

APPENDIX Q 1

NY EBT Reports

A. Monthly Reports

1. Case Month Shares Report – County Summary – Part I

Report Name	Case Month Shares Report – County Summary – Part I
Report Description	The Case Month Shares Report provides a county summary of benefit deposits, by Benefit Type, detailing amounts for Federal, State, and Local shares. Part I reports the dollar amount of all deposits for the month within each Benefit Type for SNAP and Cash programs with allocated fees based on the count of deposits. There is a Part I report for each county, county 00 – 66.
Report Frequency	Monthly
File Format	PDF, CSV

2. Case Month Shares Report – County Summary – Part II

Report Name	Case Month Shares Report – County Summary – Part II
Report Description	The Case Month Shares Report provides a county summary of benefit deposits, by Benefit Type, detailing amounts for Federal, State, and Local shares. Part II represents the percentage of payments for each Benefit Type. It is based on the decimal representation of the deposit for each Benefit Type. There is a Part II County Summary report for each county, county 00 – 66.
Report Frequency	Monthly
File Format	PDF, CSV

3. State Issuer Totals Report

Report Name	State Issuer Totals Report for New York Upstate – SNAP State Issuer Totals Report for New York Upstate – Cash State Issuer Totals Report for New York City – SNAP State Issuer Totals Report for New York City – Cash
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Report Name	State Issuer Totals Report for New York Upstate – SNAP
Report Description	<p>State Issuer Totals Report for New York Upstate – Cash</p> <p>State Issuer Totals Report for New York City – SNAP</p> <p>State Issuer Totals Report for New York City – Cash</p> <p>This report provides a summary of all activity against EBT Accounts by county, program, section, activity, count and amount. It also includes the total net amount, total prior balance, and total current balance for each program.</p> <p>There will be a daily version of this report and a monthly version.</p> <p>For New York, this will be four separate reports as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NY Upstate Cash – Cash program for Counties 00 – 57 <input type="checkbox"/> NY Upstate SNAP – SNAP program for Counties 00 – 57 <input type="checkbox"/> New York City Cash – Cash program for County 66 only <input type="checkbox"/> New York City SNAP – SNAP program for County 66 only <p>In the New York Upstate reports (for county codes 00 – 57), here are totals:</p> <ul style="list-style-type: none"> • for each county code 00 - 57 • for county codes 00 – 57 cumulatively <p>In the New York City reports (for county code 66 only), there are only totals for county 66; there are no statewide totals.</p> <p>The New York Upstate reports (for county codes 00 – 57) are sorted by County and activity type. The New York City reports (for county code 66 only) are sorted by activity type.</p>
Report Frequency	Daily, Monthly
File Format	PDF, CSV

4. State Issuer Totals Report

Report Name	<p>State Issuer Totals Report for New York Upstate SNAP</p> <p>State Issuer Totals Report for New York Upstate – Cash</p> <p>State Issuer Totals Report for New York City – SNAP</p> <p>State Issuer Totals Report for New York City – Cash</p>
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Report Description

This report provides a summary of all activity against EBT Accounts by county, program, section, activity, count and amount. It also includes the total net amount, total prior balance, and total current balance for each program.

There will be a daily version of this report and a monthly version.

For New York, this will be four separate reports as follows:

- NY Upstate Cash – Cash program for Counties 00 – 57
- NY Upstate SNAP – SNAP program for Counties 00 – 57
- New York City Cash – Cash program for County 66 only
- New York City SNAP – SNAP program for County 66 only

In the New York Upstate reports (for county codes 00 – 57), here are totals:

- for each county code 00 - 57
- for county codes 00 – 57 cumulatively

In the New York City reports (for county code 66 only), there are only totals for county 66; there are no statewide totals.

The New York Upstate reports (for county codes 00 – 57) are sorted by County and activity type. The New York City reports (for county code 66 only) are sorted by activity type.

Report Frequency
File Format

Daily, Monthly
PDF, CSV

B. Daily Reports

1. Message Detail Clear Summary Report

Report Name

Message Detail Clear Summary Report

Report Description

The Message Detail Clear Summary Report is a summary of the number and reason messages have been deleted from the New York City Message File.

Report Frequency

Daily

File Format

PDF, CSV

2. Disaster Card Issuance Report

Report Name	Disaster Card Issuance Report
Report Description	The Disaster Card Issuance report is a daily and monthly statewide financial report that identifies disaster cards issued by Disaster Event and County. Event Code has been added to the report.
Report Frequency	Daily and Monthly
File Format	PDF, CSV

3. Disaster Benefit Issuance Report

Report Name	Disaster Benefit Issuance Report
Identification No.	NY-EBT-RPT-23000
Report Description	The Disaster Benefit Issuance report is a daily and monthly statewide financial report that identifies benefits issued by Disaster Event and County. Event Code has been added to the report.
Report Frequency	Daily and Monthly
File Format	PDF, CSV

