



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	22-INF-04
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	March 22, 2022
Subject:	Release of Revised Temporary Assistance and Supplemental Nutrition Assistance Program Employment Policy Manual
Suggested Distribution:	Employment Coordinators, Temporary Assistance Directors, SNAP Directors, Staff Development Coordinators
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at: (518) 486-6106 or otda.sm.eisp.eas@otda.ny.gov

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 385.2 385.3 385.4 385.5 385.6 385.7 385.8 385.9 385.10 385.11 385.12 385.13	SSL 29 SSL 95 SSL 358		

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform social services districts (districts) of revisions to the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual to reflect current policy updates in each section. There have been significant revisions to each section, but notable changes include the following:

- Addition of an Introduction and an acronym listing;
- Section 15 is now Appendix A, which provides Model Documents and Worker Aids;

- Section 16 is now Appendix B, which provides information on Employment and WRTS Tracking;
- Section 17 is now Appendix C, which provides information on employment-related Forms/Notices; and
- Section 18 has been removed and its content merged with other relevant sections.

II. Background

Section 18, Part 385, of the New York State Code of Rules and Regulations (NYCRR) governs Public Assistance and SNAP employment program requirements. The material contained in the TA and SNAP Employment Policy Manual provides guidance to district staff in New York State regarding the application of work requirements for applicants and recipients of TA and SNAP benefits. Each section of the Manual is broken into three parts: The Regulations (Part A), Department Policy (Part B), and Questions and Answers (Part C). The Regulations section comes directly from the NYCRR. The Department Policy section expands upon and offers clarification for the Regulations section. Lastly, the Question and Answers section addresses questions frequently received from districts by the Employment and Advancement Services (EAS) Bureau staff.

The TA and SNAP Employment Policy Manual is organized as follows:

- Introduction
- Section 385.2- Participation and Exemptions for Applicants and for Recipients of Public Assistance
- Section 385.3- Work Registration, Registration Exemptions, and Certain Eligibility Requirements for SNAP Applicants and Recipients
- Section 385.4- Supportive Services
- Section 385.5- Orientation Requirements
- Section 385.6- Assessments and Employability Plans for Households with Dependent Children
- Section 385.7- Assessments and Employability Plans for Households without Dependent Children
- Section 385.8- Participation Rate Requirements
- Section 385.9- Work Activities and Work Requirements
- Section 385.10- Local District Employment Plans
- Section 385.11- Conciliation
- Section 385.12- Failure to Comply with Requirements
- Section 385.13- Voluntary Termination of Employment and Voluntary Reduction of Earning Capacity (Voluntary Quit)
- Appendix A- Model Documents and Worker Aids
- Appendix B- Employment Tracking Inquiry and Welfare Reporting and Tracking System (WRTS)
- Appendix C- Client Notices and Instructions

III. Program Implications

District staff should reference the TA and SNAP Employment Policy Manual when needed for policy guidance on the work requirements for TA and/or SNAP applicants and recipients. Additionally, districts should continue to review Administrative Directives (ADM), General Information System Messages (GIS), Local Commissioner Memoranda (LCM), and other relevant policy directives for updates. The TA and SNAP Employment Policy Manual will be updated as policy changes necessitate. Should districts find discrepancies/conflicts between the Manual, Regulations, Social Services Law, Administrative Directives, or other policy guidance or need additional clarification on employment policy, they should contact their assigned EAS Bureau Employment Services Advisor.

The most recent version of the manual may be found at: <https://otda.ny.gov/resources/employment-manual/>

Issued By:

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