

1. Q. If a client comes in to apply for SNA after missing a scheduled interview, do you still close the case?
  - A. If the able-bodied adult\* filed any time before the end of the sixtieth month, he or she must file the SNA application supplement. The forty-five day waiting period is also waived. However, the time needed to determine eligibility for SNA is not waived. Districts must have time to schedule necessary appointments for the adult, for example, employment assessment or job search appointment. Only after the individual has complied with these requirements, provided any needed documentation, etc. can the decision about SNA eligibility be made. For individuals who applied very near the end of the sixtieth month period, the FA case may close and will have to be reactivated once the worker has determined that the case is eligible for SNA. After reactivation, the worker would change the case category to SNA, do a new SNA budget and provide notice of Action Taken. SNA benefits must be provided to these eligible households back to the first day of the sixty-first month.

\*Able-bodied adults include all trackable individuals, including minor heads of households and sanctioned individuals.

2. Q. What is the earliest date the Time Limit Indicator "T" can be entered on screen three?
  - A. For upstate you can put the Time Limit Indicator of "T" in at the fifty-sixth month and in NYC the Time Limit Indicator of "X" can be used at the fifty-sixth month.
3. Q. When the able-bodied adult refuses the offer of a bona fide job, is the FA case closed right away or at the end of the sixtieth month?
  - A. Because accepting a job as a resource is an eligibility requirement for both FA and SNA, the FA case would close after the appropriate timely and adequate notice is provided, not at the end of the sixtieth month.
4. Q. If the state converts cases after the time limit, what category will they go into?
  - A. Cases will be converted to cash SNA (case type 16) if an adult is exempt from employment requirements. Cases will be converted to non-cash SNA (case type 17) if no adult is exempt from employment requirements. A case will go into non-cash SNA (case type 17) no matter what other factors are present if any adult is non-compliant with Drug Alcohol (D/A) requirements or is unable to work due to D/A. Case type 12 will go to case type 17.
5. Q. An applicant completing the SNA application supplement must be screened for D/A. When a D/A client has already been assessed and is in an appropriate treatment program, does client have to be reassessed when going to SNA?
  - A. No.
6. Q. Will SNA cases remain at the recoupment rate of 15%?
  - A. No. Effective 12/1/2001 WMS changed the recoupment rate for SNA cases to 10%. Please refer to 01ADM-11," Safety Net Assistance Recoupment Rate Change".

7. Q. Are local districts required to do two interviews for Time Limit reassessment and SNA application?
- A. No. When a client comes in for the Time Limit reassessment and the worker determines that the adult is able bodied and must apply, the worker can explain the requirement and offer the opportunity to apply then. If the client declines to apply at that time, a SNA application call-in letter with a scheduled appointment must be sent.
8. Q. If a client fails to let a local worker enter their home for a scheduled face to face interview for a Time Limit assessment, is this reason enough to close their case?
- A. Yes, however, Medical Assistance (MA) and Food Stamps (FS) should continue unchanged.
9. Q. Does a client have to be in a D/A program 6 months or longer in order to be coded with employability code 63?
- A. No. The person must have been assessed as unable to work due to a D/A problem to be a code 63. The duration of the D/A problem or treatment is not a factor. However, if the D/A dependent person claims a separate physical or mental incapacity it would have to be medically documented to last six months or more in order for the person to be eligible for a time limit exemption.
10. Q. Can both call-in letters, Reassessment Call-In and SNA Application Supplement Call-In be used at the same time?
- A. No. Failure to respond to the Time Limit reassessment call-in is a FA eligibility requirement and results in FA closing. While failure to respond to the SNA application call-in will not affect FA eligibility, it will cause a SNA denial. Sending both call-ins at the same time will be confusing to the client.
11. Q. Can a FA case be closed because of a SNA requirement?
- A. No.
12. Q. Does the State consider 30 hours as being employed full time?
- A. For employment purposes, the 30 hours week the individual was participating in unsubsidized employment counts toward the household's participation requirements, but may not fulfill them entirely. The district should determine the number of hours required of the household, and count any hours the individual is participating in employment toward that requirement.
13. Q. Do clients who are considered employed full time have to file a SNA application?
- A. Yes. The requirement applies to all able-bodied adults. However, the employed person's work schedule must be considered when determining an appropriate appointment time. Cases that are not seen and acted upon by the date of the automatic conversion will be automatically converted to SNA.
14. Q. Do employment duration sanction periods change when a client goes from FA to SNA?

