



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	May 12, 2021
Subject:	Revision to the LDSS-5062A SNAP Employability/ABAWD Code Desk Guide
Contact Person(s):	Employment and Advancement Services Bureau 518-486-6106 or otda.sm.eisp.eas@otda.ny.gov
Attachments:	Attachment 1 – LDSS-5062A SNAP Employability/ABAWD Code Desk Guide

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions to the [LDSS-5062A](#) SNAP Employability/ABAWD Code Desk Guide (Rev. 4/21).

II. Background

Federal regulations require that districts determine the employability status of each Supplemental Nutrition Assistance Program (SNAP) applicant and recipient. An individual's SNAP employability status indicates if they are subject to SNAP work requirements. Further, Able-Bodied Adults Without Dependents (ABAWDs) who reside in a district that does not have a federally approved ABAWD waiver and are not excluded from ABAWD requirements consistent with the district's ABAWD exclusion policy, are subject to additional special work requirements to maintain their SNAP benefits beyond three months in a given 36-month period. OTDA strongly recommends that districts use the [LDSS-5062A](#) or a similar document as a tool to assist staff with making correct SNAP employability determinations and to properly code individual ABAWD status.

The policies applied to make SNAP employability determinations and properly coding an individual's ABAWD status are not changed by this LCM.

III. Program Implications

Districts are required to correctly determine the employability status of each individual applying for or receiving SNAP benefits, including those individuals who are concurrently applying for or receiving Temporary Assistance (TA). Each individual's employability status and proper ABAWD coding must 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 work requirements and the criteria with respect to who is subject to ABAWD work requirements is listed in 18 NYCRR 385.3.

The [LDSS-5062A](#) may be completed by TA/SNAP and Non-TA(NTA)/SNAP eligibility workers during the interview with the household to, among other purposes, inform the household of the exemptions from the SNAP work requirements and ABAWD requirements, and to identify the most appropriate SNAP employability code and ABAWD status code. The appropriate SNAP employability and ABAWD code should then be entered in the designated fields on the Welfare Management System (WMS).

Note: Districts are also required to separately determine the correct employability code for individuals who are applying for or receiving TA (see information provided below regarding TA employability code) and enter the appropriate TA employability code in designated fields on WMS.

The [LDSS-5062A](#) has been updated to include the following adjustments:

- The instructions at the top of the form are revised to direct eligibility workers to select the **most** appropriate SNAP employability code when screening individuals for an exemption from the SNAP work requirements. Previously, the instructions directed eligibility workers to select the first appropriate SNAP employability code when going down the list. This guidance has changed as certain individuals may qualify under more than one exemption and the eligibility worker should select the most appropriate SNAP employability code that will exempt the individual from the SNAP work requirements for the longest period of time.
- The last sentence in the definition of employability code “29” (A parent or household member who is responsible for care of a child under age 6 in the household - Exempt) has been revised to: “SNAP employability code 29 may be assigned to more than one adult when the household contains more than one child under the age of 6 and child care needs of the household are identified and documented”. This revision is consistent with the policy clarification outlined in [21 GIS TA/DC014](#).
- The position of SNAP employability code “29” on the form has been moved up to the third bullet on the desk guide.

Temporary Assistance eligibility workers should continue to utilize the [LDSS-4925](#) Employability Code Desk Guide TANF and SNA MOE (Households with Dependent Children) (Rev. 9/19) and the [LDSS-4926](#) Employability Code Desk Guide SNA non-MOE (Household without Dependent Children) (Rev. 9/19) for assigning the appropriate TA employability code. Temporary Assistance eligibility workers should use the [LDSS-5062A](#) SNAP Employability/ABAWD Code Desk Guide (Rev. 4/21) for assigning the appropriate SNAP employability and ABAWD status code for the SNAP portion of a TA/SNAP case.

IV. Forms Ordering Information

- The revised English version of the [LDSS-5062A](#) SNAP Employability/ABAWD Code Desk Guide is a Camera Ready Only form.
- The above referenced document has been posted on the OTDA Intranet website at: https://otda.state.nyenet/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 Employability/ABAWD Code Desk Guide **must immediately be destroyed** and replaced with the revised 4/21 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.
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Issued By:

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Division/Office: Office of Temporary and Disability Assistance