



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

Informational Letter

Section 1

Transmittal:	18-INF-12
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Programs / Employment and Income Support Programs
Date:	July 26, 2018
Subject:	Release of Work Pays Infographic and Factsheet
Suggested Distribution:	Supplemental Nutrition Assistance Program Directors Temporary Assistance Directors Employment Coordinators HEAP Coordinators Staff Development Coordinators MA Directors
Contact Person(s):	Employment and Advancement Services: (518) 486-6106 Temporary Assistance Bureau: (518) 474-9344
Attachments:	Attachment 1 - PUB-5118: Work Pays Infographic (Upstate) Attachment 2 - PUB-5119: Work Pays Infographic (Westchester, NYC, Long Island) Attachment 3 - PUB-5120: Working and Your Benefits
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

Section 2

I. Purpose

The purpose of this Information Letter (INF) is to introduce social services districts (districts) to the new publications designed to support the promotion of work and self-sufficiency for low-income households, particularly working families. These resources include:

- PUB-5118: "Work Pays Infographic" (Upstate)
- PUB-5119: "Work Pays Infographic" (Westchester, NYC, Long Island)
- PUB-5120: "Working and Your Benefits"

These publications provide districts with a tool to help illustrate the advantages of employment and explain the impact of job entry on a Temporary Assistance (TA) household's benefits and eligibility.

These publications are intended to be used by stakeholders who interact and work with low-income households, such as districts, Career Center partners, other government agencies, community-based organizations (CBO), employers, and employer associations. Districts are strongly encouraged to share these resources with their local partners as appropriate.

II. Background

The loss of benefits triggered by an increase in income due to employment can be a significant concern for TA or other low-income households. Low-income households may not realize that earned income from work in combination with other supports such as Supplemental Nutrition Assistance Program (SNAP) and federal and State Earned Income Tax Credits (EITC) can make a significant impact on their economic wellbeing.

By taking the time to explain the advantages of employment on net income and resources, and other economic supports that are available to low-income, working households, districts can help facilitate entry to employment and dispel misconceptions or ease concerns that the households may have regarding the loss of benefits.

When TA or other low-income households have a clear understanding of how earnings from work can impact their benefits and net resources, they will be better able to make informed employment decisions (such as taking on more work hours or accepting higher pay) and transition into work opportunities with less apprehension or uncertainty.

III. Program Implications

A. Overview of Publications

PUB-5118: “Work Pays Infographic” (Upstate) and PUB-5119: “Work Pays Infographic” (Westchester, NYC, Long Island)

The *Work Pays* infographic is designed as a tool for districts to help promote and explain:

1. The economic advantages of employment to TA applicants and recipients;
2. Economic supports and additional benefits available to low-income, working households; and,
3. Transitional benefits for households no longer eligible for TA due to earned income.

This infographic illustrates a comparison in income levels between a working family (one adult and two children) and a non-working family in receipt of TA. The bar graphs project the income and benefit levels for these two scenarios and are intended to draw attention to the significant economic advantage the working family has over the non-working family. Please note that actual income and benefit amounts may vary depending on specific household circumstances.

Not receiving Temporary Assistance and working 30 hours per week, the working family attains higher monthly income level, which is further supplemented by federal and State EITC in an amount of more than \$7,200 after tax filing. As a result, the working family's annual income level is nearly twice as much as the non-working families.

PUB-5120: "Working and Your Benefits"

The *Working and Your Benefits* factsheet is designed as a tool to help explain:

1. What TA recipients need to do when they become employed in order to comply with the TA reporting requirements;
2. What supportive services are available and offered by the district; and,
3. How new or increased income will be budgeted and what deduction and disregard are available based on household type.

B. Use of the Publications

Districts can determine how to best use these publications to promote work within their client flow. OTDA recommends the use of these publications in the following points of contact with district clients:

- Reception areas
- Intake and interview for all program applicants
- Orientation
- Assessment and re-assessment
- Employment plan development
- Job placement and retention
- Recertification
- Client mailing and/or outreach
- Case management or follow-up meetings

In addition, these publications should be shared across all program lines (i.e., SNAP, Medicaid, Home Energy Assistance Program, etc.) and with community stakeholders such as Career Center partners, other government agencies (i.e., County Employment and Training, BOCES, etc.), CBOs that assist low-income households, local businesses and employers. By sharing these resources and relevant program information with local partners, districts can foster stronger partnerships and facilitate effective referrals among partners.

Districts may also find it helpful to use these publications in conjunction with Book 1 ([LDSS-4148A](#)) "*What You Should Know About Your Rights and Responsibilities*" and Book 2 ([LDSS-4148B](#)) "*What You Should Know about Social Service Programs*", which contain more detailed information on reporting requirements and transitional benefits.

For more guidance on the TA prospective budgeting procedures and Earned Income Disregard, see [01 ADM-13](#) and [18-ADM-02](#), respectively, or contact the OTDA Temporary Assistance Bureau at: (518) 494-9344.

IV. Form Ordering

This document is a Web posted only form, therefore, it is only available on-line and is not available in hard copy from OTDA. Questions concerning Web posted only forms should be directed to BMS Document Services at:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201
(518) 474-9522
E-mail: forms.orders@otda.ny.gov

Issued By

Name: Nancy P. Maney
Title: Deputy Commissioner
Division/Office: Integrated Family Assistance Programs