



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	16-LCM-04
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	April 14, 2016
<b>Subject:</b>	Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Allocations - FFY 2016
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<b>Attachments:</b>	<a href="#">SNAP E&amp;T FFY 2016 Local District Allocations</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide the federal fiscal year (FFY) 2016 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) 100% and 50% administrative funding allocations for each social services district (district). This LCM also provides an additional 100% allocation to social services districts that do not have a full-district waiver of Able-Bodied Adults without Dependents (ABAWD) work requirements for calendar year 2016. Important information regarding the use of SNAP E&T funds is also included in the LCM.

#### II. Background

New York State receives annual allocations from the United States Department of Agriculture (USDA) to support SNAP E&T program administration. There are two funding streams available to support SNAP E&T program administration, 100% federal and 50% federal funds. The Office of Temporary and Disability Assistance requested and received an additional allocation of 100% SNAP E&T funds to help districts defray the costs of offering an ABAWD qualifying work activities to at-risk ABAWDs.

The 100% federal funds are available to fully reimburse SNAP E&T administrative costs without any non-federal share. New York City's FFY 2016 base 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 for other districts. The remaining available 100% funds are distributed to each Rest-of-State (ROS) district based on their proportionate share of the total ROS monthly average number of work registrants from September 2014 through August 2015. The additional 100% ABAWD allocation is based on each district's proportionate share of ABAWDs in non-waived areas during the month of August 2015.

Federal 50% SNAP E&T funds are available to reimburse 50% of SNAP E&T eligible expenditures with the remainder supported with local non-federal funds. Each district's 50% SNAP E&T allocation is based on the district's SNAP E&T claiming history. The total amount of 50% SNAP E&T funds available is limited based on New York's allocation provided by USDA.

District FFY 2016 SNAP E&T administrative allocations are available to reimburse SNAP E&T eligible expenditures incurred from October 1, 2015 through September 30, 2016, subject to the availability of federal SNAP E&T funds. Once a district spends its 100% SNAP E&T allocation, any additional SNAP E&T eligible claims must be submitted against the 50% SNAP E&T allocation. Districts are encouraged to fully claim 100% funds before claiming 50% funds. All claims for FFY 2016 100% SNAP E&T reimbursement must be final accepted in the Automated Claiming System no later than **February 1, 2017**.

Funds to support participant reimbursements or dependent care costs for SNAP E&T are not included in the 100% or 50% SNAP E&T administrative allocations made available by this LCM. Participant reimbursements, including transportation necessary for a SNAP work registrant to participate in assigned SNAP E&T activities, must continue to be claimed separately as a 50% SNAP E&T participant reimbursement. Districts will continue to claim dependent care expenses separately and should refer to 16-LCM-01 for information on the use of SNAP E&T funds for dependent care expenses.

### **III. Program Implications**

SNAP E&T funds are available to support costs associated with operating the SNAP E&T program. Such costs may include those related to applicants and recipients of SNAP benefits, including Safety Net applicants and recipients who are also receiving SNAP benefits and assigned to a SNAP E&T activity. These SNAP E&T funds are also available to support district efforts to offer and/or provide ABAWD qualifying activities to at-risk ABAWDs.

Districts may continue to use SNAP E&T funds for employment-related costs associated with Safety Net families (case types 16 and 17) who are also subject to SNAP E&T work requirements, including those with a child under six years of age who would otherwise be exempt, but are required to fulfill temporary assistance work requirements.

Since individuals with a child under six years of age would be considered volunteers for SNAP E&T purposes, they generally would not be subject to a SNAP sanction for failure to comply.

Please refer to federal SNAP regulations at 7 CFR 273.7(d)(1)(ii) and 273.7(e)(1), Section 385.3 of the OTDA Employment Policy Manual and to the New York State Fiscal Reference Manual, Volume 3, Chapter 10 for further information on allowable SNAP E&T activities and claiming instructions.