- A. No. If the individual is currently under an employment sanction, and that sanction's durational period extends beyond the sixtieth month it continues in SNA. If the individual has a subsequent employment sanction when in SNA, the sanction(s) in FA count in determining which incremental level of sanction the individual has in SNA.

SSL Section 342 and DOL Regulation 1300.2 provide the sanction periods for non-cooperation with employment activities. The periods for non-cooperation by the parent or caretaker of a dependent child are the same whether the case is FA or SNA.

15. Q. If a client fails to complete an employment assessment or job search at application, can the SNA application be denied?

A. Yes. The case would continue to receive FA until the end of the sixtieth month.

16. Q. Must clients who are employed full time come in and sign the Repayment Agreement (DSS-4529) and Assignment of Future Earnings (DSS-4530) forms?

A. Yes. All adults, who are being changed to SNA must sign the forms, including those non able-bodied adults not required to apply, and able-bodied adults who are required to apply. If, for whatever reason, the case was not called in but was automatically converted by WMS, the forms can be mailed.

17. Q. Must the SNA application supplement be registered on WMS?

A. No. The SNA application supplement must not be registered.

18. Q. Is new documentation needed for child support when a case goes from FA to SNA?

A. No, not unless there is new documentation on the absent parent or a newborn child is added to the household.

19. Q. When a FA case will not be eligible for SNA at the end of the sixtieth month, when should the denial notice be sent?

A. As soon as this is known, but no sooner than two months prior to the effective date of the closing of the FA case; the FA case can not be closed until the end of the State's sixty-month time limit.

20. Q. In an FA adult only case that is going to SNA and the rest of the family is required to apply, do they have to complete a separate common application form?

A. Yes. In this situation, the former FA adult must complete the SNA application supplement and the new persons must complete the common application (DSS-2921). In this situation the common application would not be registered, the new people would be added to the 3209.

21. Q. A case that moves to SNA may later have an incapacity that qualifies the case to return to FA with a time limit exemption. In such a case, when the time limit exemption ends and the adult is again able-bodied, must the SNA application supplement be filed?

A. Yes.

22. Q. Will the person who changed to SNA cash without an application (a temporarily incapacitated person) have to file an application for SNA non-cash once the temporary incapacity is overcome?

A. No. The SNA application supplement cannot be required for any case that is already in the SNA (federally non-participating) categories.

23. Q. If the adult is incapacitated, but not enough to qualify for a time limit exemption, does he or she have to file a SNA application.

A. No. A temporarily incapacitated person (less than six months) is not considered able-bodied and does not have to file the SNA application. Adults exempt from work activities for any reason included in DOL Regulation 1300.2 do not have to file a SNA Application Supplement.

24. Q. What is the impact on FS and on MA of the adult's refusal to accept a bona fide job offer?

A. For MA, there are no employment requirements so MA must continue. Neither time limits nor failure to comply with any aspect of work requirements apply to MA.

For Food Stamps the individual is sanctioned for two, four, or six months. Because the refusal of the job causes an FS sanction, the TA income lost due to the TA case closing for failure to accept a bona fide job is not counted in the FS budget.

25. Q. Must districts do domestic violence screening as part of the able-bodied SNA application process?

A. Districts must offer screening and information. The individual cannot be required to answer domestic violence screening questions, complete a domestic violence form or accept a referral to the Domestic Violence liaison.

26. Q. For cases that go to SNA and on whose behalf support payments are made and assigned to DSS, what will be the "split" on the collections?

A. The support collections (current) will be split 50% state share and 50% county share. The distribution of arrears will first go to repay federal arrears then state arrears.

27. Q. Is this process of applications for SNA for able-bodied adults reaching the state sixty-month time limit ongoing or is it intended for just the first group of cases reaching the time limit?