4. Benefit Draw Down Totals Report

Report Name	Benefit Draw Down Totals Report
Report Description	<p>The Benefit Draw Down Totals report details the daily settlement information by county, program, and Benefit Type. One report will be provided for New York Upstate, for counties 00 – 57 and one for New York City, county 66.</p> <p>Following the daily draw down process, transactions are applied against individual benefit grants and the grants are “drawn down”</p> <p>The transactions include:</p> <ul style="list-style-type: none">• issuances• all POS transactions (purchases, returns, voids, reversals)• ATM transactions• vouchers• Adjustments initiated by Recipient and Retailer• repayments• cancellations• fees and Expungements <p>Sources include AT, Batch, CSRs and IVR.</p> <p>This report has to match with the Benefit Liability Report on the AT.</p>

Report Name	Benefit Draw Down Totals Report
Report Frequency	Daily
File Format	PDF, CSV

5. STARS Totals Report

Report Name	STARS Totals Report
Report Description	<p>This daily report lists the total count and amount of SNAP transactions (withdrawals, refunds, reversals, void lasts, Adjustments) conducted in the state. This report is for FNS.</p> <p>This report is produced for New York Upstate, counties 00 – 57, and New York City, county 66.</p> <p>There are totals for each county, New York Upstate, and New York City.</p> <p>The report is sorted by county.</p>
Report Frequency	Daily
File Format	PDF, CSV

6. State Issuer Totals Report for New York Upstate – SNAP

State Issuer Totals Report for New York Upstate – Cash

State Issuer Totals Report for New York City – SNAP

State Issuer Totals Report for New York City – Cash

Report Name	State Issuer Totals Report for New York Upstate – SNAP State Issuer Totals Report for New York Upstate – Cash State Issuer Totals Report for New York City – SNAP State Issuer Totals Report for New York City – Cash
Identification No.	NY-EBT-RPT-170
Report Description	<p>This report provides a summary of all activity against EBT Accounts by county, program, section, activity, count and amount. It also includes the total net amount, total prior balance, and total current balance for each program.</p> <p>Whenever a withdrawal affects 2 or more benefits, for different Benefit Types, the withdrawal count is incremented by the number of Benefit Types involved in the transaction.</p> <p>There will be a daily version of this report and a monthly version.</p> <p>For New York, this will be four separate reports as follows:</p> <ul style="list-style-type: none">• NY Upstate Cash – Cash program for Counties 00 – 57• NY Upstate SNAP – SNAP program for Counties 00 – 57

Report Name	<p>State Issuer Totals Report for New York Upstate – SNAP</p> <p>State Issuer Totals Report for New York Upstate – Cash</p> <p>State Issuer Totals Report for New York City – SNAP</p> <p>State Issuer Totals Report for New York City – Cash</p> <ul style="list-style-type: none"> • New York City Cash – Cash program for County 66 only • New York City SNAP – SNAP program for County 66 only <p>In the New York Upstate reports (for county codes 00 – 57), here are totals:</p> <ul style="list-style-type: none"> • for each county code 00 - 57 • for county codes 00 – 57 cumulatively <p>In the New York City reports (for county code 66 only), there are only totals for county 66; there are no statewide totals.</p> <p>The New York Upstate reports (for county codes 00 – 57) are sorted by County and activity type. The New York City reports (for county code 66 only) are sorted by activity type.</p>
Report Frequency	Daily and Monthly
File Format	PDF, CSV

7. Unlinked CaseKey Report – Upstate
Unlinked CaseKey Report – City

Report Name	<p>Unlinked CaseKey Report – Upstate</p> <p>Unlinked CaseKey Report – City</p>
Identification No.	
Report Description	<p>This report provides a daily county level report that includes all casekeys that were once linked to a payee, but currently are not linked.</p> <p>There will be only a daily version of these reports.</p> <p>For New York, this will be 2 separate reports as follows:</p> <ul style="list-style-type: none"> • Unlinked CaseKey Report – Upstate for Counties 00 – 57 • Unlinked CaseKey Report – City for County 66 only • Both reports will include last known payee, CaseKey, date Case became unlinked, benefit balances and benefit authorization numbers. <p>The New York Upstate report (for county codes 00 – 57) is sorted by County.</p>
Report Frequency	Daily
File Format	PDF, CSV

8. Benefit Activity Reports

Report Name	Benefit Activity Report
Report Description	<p>The report is based on the Benefit Activity files for New York Upstate and New York City which are used by the State instead of a Daily Activity files to allow to New York to do reconciliation against their eligibility systems.</p> <p>There is a Benefit Activity Report for New York Upstate, Counties 00 – 57, and Benefit Activity Report for New York City, County 66.</p> <p>The New York Upstate report will have:</p> <ul style="list-style-type: none">• a SNAP section for each county, 00 - 57• a SNAP totals section for the total of counties 00 -57• a Cash section for each county, 00 - 57• a Cash totals section for the total of counties 00 -57 <p>New York City is just one county and will have:</p> <ul style="list-style-type: none">• a SNAP section• a Cash section <p>The report is sorted by Program, and then County within the SNAP Program listed first, followed by the Cash program.</p>
Report Frequency	Daily
File Format	PDF, CSV