



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

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| Transmittal: | 18-LCM-05 |
| To: | Social Services District Commissioners |
| Issuing Division/Office: | Integrated Family Assistance Programs / Employment and Income Support Programs |
| Date: | March 13, 2018 |
| Subject: | Supplemental Nutrition Assistance Program Employment and Training Allocations - FFY 2018 |
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| Attachments: | Attachment A – SNAP E&T FFY 2018 District Allocations |
| Attachment Available Online: | <input checked="" type="checkbox"/> |

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide the federal fiscal year (FFY) 2018 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) 100% and 50% administrative funding allocations for each social services district (district). The LCM also provides an additional 100% allocation of ABAWD Pledge funds for FFY 2018 to districts that do not have a full County based ABAWD waiver. Additionally, 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 the Supplemental Nutrition Assistance Program Employment and Training (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 100% federal funds are available to fully reimburse SNAP E&T administrative costs without any required non-federal share. New York City's FFY 2018 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 SNAP recipients who are subject to SNAP work requirements from September 2016 through August 2017.

The 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 FFY 2018 50% SNAP E&T allocation.

District FFY 2018 SNAP E&T administrative allocations are available to reimburse SNAP E&T eligible expenditures incurred from October 1, 2017 through September 30, 2018, 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 2018 100% SNAP E&T reimbursement must be final accepted in the Automated Claiming System no later than **February 1, 2019**.

Additionally, an ABAWD Pledge Fund allocation is available for districts who do not have a federally approved **full** county ABAWD waiver or those districts who have declined an ABAWD waiver for calendar year 2018. The ABAWD Pledge funds are 100% federal funds and are distributed based on the estimated percentage of ABAWDs residing in non-waived areas of each district as compared to the total estimated number of ABAWDs residing in non-waived areas statewide. These funds are also subject to the availability of federal ABAWD Pledge funds and are available to help offset costs that districts incur to offer and provide qualifying work activities and to monitor compliance with ABAWD requirements during FFY 2018. Districts are required to provide an ABAWD qualifying activity when requested by an ABAWD to maintain or re-establish eligibility for SNAP benefits, as described in Section 385.3 of the Temporary Assistance (TA) and SNAP Employment Policy Manual. If additional districts become eligible for a full county ABAWD waiver during the calendar year, remaining ABAWD Pledge Funds may be redistributed to non-waived districts based on the formula describe above.

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 or the ABAWD Pledge fund allocation made available through this LCM. Participant reimbursements, including transportation necessary for a SNAP recipient who is subject to SNAP work requirements 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 [18-LCM-04](#) 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 serving applicants and recipients of SNAP benefits, including Safety Net Assistance applicants and recipients who are also receiving SNAP benefits and assigned to a SNAP E&T activity.

Districts may continue to use SNAP E&T funds for employment-related costs associated with Safety Net Assistance families (case types 16 and 17) who are also subject to SNAP E&T work requirements or are otherwise engaged in SNAP E&T activities approved by the district, including those with a child under six years of age who would otherwise be exempt, but are required to fulfill TA 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 TA and SNAP 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

The following rules apply to 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:

Eligible Services/Costs:

- 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 to be 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.).
- SNAP E&T funds may be used to provide allowable job retention services, including case management services for up to 90 days only to SNAP recipients following the date the SNAP recipient begins a job. To qualify for job retention services, the SNAP recipient must also have participated in another SNAP E&T activity within 90 days prior to starting employment. SNAP E&T funds cannot be used to provide job retention services to applicants and recipients of Temporary Assistance to Needy Families (TANF)-funded assistance (case types 11 or 12), or two-parent families where neither parent is disabled and whose assistance costs are reported as Safety Net Assistance Federally Non-Participating Non-MOE consistent with [06 LCM-09](#).
- 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.

Note: SNAP recipients who participate in assigned work activities for at least 30 hours per week cannot be sanctioned for SNAP purposes, but may be subject to a TA sanction in those instances where the district determines that the individual willfully and without good cause refused or failed to comply with the assigned work requirement (see Section 385.11 and 385.12 of the TA and SNAP Employment Policy Manual for more information).