A. The process is ongoing.

28. Q. Will we be required to do Front End Detection System (FEDS) on these SNA applications?

A. Yes. If a FEDS indicator is present, a FEDS referral must be done.

29. Q. In regard to time limit tracking, when an able-bodied person is not cooperating with the process, what is the impact on tracking?

A. There is no impact. Time limit tracking will continue.

30. Q. If we do not get to interview all of our cases with able-bodied persons, what will happen at the end of the sixtieth month?
- A. Certain FA (or SNA-FP) cases will be converted to the appropriate SNA FNP case type based on the adult's employment code. The following cases will be excluded from this conversion process: cases with a time limit exemption indicator of "T" or "A"; cases that are in Pending Status or are clocking down; cases with invalid Authorization Dates (ending prior to, or starting after, the conversion). The conversion process will change the case type; authorization from date; PA reason code (to B50); FS case reason code (based on PA/FS code); and generate a unique authorization number. On budget case type, version number, budget from date, transaction type and storage date will be arranged. Recoupment balances will also be recalculated. It will also add a State/Federal Charge Code of 63 or 64 to indicate MOE status. Adequate notice of case category change will be sent as part of the conversion process. Workers will still need to take action after the case is converted. Districts will receive Eligible and Exception Lists.
31. Q. For those converted to non-cash SNA (case type 17), the system has edits that require restrictions to be in place. If the case being converted has no restriction in place, won't the case converted to non-cash (case type 17) error out and cause the family to be without benefits?
- A. No. The case type conversion will pass those edits. The next time that the worker accesses the budget, the edits will then force the required restrictions.
32. Q. How will SSI and/or adoption subsidy children affect SNA cases?
- A. SSI children and adoption subsidy children are among the exceptions found in the filing unit regulation (352.30(a), so they will not be required to be included in the case of the parents. The children will not be considered in the TA needs of the household. Rice budgeting applies only when the SSI recipient is a legally responsible person. A household consisting of a TA mom, child, and a SSI dad would be affected by dad's presence when the case goes to SNA. The TA needs of the household would go from the full needs for two in FA to 2/3 of three in SNA. If the SSI recipient were the child, the parents needs would be the full needs for two in FA and SNA.
33. Q. Are sanctioned individuals required to comply with applicant job search for SNA?
- A. Yes as long as they are not exempt from employment requirements and the district requires job search.
34. Q. Can the SNA call-in be combined with the FA recertification?
- A. The district must send either a recertification or a call-in notice. The notices cannot be combined. However, the district can attempt to conduct the SNA application at recertification. If the worker determines that the adult is able-bodied and must apply, the SNA application supplement can be given at the recert interview and the SNA application process can be explained. The adult can be given the opportunity to apply at that time. If he or she does not apply then, an application call-in letter with an appointment date must be sent.

35. Q. What language should we use for CAP cases that reach the State sixty-month time limit, but will not be eligible for SNA due to excess income?
- A. Use G31; close FA-Deny SNA (Separate Notice Required). Then send a manual notice that states that the CAP case is closing because State Law only allows sixty-months of cash assistance and they are not eligible for SNA because of excess income. For MA purposes, eligibility for Transitional Medical Assistance (TMA) or the CAP/MA guarantee needs to be considered. The excess income must be new or increased earned income which results in loss of MA LIF eligibility to qualify for TMA (refer to 90ADM-30 and 97 ADM-20 for additional requirements). For more information regarding qualifications for the CAP/MA guarantee, see 99MA/017.
36. Q. What SNA category will a two-parent household be in when one parent is exempt from employment requirements, but the other one is not?
- A. Cash SNA.
37. Q. In a two-parent household where one parent is working full-time, do both parents have to come in to the reapplication interview? Is the fully employed parent exempt from having to come in?
- A. Both parents must attend the reapplication interview. While the parent that is fully employed is not exempt from having to come in to apply for SNA, districts need to be sensitive to persons who are employed full-time to ensure that their employment is not put in jeopardy. Districts may want to explore after hours appointments for these families. If they are not seen and the case is not acted upon by the date of the automatic conversion, they will be transferred to SNA.
38. Q. If a person is on a durational sanction when reaching the State sixty-month time limit and applies for SNA and is otherwise eligible, is the sanction continued for the original durational period once he/she is in SNA?
- A. Yes.
39. Q. If all children are temporarily absent in foster care, can the parents receive the percentage earned income disregard in SNA?
- A. Yes.
40. Q. A person has been determined to be disabled based upon the Medical Disability Review, but has been denied for SSI. They are still exempt from employment due to incapacity that is expected to last more than 6 months. Can we use the Medical Disability Review criteria to determine that they meet the criteria for exemption from the time limit?
- A. Yes, as long as the Medical Disability Review contains the medical documentation to support the exemption, yes.
41. Q. A person does not show for the time limit assessment appointment. When do you close the FA case and what code do you use?

