in the 12th month if they have one of these reportable changes

NOTE: If in excess of 200% income limit evaluate all resource changes.

TRANSITIONAL BENEFIT ALTERNATIVE (TBA) REPORTING

- TBA households are not required to report changes during the 5-month TBA period.
- If household wants to report a change that would increase SNAP, they must recertify and TBA ends early.

IF household fails to come in for this early recert appointment, continue SNAP benefits unchanged at the TBA amount until the end of the 5-month TBA period. Do not close the case during the TBA period for this reason.

NEW YORK STATE NUTRITION IMPROVEMENT PROJECT (NYSNIP) REPORTING

NYSNIP households are not required to report any changes (except at the 24-month contact – see below). They could report any change that might cause an increase in their SNAP. If reported and verified, worker needs to determine the effect on the NYSNIP benefit and adjust it accordingly. If the household (HH) requests that a comparison be done between the NYSNIP benefit and the non-NYSNIP benefit amount the HH would receive, the worker must comply. If the non-NYSNIP benefit is more, the HH may request to be removed from NYSNIP.

NYSNIP households will receive a contact letter 24 months after beginning participation in NYSNIP. Households must respond to this contact letter, and must document any changes prior to having their SNAP benefits increased.