

DATE: December 27, 2017

TO: Subscribers

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

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

SUBJECT: Release of Revised LDSS-4908 "Upstate Supplemental Nutrition Assistance
Program (SNAP) Change Reporting Desk-Aid"

EFFECTIVE DATE: Immediately

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

The purpose of this GIS message is to inform social services districts (districts) that the [LDSS-4908](#), "Upstate 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.

The revised English versions of the LDSS-4908: "*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 on-line forms ordering system: <http://formorders/>;
Fax: (518) 402-0084

Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.

UPSTATE 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)
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • HH's in receipt of TBA benefits 	<ul style="list-style-type: none"> • 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 the 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 NTA-SNAP HH's that are certified for 7 full months or more and have earned and/or unearned income (Except HH's in which all adult members are aged/disabled with no earned 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
- Use "Quarterly Contact Datamailer Sent" screens (WMS Menu selection 24) to identify HH's sent a mailer and post completed mailers in WMS.

TA WAIVERS (Limited Local Districts):

TA-SNAP households subject to simplified reporting, will receive a local TA six-month eligibility questionnaire (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.