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- A. You would close the case effective 10 days after the date of the appointment for which the person did not show, using code N17. MA will be continued to allow for a separate determination.
42. Q. Is an 18-year-old child not in school required to be in the SNA case?
- A. No, the 18-year-old is not a mandatory filing unit member.
43. Q. What regulation citation do we use when a parent who is an adult only FA case refuses to include the child on the SNA application?
- A. 18 NYCRR 370.2(6). SNA eligibility only applies to families that have reached the sixty-months. An adult only is not a family and can only be considered a family if the adult agrees to include the children.
44. Q. If you know that a case will be income ineligible when the child and the child's income has to be included in the SNA case, do we still make the family apply for SNA?
- A. You should explain the situation to the parent. If the parent still wishes to apply, he/she can.
45. Q. If the only adult is exempt from employment requirements, but does not meet the criteria for exemption from the time limit, does he or she have to complete the SNA application supplement?
- A. No. Only cases with at least one able-bodied adult must complete the SNA application supplement.
46. Q. What CNS code do we use when we deny the SNA because the adults failed to sign the Repayment Form and Assignment of Future Earnings Form?
- A. CNS Code G32 FA Closing- Recipient Non-Compliant Safety Net Repayment/Assignment of Future Earnings
47. Q. Is it considered a bona fide job offer if the person is referred to three job interviews?
- A. No. A bona fide job offer means that the employer offered an actual job. A referral to a job interview is not an offer of a job.
48. Q. What closing language and regulation citation do we use when someone who has filed the SNA application supplement refuses to accept an offer of a bona fide job?
- A. CNS Code P32- Close FA/Deny SNA-Refusal to take a job. The regulation citation is 351.2
49. Q. What is state/federal charge code 64? Whom do we use this for and where do we put it?
- A. This is used for Native American families who reside on a reservation and have received sixty-months of benefits. Like state/federal charge code 63 it indicates that assistance for the individual(s) may be claimed for Maintenance of Effort (MOE). It is entered on SCREEN 3 of the 3209 (On Federal/State Charge Code).

50. Q. Does the call-in for SNA Application Supplement do away with the call-in for reassessment?

A. No. They are two separate processes. However, if the reassessment has not already been done when the person is called in for the application, the necessary parts of the reassessment must be done during the application interview. Districts cannot schedule a time limit reassessment interview after SNA Application interview has been scheduled.

51. Q. Do you have to finger image someone who is completing the SNA application supplement?

A. No. However, if there is an adult in the household who is being added to the case (i.e., a father being pulled into the SNA case because the children must now be included on the SNA case), then the father has to complete the common application and be finger imaged.

52. Q. Do HIV positive persons have to complete the SNA application supplement?

A. Not necessarily. If they are exempt from employment requirements, no. However, an HIV person who is employable or work limited must complete the SNA application supplement as he/she is considered to be able-bodied. If the person applies for SNA and is eligible, they would receive cash SNA.

53. Q. When someone goes into SNA after receiving sixty-months of FA and is accepted for SSI, what is the Interim Assistance Period?

A. The current IAR system will automatically identify the recipient when that person's category of assistance is changed to SNA on WMS. The current IAR system continually matches pending SSI applicants against active TA cases. When a pending SSI applicant matches an active SNA case, that person is identified and a file sent to SSA instructing them to put a code on the State Data Exchange (SDX) file so that, if this individual is ultimately found eligible for SSI, the initial SSI benefit will be used to reimburse the State for the IAR it provided.