### SNAP E&T Funding Rules

Districts are reminded of the following rules regarding the use of SNAP E&T funds and the non-federal funds used to meet the non-federal share of the SNAP E&T funds:

- Services associated with substance abuse, including anti-drug counseling and the costs associated with monitoring a client's compliance with a treatment program are not allowable uses of SNAP E&T funds. Any non-federal funds used in this regard cannot be used to meet the non-federal share of SNAP E&T costs.
- SNAP E&T funds and the non-federal funds used to meet the non-federal share of SNAP E&T costs cannot be used to reimburse the cost of supervision of work experience participants, or the cost of materials and/or equipment necessary to support a work experience placement (see 00-LCM-10), or to support employment services for applicants and recipients of TANF-funded assistance (Welfare Management System (WMS) case type 11 or 12). These individuals are categorically exempt from SNAP work requirements.
- SNAP E&T funds and the non-federal funds used to meet the non-federal share of SNAP E&T costs cannot be used to purchase computers or provide internet connections for SNAP E&T participants. USDA has determined that costs related to computer purchase/internet connections are not reasonable and necessary and are not directly related to participation in SNAP E&T activities.
- Consistent with federal regulations at 7 CFR 273.7(d)(1)(ii)(A), SNAP E&T funds and the non-federal funds used to meet the non-federal share of SNAP E&T costs cannot be used to determine whether or not an individual is required to participate in SNAP E&T work activities. This restriction includes any costs related to the evaluation of an individual's medical condition. SNAP E&T funds must not be used for medical screenings, examinations or medical services of any kind. SNAP administrative funds may be used to support costs associated with the completion of medical screenings (see 12-LCM-06) which are done to evaluate whether or not the individual is exempt or nonexempt from SNAP employment requirements.
- SNAP E&T participant reimbursement funds may be used to provide services associated with retaining employment for up to 90 days only following the date an individual begins a job. The individual must have been participating in another SNAP E&T activity within 90 days prior to starting employment to qualify for the

- receipt of participant reimbursement funds. Allowable costs include transportation costs (other than automobile purchases), clothing required for the job or equipment or tools required for the job.
- Federal SNAP E&T participant reimbursement funds and the associated non-federal funds used for participant reimbursement costs cannot be used to provide supportive services to applicants and recipients of TANF-funded assistance (WMS case type 11 or 12). The same restriction applies to the use of SNAP E&T Dependent Care funds.
- Districts may operate any work activity authorized under 18 NYCRR 385.9 that is included as part of the district's SNAP E&T program including, but not limited to, work experience, job search and job readiness activities. While subsidized employment is an allowable SNAP E&T program activity, federal regulations prohibit the use of SNAP E&T and the non-federal funds used to meet the non-federal share of SNAP E&T costs for wage subsidies. While the SNAP E&T funds cannot be used to subsidize a wage (payment to employer), they can be used to support the administration of a subsidized employment program (case management staff, job developers, etc.).
- Mandatory SNAP E&T assignments may not exceed 30 hours per week/120 hours per month. However, individuals may volunteer to participate in SNAP E&T activities for an unlimited number of hours.

### SNAP Employability and ABAWD Status Determinations

Districts are required to correctly determine the employability and ABAWD status of each individual applying for or receiving SNAP benefits, including those individuals who are concurrently applying for or receiving Temporary Assistance. Districts enter employability codes on WMS or myWorkspace (myWorkspace is only available to districts outside of New York City) to identify whether or not the individual is subject to SNAP E&T requirements. Districts also enter the ABAWD indicator code on WMS or myWorkspace to identify the individual's ABAWD status. The employability status and ABAWD status of each individual should also be reviewed at recertification and any time there is a reason to believe that the employability and/or ABAWD status may have changed. The criteria that would render an individual exempt from SNAP E&T requirements and the criteria for determining who is subject to ABAWD requirements is listed in 18 NYCRR § 385.3.

All districts, including those that may be eligible for a temporary waiver of ABAWD work requirements, must determine and record on WMS or MyWorkspace each SNAP applicant or recipient's employability and ABAWD status.

#### **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 TA adult individuals who are subject to employment program work requirements and the number of NTA-SNAP work required recipients who are 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/FRM\\_Vol3\\_Manual.asp](http://otda.state.nyenet/bfdm/finance/FRM_Vol3_Manual.asp)

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.

#### **V. Additional Information**

Any district that projects it will require additional FFY 2016 federal SNAP E&T 50% funds should submit a written request for an increase by June 17, 2016. The request should include both the amount of funds requested and an explanation of the reasons for the expected increase in SNAP E&T expenditures. All FFY 2016 requests received by the June 17, 2016 deadline will be reviewed and if approved by OTDA, honored to the extent that federal 50% funding is available. OTDA may need to secure approval for additional 50% funds from USDA to honor district requests. Receiving requests by June 17, 2016 will permit OTDA to assess statewide funding needs and determine if additional federal funds should be requested. Requests for additional funding may be submitted beyond this date, but approval is contingent on the availability of federal funds.

Requests for an increase in 50% federal SNAP E&T funds for FFY 2016 must be submitted to:

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Center for Employment and Economic Supports  
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**Issued By**

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