



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

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Executive Deputy Commissioner

## Administrative Directive Memorandum

### Section 1

<b>Transmittal:</b>	20-ADM-14
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	October 20, 2020
<b>Subject:</b>	New SNAP-Only Application Form
<b>Suggested Distribution:</b>	SNAP Directors; TA Directors; CAP Coordinators; Staff Development Coordinators; TOP Coordinators
<b>Contact Person(s):</b>	SNAP Policy Bureau at (518) 473-1469
<b>Attachments:</b>	<a href="#">Attachment 1 - LDSS-5166: Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits (English)</a> <a href="#">Attachment 2 - LDSS-5166: Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits (Spanish)</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 387.1, 387.5, and 387.8	SSL section 95		7 CFR 273.2 7 CFR 273.14

### Section 2

#### I. Summary

Although New York State has the highest participation rate among adults who are age 60 or older or disabled in the Supplemental Nutrition Assistance Program (SNAP) of any state, historically, the participation rate among this population has been lower than among the general population. One reason suggested for the lower participation rate among adults who are age 60 or older or disabled is the length and complexity of the application forms.

#### II. Purpose

The purpose of this ADM is to introduce a new SNAP-only application form, the LDSS-5166: "Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits". This form is designed to be used by households in which all adults are 60 years or older, or disabled, and in which no adult has earned income, and will be the application and recertification form routinely used for the Elderly Simplified Application Project (ESAP) when the ESAP is launched in 2021. (Further information, training and a directive about the ESAP will be provided prior to implementation.) As noted above, **this new form may be used only to apply and recertify for SNAP benefits**. It may not be used to apply for Temporary Assistance (TA) benefits.

While the form is designed for and intended to be distributed to and used by households where all adults are age 60 or older or disabled and have no earned income, **if submitted by any household applying or recertifying for SNAP, the LDSS-5166 must be accepted and processed.** Its use cannot be restricted solely to households where all adults are age 60 or older or disabled and in which the adults have no earned income. However, households that use this form who do not have all adult members who are age 60 or over, or disabled, with no earned income, must provide additional information to complete their application process and have their eligibility determined.

### III. Background

To make it easier for households where all adults are 60 years or older, or disabled, and are without earned income to apply for SNAP, the New York State Office of Temporary and Disability Assistance (OTDA) has developed the LDSS-5166: “Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits”. Because such households generally have more stable circumstances and do not receive earned income, the amount of information that must be collected and verified to make a determination of eligibility and to accurately calculate a benefit is generally much less than what is requested on existing application forms such as the [LDSS-4826](#) or [LDSS-2921](#). The unearned income that is typically received by such households often can be verified electronically through existing system resources, as can some other household circumstances. Therefore, the area designated for the household to enter information has been reduced to two pages – numbered pages 1 and 2 of the application form -- on a single sheet, front and back, effectively reducing the amount of time and effort required by these households to apply or recertify for SNAP benefits.

### IV. Program Implications

The “Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits” form (LDSS-5166, and LDSS-5166SP) are available for immediate use in social services districts (districts). Districts may order a supply of printed LDSS-5166 forms for distribution to households in which all adults are 60 or older or disabled and have no earned income. See the ordering instructions provided below. For immediate use, districts may print the attached PDF electronic files for the application. The form will also be available on the OTDA E-Forms page for print on demand.

The LDSS-5166 is a SNAP-only application that can be used to apply or recertify for SNAP. It does not replace the LDSS-4826, “SNAP Application/Recertification Form.” It is being made available as an alternative to that form, with the intent of providing a simpler, shorter SNAP initial application or recertification application form for households where all adults are 60 or older or disabled, and have no earned income, and for which some of the information requested on the LDSS-4826, “SNAP Application/Recertification Form,” typically does not apply.

### V. Required Action

Districts may offer the LDSS-5166 “Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits” form to households in which all adults are 60 years or older, or disabled, and in which no adult receives earned income, that are:

- Applying only for NTA-SNAP benefits.
- Recertifying for NTA-SNAP benefits.

While the LDSS-5166 is intended for distribution to and designed for use by households where all adults are age 60 or older or disabled and have no earned income, OTDA recognizes that such factors as to a household’s circumstances are often unknown when a household initially seeks to apply for SNAP. Hence, there is no restriction that prohibits the use of the LDSS-5166 by other households where all those household characteristics are not met. OTDA simply is advising that the LDSS-5166 will be most effective as an application when distributed to and used by households that appear to meet the characteristics of the target population.

Therefore, districts are reminded that NTA-SNAP households that submit the “Application for Certain Benefits and Services” (LDSS-2921) to apply or recertify only for SNAP benefits or a “Recertification Form for Certain Benefits and Services” (LDSS-3174) to recertify for NTA-SNAP benefits cannot be required to also complete a “SNAP Application/Recertification” (LDSS-4826) or the “Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits” (LDSS-5166). Districts must continue to accept and process SNAP applications that are filed on **any** one of these approved forms without requiring households to complete multiple forms. However, districts can and should request any additional information that is needed to determine eligibility and benefit levels.

## **VI. Systems Implications**

There are no immediate systems implications. However, CNS codes will be developed for the ESAP that will result in the LDSS-5166 “Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits” being mailed with recertification notices to households where all adults in the household are 60 years or older, or disabled, and no adult in the household has earned income.

## **VII. Additional Information**

### **Forms Ordering Information**

The above mentioned documents have been posted on the OTDA Intranet website at [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) and are available for downloading by districts for reproduction locally.

Any future requests for master camera ready copies of the English version should be submitted to OTDA using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mailed, faxed or emailed 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](mailto:forms.orders@otda.ny.gov)  
District online forms ordering system: <http://formorders/>  
Fax: (518) 402-0084

Questions concerning ordering forms should be directed to BMS Document Services at (518) 474-9522.

## **VIII. Effective Date**

October 1, 2020

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## **Issued By:**

**Name:** Jeffrey Gaskell

**Title:** Deputy Commissioner

**Division/Office:** Employment and Income Support Programs/Office of Temporary and Disability Assistance