

DATE: April 4, 2018

TO: Subscribers

SUGGESTED DISTRIBUTION: Supplemental Nutrition Assistance Program (SNAP)
Directors; Temporary Assistance (TA) Directors; Fraud
Directors; National Directory of New Hires Coordinators

FROM: Stephen Bach, Director of Program Integrity
Audit and Quality Improvement

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) National Directory of
New Hires (NDNH) Matches Added to Verified Employment Data (VED)
Resource within Resource File Integration (RFI)

EFFECTIVE DATE: Immediately

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Purpose:

The purpose of this GIS message is to remind local department of social services districts (districts) outside of New York City that SNAP NDNH matches will be integrated into the NDNH Verified Employment Data resource extant within the WMS RFI subsystem. The integration of SNAP NDNH matches into the RFI VED resource is further explained [18-INF-06](#).

Program Implications:

Currently, NDNH SNAP matches are transmitted by OTDA/Program Integrity monthly to Local District NDNH Contacts (LDNCs) via encrypted spreadsheets. The LDNC then provides this information to eligibility workers for necessary action, collects the resulting resolution codes, and returns said codes to OTDA/Program Integrity staff.

Effective with the April 2018 SNAP NDNH match, estimated to be available the week of April 9, 2018, this process will change and SNAP NDNH matches will be transmitted to districts outside of New York City via the WMS RFI subsystem, mirroring the current process for Family Assistance (FA) NDNH matches.

OTDA/Program Integrity will continue to provide VED Alert emails to LDNCs notifying them of all VED hits (FA, SNAP or a combination of the two) loaded for their district, if present, in order to assist with timely access to and resolution of these matches. These VED Alert emails contain the Case Number, CIN, Office, Unit and Worker for each hit, and will allow LDNCs to notify the appropriate eligibility workers of available matches requiring action.

Districts are reminded that all NDNH VED match information (whether FA or SNAP) is **verified upon receipt**, having been deemed not questionable, timely and coming from a primary source. As such, NDNH VED matches require no further verification at the district level before the income may be budgeted (if previously unknown) and action taken on the case. For SNAP NDNH VED hits, the



information may be reviewed immediately against the case and does **not** need to be pended until recertification. *Districts must ensure all NDNH VED hits are accessed and acted on within 45 days.*

Note: Pending NDNH SNAP matches sent to districts outside of New York City prior to their incorporation within WMS RFI NDNH VED must still be completed and returned using the previous manual spreadsheet process.