



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

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| Transmittal: | 15-LCM-21 |
| To: | Local District Commissioners |
| Issuing Division/Office: | Center for Employment and Economic Supports |
| Date: | December 23, 2015 |
| Subject: | Supplemental 100% SNAP Employment and Training Allocations- FFY 2015 |
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| Attachments: | Attachment 1 FFY 2015 |
| Attachment Available Online: | <input checked="" type="checkbox"/> |

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide supplemental federal fiscal year (FFY) 2015 Supplemental Nutrition Assistance Employment and Training (SNAP E&T) 100% administrative funding allocations for each social services district.

II. Background

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support SNAP E&T program administration. USDA reallocates other states' unexpended 100% funds to states that request and justify the need for the additional funds. New York requested additional FFY 2015 SNAP E&T 100% funds and was awarded an additional \$5 million by USDA. The FFY 2015 SNAP E&T 100% allocations made available by 15-LCM-08 provided the original FFY 2015 SNAP E&T 100% funds awarded by USDA to New York State. This LCM informs districts of supplemental FFY 2015 100% allocations supported by the additional \$5 million in 100% SNAP E&T funds awarded by USDA to New York State.

The 100% federal funds are available to fully reimburse SNAP E&T administrative costs without any non-federal share. The supplemental 100% allocations awarded by this memorandum are based on the same methodology used for the 100% SNAP E&T allocations made available by 15-LCM-08. New York City's FFY 2015 100% allocation is limited to 50% of the total 100% funding available for distribution to districts to ensure a meaningful level of 100% funding is available to other districts. Attachment 1 lists each district's initial 100% allocation, the supplemental 100% allocation awarded through this memorandum and the total FFY 2015 100% SNAP E&T allocation.

Participant reimbursement and dependent care funding for SNAP E&T are not included in the administrative allocations and should continue to be claimed separately.

Your district's FFY 2015 SNAP E&T administrative allocations are available to reimburse SNAP E&T eligible expenditures incurred from October 1, 2014 through September 30, 2015, subject to the availability of federal SNAP E&T funds. **Consistent with all FFY 2015 SNAP E&T funds, these supplemental funds must be used to cover costs incurred during the October 1, 2014 through September 30, 2015 period.** Districts should submit supplemental claims to receive payment in a timely manner. If claims are not submitted to expend the allocated funds, OTDA will move any 50% claims to the 100% claim category sometime after the final claiming deadline. These claiming adjustments will permit each district to increase the extent to which employment services for SNAP applicants and recipients are fully funded with federal funds.

All claims for FFY 2015 100% SNAP E&T reimbursement must be received no later than **February 1, 2016**.

III. Program Implications

This memorandum provides a supplemental FFY 2015 100% allocation. Districts should refer to 15-LCM-08 for information regarding the use of SNAP E&T funds.

IV. Claiming Instructions

OTDA provides a Cognos report entitled the "Local District PA-SNAP Claiming Tool" for the purpose of allocating employment program costs. This Claiming Tool provides needed information on the number of PA adult individuals who are subject to employment program work requirements and the number of NPA-SNAP work registrants engaged in work activities during the report month. These numbers of individuals can be used to determine the allocation claiming percentages for use on the Schedule D-3, Allocation and Claiming of Administrative Costs for Employment Programs, LDSS-2347-B1. Instructions for completing the Schedule D-3 can be found in the Fiscal Reference Manual (FRM) Volume 3, Chapter 10.

New York City will continue to use their in-house produced Engagement Report for this purpose. Guidelines for using the Engagement Report are contained in FRM, Volume 3, Chapter 10.

The Fiscal Reference Manual (FRM) is available at:

FRM Vol. 3 – <http://otda.state.nyenet/bfdm/finance/>

The Local District PA-SNAP Claiming Tool is available on a monthly basis in Cognos using the following link: [COGNOS SNAP Folder](#)

Districts experiencing problems accessing Cognos can call the Customer Response Center at (800) 342-3010.

Districts may file supplemental claims transferring dollars from the 100% category to the 50% category once they exceed their 100% SNAP E&T allocation. This will result in the district receiving these funds sooner without waiting for the State to shift the claims.

Issued By

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