If a person received both FA and SNA during the interim period, the local district must inform SSA and process the case in the following manner:

The local district must inform SSA of how much FA it provided to the individual during the interim period. SSA will count this FA as income and reduce that person's retroactive SSI benefits for the affected months. At the same time, the local district must inform SSA of how much SNA (interim assistance) it provided for the balance of the interim period. The local district will receive IAR for these months. The SSA is informed by an electronic process in NYC and a manual process (LDSS-3021) in upstate local districts.

54. Q. If someone fails to go to a SNA application employment assessment is the FA case closed?

A. No. The FA case would close at the end of the sixtieth-month and the SNA application would be denied for failure to cooperate with the employment assessment requirement. (CNS Closing Code P31)

55. Q. Are SNA families eligible for supportive services?



- A. Yes, families under SNA are eligible for supportive services such as support for work activities, childcare, transportation, education and training and counseling.
56. Q. What SNA funds do we use for job search transportation? And how do we authorize this on a FA case?
- A. The supportive services are paid on the FA case, but a special claiming code of "P" is used so that the costs are charged to SNA and not TANF.
57. Q. Someone comes in for a SNA application interview and screens positive for drug/alcohol abuse and is referred for assessment. The individual refuses to go to the assessment. Can we close the FA case and deny SNA?
- A. The D/A assessment is an individual requirement for both an applicant or recipient. When the individual is screened positive and fails to cooperate with assessment the individual is ineligible/sanctioned. In multi-person households the family receives assistance in non-cash SNA and a pro-rata benefit reduction financial penalty is applied. The case may not be denied or closed if one family member fails to comply with D/A requirements. For MA purposes, drug/alcohol requirements apply only to singles/childless couples, fathers of unborn and stepparents with no children.
58. Q. Does the SNA application requirement apply to all sanctioned persons, including those on an Intentional Program Violation (IPV)?
- A. Yes. The requirement applies to all able-bodied persons who are on any kind of a sanction, including IPV's.
59. Q. If someone is on an IPV when in FA and reaches the time limit, do we continue to impose the IPV when the person go into SNA and for the same time period? Once he/she is in SNA and has another IPV, do we use FA or SNA IPV rules?
- A. As of 8/97, FA and SNA IPV rules are the same. The IPV would continue when the person goes from FA to SNA and the next IPV would be the same in SNA as it would be in FA. See 18 NYCRR 359.9 and 97 ADM-23.
60. Q. When we call in a sanctioned person can we explore "past maintenance" as part of the SNA application process and deny the SNA application if they cannot document properly? For example, the family's rent is \$1000.00 a month and it has been consistently paid even though their TA is insufficient to pay this. They deny being employed and cannot document that someone is helping them to pay the rent.
- A. The SNA application is a "Safety Net Application Supplement". In other words, it is a supplement to the prior application to determine if the family wants to receive SNA and is eligible. It is not intended to be a complete application process, but an abbreviated one. The only things that they are being asked to verify and document are changes since their last application or recertification. The family's ability to pay excess rent without explanation would not be cause for denying the SNA application. However this fact would be an indicator for a FEDS referral. Even when such a family is not required to apply for SNA, the situation should result in a fraud referral.

61. Q. We have a two-parent household. One of the parents does not show up for the application interview. Can we deny the SNA case for this reason? If so, what wording would we put in the denial notice?

A. You cannot process the SNA application supplement without both parents. You can give them a pending letter for the time period that you would normally use to pend for documentation (i.e., 7 days), informing them that the other parent must come in within that time period to be interviewed or the SNA case will be denied, using CNS closing code G30.

62. Q. Is a letter of conciliation necessary if SNA applicants fail to keep a job search or employment assessment appointment?

A. No. Since these are eligibility requirements rather than employment requirements, no conciliation is required.

63. Q. Is the D/V screening form given to both parents in a two- parent household?

A. Yes.

64. Q. If a client files for SSI, is the SSI application the only documentation that is needed for a Time Limit exemption?

A. No. The client must also provide medical documentation to support the exemption.

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