



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-05
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	April 15, 2021
Subject:	Revision to the LDSS-4314 Supplemental Nutrition Assistance Program (SNAP) Benefits Household Composition Desk Guide
Contact Person(s):	Supplemental Nutrition Assistance Program (SNAP) Questions – SNAP Bureau 518-473-1469 or otda.sm.cees.snap@otda.ny.gov
Attachments:	Attachment 1 - LDSS-4314 SNAP Benefits Household Composition Desk Guide

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of a revision to the [LDSS-4314](#) SNAP Benefits Household Composition Desk Guide, (Rev. 3/21).

II. Background

The [LDSS-4314](#) is available for workers to use as a resource to aid in determining SNAP household relationships and composition. Use of this form by districts is optional.

III. Program Implications

The [LDSS-4314](#) “SNAP Benefits Household Composition Desk Guide” has been revised to reflect the following changes:

- Under “Students” the following two additional SNAP student eligibility criteria were added to the list of criteria for determining SNAP eligibility for a student who is enrolled at least half-time in an institution of higher education:
 - Attend a SUNY/CUNY comprehensive college, technology college, or community college and are enrolled in a qualified career and technical education (CTE) program, or
 - Attend a NYS Educational Opportunity Centers (EOC) and are enrolled in a CTE program, remedial course, basic adult education, literacy, or English as a second language.

IV. Forms Ordering Information

- The revised English version of the [LDSS-4314](#): “SNAP Benefits Household Composition Desk Guide” is a Camera Ready Only form.
- The above referenced document has been posted on the OTDA Intranet website at: https://otda.state.ny.net/ldss_eforms and is available for downloading by local districts for reproduction locally.
- Upon the release of this LCM all previous versions, of the “SNAP Benefits Household Composition Desk Guide” **must immediately be destroyed** and replaced with the revised 3/21 version.
- 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), please use [OTDA Form 876 \(PDF\)](#) and email it to: forms.orders@otda.ny.gov.
- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.

Issued By:

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Division/Office: Office of Temporary and Disability Assistance