NEW YORK STATE OF OPPORTUNITY. | Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SHARON DEVINE
Executive Deputy Commissioner

Informational Letter

Section 1

Transmittal:	15-INF-05
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	March 12, 2015
Subject:	Revised LDSS-3938 and LDSS-3938 NYC: "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet"
Suggested Distribution:	Temporary Assistance Directors, Supplemental Nutrition Assistance Program Directors, Staff Development Coordinator
Contact Person(s):	SNAP Policy Bureau (518) 473-1469
Attachments:	Attachment 1 - LDSS-3938 (Rev. 9/14) Attachment 2 - LDSS-3938 NYC (Rev. 9/14)
Attachment Available Online:	☒

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
05-ADM-13		387.1(p) 387.5(e) 387.8(a) 387.14(a)(2)(3) 387.17(a)(3)	7 CFR 273.2(i) 7 CFR 273.10(g)(1) 7 CFR 274.2(b) 7 CFR 275.12(d)(2)(ii	SNAP SB Sections Four, Five and Fifteen	04-INF-11 01-ADM-8

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to notify Social Services Districts (SSDs) that the LDSS-3938 and LDSS-3938 NYC: "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Sheet" have been revised to incorporate the Working Families Supplemental Nutrition Assistance Program Initiative (WFSNAPI) questions and to reflect the changes in the Standard Utility Allowance (SUA) policy as a result of the Agricultural Act of 2014, (the Act), commonly referred to as the "Farm Bill."

II. Background

All Temporary Assistance SNAP (TA SNAP) and Non-Temporary Assistance SNAP (NTA-SNAP) applications are required to be screened for expedited processing using the LDSS-3938 or LDSS-3938 NYC. Additionally, all SNAP applications must be screened for Working Families SNAP Initiative (WFSNAPI) eligibility. To relieve SSDs from having to complete two separate screening forms at application, the LDSS-3938 "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Sheet" has been revised to include the LDSS- 4921 Working Families SNAP Initiative (WFSNAPI) screening questions.

Prior to the passing of the Agricultural Act of 2014, SNAP households were able to receive the heating/cooling Standard Utility Allowance (SUA) based on the anticipated receipt of Home Energy Assistance Program (HEAP) benefits. Section 4006 of the Agricultural Act of 2014 ended the use of anticipated receipt of HEAP as a basis for eligibility for the heating/cooling Standard Utility Allowance (SUA). Therefore, the LDSS-3938 also has been revised to remove reference to anticipated receipt of HEAP.

III. Program Implications

The LDSS-3938: "Supplemental Nutrition Assistance Program Application Expedited Processing Summary Sheet," has been revised to combine the screening questions for expedited processing and participation in the Working Families SNAP Initiative (WFSNAPI) into one form. As outlined in Administrative Directive 07-ADM-10, "The Working Families Food Stamp Initiative (WFFSI)," for households that meet the WFSNAPI eligibility criteria, SSDs must waive the face to face interview for all households qualified to participate in WFSNAPI. Any SNAP overpayment claims that have been previously terminated may not be re-established against households that qualify to participate in WFSNAPI. For active households, the entire amount of any existing claims that will not be collected within a three year period at the current rate of recoupment may be compromised, except for SNAP claims that were established because of overpayments due to either IPV or Fraud.

Many local SSDs offer telephone interviews for all Non-Public Assistance SNAP (NPA-SNAP) applicants and as a result the WFSNAPI screening is moot for identifying applicants that must be offered a phone interview, and only necessary for identifying SNAP households that must not have terminated claims re-established. However, for those districts that do not offer telephone interviews to all NPA-SNAP applicants, all NPA-SNAP applicants still must be screened for WFSNAPI. Since all SNAP applications must be screened for expedited processing using the LDSS-3938, the WFSNAPI screening questions have been added on the reverse side of the LDSS-3938 to eliminate the need for the separate LDSS-4921 WFSNAPI screening sheet at application.

The WFSNAPI screening sheet (LDSS-4921) is still available for use and is not being eliminated. Completion of the LDSS-4921 WFSNAPI screening sheet is still required when re-establishing a terminated claim, and when reviewing eligibility for WFSNAPI at recertification.

The LDSS-3938 also reflects the change in policy regarding the entitlement of SNAP households to the heating/cooling Standard Utility Allowance (SUA). Section 4006 of the Act removes the allowance for anticipating the receipt of HEAP, and requires that households which do not incur a separate expense for heating or cooling costs must have received a HEAP or other similar energy assistance benefit of greater than $20.00 in either the current month or the preceding 12 months, in order to have the HCSUA used in the determination of the households SNAP eligibility, monthly allotment and eligibility for expedited processing.

myBenefits will continue to flag applicant SNAP households that potentially qualify for expedited processing and/or WFSNAPI.

Other changes to the LDSS-3938 include:

- Page 1 - Instructions for completing this form include language regarding completion of the WFSNAPI screening.