- SNAP E&T participant reimbursement funds may be used to provide supportive services that are necessary to engage eligible SNAP E&T recipients in SNAP E&T eligible work activities and for retaining employment for up to 90 days only following the date the SNAP recipient begins a job. A SNAP recipient who is employed must also have participated in another SNAP E&T activity within 90 days prior to starting employment to qualify for the receipt of participant reimbursement funds as a retention service. Allowable participant reimbursement costs include transportation costs (other than payments for automobile insurance, registrations and automobile purchases), clothing required for the job or equipment or tools required for the job. As noted above, SNAP E&T participant reimbursement funds and dependent care costs must both be claimed separately from SNAP E&T administrative funds.

Ineligible Services/Costs:

- 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](#)). They also cannot be used to support employment services for applicants and recipients of TANF-funded assistance (case types 11 or 12), or two-parent families where neither parent is disabled and whose assistance costs are reported as Safety Net Assistance Federally Non-Participating Non-MOE consistent with [06 LCM-09](#). TANF recipients 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.
- 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.
- 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 types 11 or 12), or two-parent families where neither parent is disabled and whose assistance costs are reported as Safety Net Assistance Federally Non-Participating Non-MOE consistent with [06 LCM-09](#). The same restriction applies to the use of SNAP E&T Dependent Care funds.

Evaluating SNAP Employability and ABAWD Status

Districts are required to evaluate the SNAP employability and ABAWD status of each individual applying for or receiving SNAP benefits, including those individuals who are concurrently applying for or receiving TA. Districts enter the SNAP employability and ABAWD codes on WMS or myWorkspace (myWorkspace is only available to districts outside of New York City) to record whether or not the individual is subject to SNAP E&T and/or ABAWD work requirements. The SNAP employability 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 work requirements is listed in 18 NYCRR § 385.3.

All districts, including those that have a federally approved waiver of ABAWD work requirements, must 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 that are not direct charged to the benefiting program and are allowable under all funding sources. This Claiming Tool provides needed information on the number of TA adult individuals who are subject to TA and/or SNAP employment requirements or are exempt, but are voluntarily engaged in unpaid work activities approved by the social services district. The Claiming Tool also includes TA and SNAP recipients who are working less than 30 hours per week. The count for individuals who are employed in unsubsidized employment for 30 or more hours per week is limited to those individuals who are concurrently participating in another work activity or for SNAP purposes are concurrently participating in another SNAP E&T work activity or had participated in another SNAP E&T work activity within 90 days from the start of employment and are still within 90 days from the start of unsubsidized employment. The numbers displayed in the SNAP section of the Claiming Tool also include the number of SNAP only (case type 31) recipients who are engaged in unpaid work activities or subsidized employment during the report month, as reported by the district through the Welfare-To-Work Caseload Management System. 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 FRM is available at: http://otda.state.ny.net/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: [Local District PA-SNAP Claiming Tool \(Revised May 2017\)](#)

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.

All claims for FFY 2018 100% SNAP E&T reimbursement must be final accepted in the Automated Claiming System no later than **February 1, 2019**.

V. Additional Information

Requests for Additional Federal 50% SNAP E&T Funds

Districts are not required to submit a request for additional 50% SNAP E&T funds for FFY 2018. OTDA will review SNAP E&T claims at periodic intervals. Districts who have fully claimed their FFY 2018 100% SNAP E&T allocation and have submitted claims in excess of the 50% SNAP E&T allocation may have their 50% SNAP E&T allocation increased. Any increase in 50% SNAP E&T allocations is subject to the availability of federal funds. Districts are encouraged to submit claims for reimbursement on a timely basis.

Special Projects Supported by 50% SNAP E&T Funds

OTDA has set aside \$1,000,000 in FFY 2018 50% SNAP E&T funds to support special projects. District that require additional 50% SNAP E&T funds to expand SNAP E&T services (special project) during FFY 2018 should submit a written request, including a brief narrative to explain the additional funds needed and the SNAP E&T services to be provided by **May 4, 2018**. All FFY 2018 requests received by the **May 4, 2018** 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 **May 4, 2018** 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 additional 50% federal SNAP E&T funds for FFY 2018 must be submitted to:

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New York State Office of Temporary and Disability Assistance
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Employment and Advancement Services Bureau
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Issued By

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