



# Office of Temporary and Disability Assistance

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## Informational Letter

### Section 1

<b>Transmittal:</b>	20-INF-01
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	January 6, 2020
<b>Subject:</b>	Revisions to the: LDSS-4923, LDSS-4924, LDSS-4925 and LDSS-4926
<b>Suggested Distribution:</b>	Temporary Assistance Coordinators and Employment Coordinators
<b>Contact Person(s):</b>	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at: (518) 486-6106
<b>Attachments:</b>	<a href="#">LDSS-4923: TANF and SNA MOE Work Activities Countability Desk Guide</a> <a href="#">LDSS-4924: SNA non-MOE Work Activities Countability Desk Guide</a> <a href="#">LDSS-4925: Employability Code Desk Guide TANF and SNA MOE</a> <a href="#">LDSS-4926: Employability Code Desk Guide SNA non-MOE</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
15-LCM-13 15-LCM-10		18 NYCRR 385.8 and 385.9	332, 335-b, 336	TA and SNAP Employment Policy Manual Sections 2, 8 and 9	

### Section 2

#### I. Purpose

The purpose of this Information Letter (INF) is to inform social services districts (districts) of revisions to the following desk guides:

- [LDSS-4923](#): TANF and SNA MOE Work Activities Countability Desk Guide
- [LDSS-4924](#): SNA non-MOE Work Activities Countability Desk Guide
- [LDSS-4925](#): Employability Code Desk Guide TANF SNA MOE
- [LDSS-4926](#): Employability Code Desk Guide SNA non-MOE

## II. Background

These desk guides provide district workers with a summary of work activity definitions and information on how the hours of participation in each work activity apply toward the federal participation rate for families *with* dependent children receiving Temporary Assistance for Needy Families (TANF) funded assistance or safety net assistance (SNA) that is counted toward the TANF Maintenance of Effort (MOE) requirement, and for the State participation rate that applies to households *without* dependent children receiving SNA that is not counted toward the TANF MOE requirement.

These desk guides also provide district workers with a summary of employability codes that are used to identify a Temporary Assistance (TA) applicant's or recipient's employability status based on the district's review of specific case circumstances, and to identify the potential effect that the employability code may have on the federal or State participation rate calculation. The [LDSS-4925: Employability Code Desk Guide TANF and SN MOE](#) provides a summary of the employability codes that apply to TA households with dependent children and the [LDSS-4926: Employability Code Desk Guide SN Non-MOE](#) provides a summary of the employability codes that apply to TA households without dependent children.

## III. Program Implications

Districts are encouraged to make the revised [LDSS-4923: TANF and SNA MOE Work Activities Countability Desk Guide](#) and [LDSS-4924: SNA non-MOE Work Activities Countability Desk Guide](#) available to staff responsible for assigning and/or monitoring a Temporary Assistance (TA) applicant's or recipient's compliance with work activities consistent with 18 NYCRR 385.8 and 18 NYCRR 385.9.

Districts are encouraged to make the revised [LDSS-4925: Employability Code Desk Guide TANF and SNA MOE](#) and [LDSS-4926: Employability Code Desk Guide SNA non-MOE](#) available to staff responsible for determining and/or reviewing a TA applicant's or recipient's employability status.

### A. Revised Forms

The forms have been revised as follows:

#### *LDSS-4923: TANF and SNA MOE Work Activities Countability Desk Guide:*

- For Job Search – Removed the disclaimer regarding updates being made to the tracking logic. All changes have been made, and the tracking now reflects a rolling 12-month period.
- For Job Readiness Training – Removed the disclaimer regarding updates being made to the tracking logic. All changes have been made, and the tracking now reflects a rolling 12-month period.
- For Job Readiness Training – In the TANF/SNA MOE All Families column, the phrase “job readiness training” has been corrected to “job search”.

#### *LDSS-4924: SNA non-MOE Work Activities Countability Desk Guide:*

- For Job Search – Removed the disclaimer regarding updates being made to the tracking logic. All changes have been made, and the tracking now reflects a rolling 12-month period.
- For Job Search – Added “Beyond these timeframes, all actual hours would count as non-core hours above 20 hours per week.”
- For Job Readiness Training – Removed the disclaimer regarding updates being made to the tracking logic. All changes have been made, and the tracking now reflects a rolling 12-month period.

*LDSS-4925: Employability Code Desk Guide TANF and SNA MOE:*

- Removed Employability Code '77' and Employability Code '78' from the desk guide as they are no longer valid TA employability codes.

*LDSS-4926: Employability Code Desk Guide SNA non-MOE:*

- For Employability Code '47' – Updated the Effect on State SNA non-MOE Participation Rate Calculation to read “Individuals correctly coded '47' participating in a countable core activity for any hours in accordance with their limitations will be deemed to count fully as such exempt individuals are treated as work limited.”
- For Employability Code '49' – Updated the Effect on State SNA non-MOE Participation Rate Calculation to read “Individuals correctly coded '49' participating in a countable core activity for any hours in accordance with their limitations will be deemed to count fully as such exempt individuals are treated as work limited.”
- Removed Employability Code '77' and Employability Code '78' from the desk guide as they are no longer valid TA employability codes.

B. Forms Ordering Information

- The revised English version of the following desk guides are Camera Ready Only forms:
  - *LDSS-4923: TANF and SNA MOE Work Activities Countability Desk Guide*
  - *LDSS-4924: SNA non-MOE Work Activities Countability Desk Guide*
  - *LDSS-4925: Employability Code Desk Guide TANF and SNA MOE*
  - *LDSS-4926: Employability Code Desk Guide SNA non-MOE*
- The above referenced 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 local districts for reproduction locally.
- Upon the release of this INF, all previous versions of the following desk guides **must immediately be recycled** and replaced with the Rev. 09/19 versions:
  - *LDSS-4923: TANF and SNA MOE Work Activities Countability Desk Guide*
  - *LDSS-4924: SNA non-MOE Work Activities Countability Desk Guide*
  - *LDSS-4925: Employability Code Desk Guide TANF and SNA MOE*
  - *LDSS-4926: Employability Code Desk Guide SNA non-MOE*
- Any future requests for master camera ready copies of the English version, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mailed, faxed or e-mailed 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)  
Social Services Districts (SSD) 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.

**Issued By**

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**Title:**

**Deputy Commissioner**

**Division/Office:**

**Employment and Income Support Programs/Office of Temporary and  
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