- Page 1, Part Two, Section B – reference to anticipated receipt of HEAP has been removed. In determining shelter costs, SSD must use the applicable Standard Utility Allowance (SUA) the household is eligible to receive in the SNAP budget calculation. The HT/AC SUA is only allowed if the household incurs separate costs for heating or air conditioning, or received a HEAP payment of greater than $20 in the current month or previous 12 months.

- Page 1, Part Two, Section B – the Homeless Shelter Deduction has been added. A standard estimate of shelter expenses must be used when determining the amount of the SNAP benefits for homeless households which do not reside in a homeless shelter or receive free shelter for the entire month. An “undomiciled” household would not receive a Standard Utility Allowance (SUA), therefore, the Homeless Shelter Deduction of $143.00 must be included in the calculation of total shelter costs. This deduction is only given for households that are “undomiciled” (shelter type 23) and not residing in a homeless shelter.

- Page 2, Part Four – Part Four has been moved from page 1 to page 2. STOP HERE has been added to the “Not Qualified” checkbox, and a third box has been added to check if “Not enough information is provided on the application to determine if eligible for expedited processing.”

- Page 2, Part Five, Section A – Questions 2 and 3 have been revised to read more clearly.

- Page 2, Part Five, Section B – previous language in Section B has been removed and the WFSNAPI questions added.

- Page 2, Part Five, Section C – Deleted. Section C, Agency Disposition of SNAP Benefit Eligibility, has been removed from the upstate version of the LDSS-3938. The information which was formerly reported in Section C is reflected in case notes and electronic case record actions and therefore is not needed on the LDSS-3938.

- Page 2, Date of Eligibility Interview has been added to the worker name line.

Changes to the LDSS-3938 NYC include:

- Page 1, Part Two, Section B – reference to anticipated receipt of HEAP has been removed. In determining shelter costs, SSD must use the applicable Standard Utility Allowance (SUA) the household is eligible to receive in the SNAP budget calculation. The HT/AC SUA is only allowed if the household incurs separate costs for heating or air conditioning, or received a HEAP payment of greater than $20 in the current month or previous 12 months.

- Page 1, Part Two, Section B – the Homeless Shelter Deduction has been added. A standard estimate of shelter expenses must be used when determining the amount of the SNAP benefits for homeless households which do not reside in a homeless shelter or receive free shelter for the entire month. An "undomiciled" household would not receive a Standard Utility Allowance (SUA), therefore, the Homeless Shelter Deduction of $143.00 must be included in the calculation of total shelter costs. This deduction is only given for households that are "undomiciled" (shelter type 23) and not residing in a homeless shelter.

- Page 2, Part Four – Part Four has been moved from page 1 to the top of page 2. STOP HERE has been added to the "Not Qualified" checkbox, and a third box has been added to check if "Not enough information is provided on the application to determine if eligible for expedited processing."

- Page 2, Part Five, Section A – Questions 2 and 3 have been revised to read more clearly.

- Page 2, Part Five, Section C – At the request of the NYC Human Resource Administration, Part Five Section C remains unchanged on the revised LDSS-3938 NYC. However, completion of this section is now optional.

(Note: "***Not enough information is provided on the application to determine if eligible for expedited processing,"*** should only be checked if the application provides insufficient information to make a determination of eligibility for expedited processing -- for example, when an application is submitted with only the applicants name and address and without the shelter cost, income and resource information necessary to make a determination of expedited eligibility. It should **not** be used when such information has been provided, even if the information has not yet been verified. Under the expedited processing rules, only identity must be verified prior to issuing an expedited benefit. For all other regular factors of eligibility, verification can be pended for the determination of ongoing SNAP eligibility. See Section 2.III.E of 12 INF-06 for further details on SNAP expedited eligibility and verification.)

IV. Required Action

Screening for Expedited Processing Qualification

All Temporary Assistance SNAP (TA-SNAP) and Non-Temporary Assistance SNAP (NTA-SNAP) applications must be screened on the date the application is filed (whether in person, by mail, by fax or online) to determine if the household qualifies for expedited processing. If the application is filed with the local agency at the end of the business day, and therefore the agency does not have ample time remaining in the business day to screen the application, the worker must document in case notes the reasons why the application was not screened for expedited processing on the date the application was filed, (i.e. application filed at 4:55 pm and therefore unable to screen for expedited processing). When applications are not screened on the same day the application is submitted, the worker must document in the applicant's case

record the reason for the screening delay. SSDs must use the LDSS-3938 or LDSS-3938 NYC (Rev. 9/14) - "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet" to screen all applicants for TA-SNAP and NTA-SNAP for expedited processing. The completed form must be maintained as part of the applicant's case record.

V. Additional Information (Optional) Forms Ordering

- The revised English version of the LDSS-3938: "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet" is a form printed by the New York State Office of Temporary and Disability Assistance.

- The above referenced document has been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.

- Upon the release of this INF all previous versions of the "Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet" must immediately be destroyed and replaced with the revised 9/14 version.

- Any future requests for printed copies of the English version, should be submitted to the New York State Office of Temporary and Disability Assistance (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
  Social Services Districts (SSD) online forms ordering system: http://formorders/
  Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- Any previously approved Local Equivalent of this form should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.

Issued By
Name: Phyllis Morris
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports