Informational Letter

Section 1

Transmittal: 20-INF-01
To: Social Services District Commissioners
Issuing Division/Office: Employment and Income Support Programs
Date: January 6, 2020
Subject: Revisions to the: LDSS-4923, LDSS-4924, LDSS-4925 and LDSS-4926
Suggested Distribution: Temporary Assistance Coordinators and Employment Coordinators
Contact Person(s): OTDA Employment Services Advisor or Employment and Advancement Services Bureau at: (518) 486-6106
Attachments: 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

Attachment Available Online: ☒

Filing References

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<tr>
<td>15-LCM-13</td>
<td>18 NYCRR 385.8 and 385.9</td>
<td>332, 335-b, 336</td>
<td>TA and SNAP Employment Policy Manual Sections 2, 8 and 9</td>
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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.nyenet/ldss_eforms/default.htm](http://otda.state.nyenet/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
  Social Services Districts (SSD) online forms ordering system: [http://formorders/](http://formorders/)
  Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.
Issued By
Name: Jeffrey Gaskell
Title: Deputy Commissioner
Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance