



Office of Temporary and Disability Assistance

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Governor

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Administrative Directive Memorandum

Section 1

Transmittal:	23-ADM-02
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	March 29, 2023
Subject:	Availability of Two Electronic Benefit Transfer (EBT) Cards to Certain SNAP Households
Suggested Distribution:	Commissioners, SNAP Directors, TA Directors, WMS Coordinators, Medicaid Directors
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 4217 ID Card Update Form

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
00 ADM-8			Social Services Law § 21-a(1)(b) § 274.7(a)		

Section 2

I. Summary

This Administrative Directive Memorandum (ADM) advises social services districts (districts) of a Supplemental Nutrition Assistance Program (SNAP) policy change required due to a change in state law permitting certain SNAP households to obtain a second Electronic Benefit Transfer (EBT) card that can be used to access their SNAP benefits.

II. Purpose

This ADM informs districts that certain SNAP households are now permitted to have two EBT cards with access to their SNAP benefits and explains the requirement to provide an additional EBT card upon the request of households meeting the criteria set forth below. For a SNAP household to be eligible for a second EBT card, the SNAP household must include two parent(s)/guardian(s) who:

- Are both on the SNAP case,
- Live in the household full-time, and

- Are over the age of 18 or, regardless of age, are a parent/guardian of a minor child.

Households that meet the above criteria may request an additional EBT card. The second card does not entitle a SNAP household to any additional SNAP benefits. Both EBT cards are associated with the household's SNAP case and transactions made using either card will draw down from the same SNAP account.

III. Background

Prior to the recent state law change, SNAP households were generally permitted only one EBT card to access their SNAP benefits. However, SNAP households may allow a non-household member to access their SNAP benefits by designating an authorized representative and completing the LDSS-4942 Supplemental Nutrition Assistance Program (SNAP) Authorized Representative Request Form. Authorized representatives are non-household members authorized to act on behalf of a SNAP household in the application and recertification processes, and in obtaining and using SNAP benefits. The SNAP household may complete the LDSS-4217 ID CARD UPDATE FORM to request an EBT card for their authorized representative allowing them access to the household's SNAP benefits.

This new law expands the category of households that are permitted to have 2 EBT cards with access to the household's SNAP benefits to include households with two parent(s)/guardian(s) who are both on the SNAP case, live in the household full time, and are over the age of 18 or, regardless of age, are a parent/guardian of a minor child. The second parent/guardian is not considered an authorized representative and does not have the same permissions and responsibilities to act on behalf of the head of household. However, the procedures to obtain a second EBT card will follow the same procedures used to obtain an authorized representative card, including using the same LDSS-4217 form, and using the auth rep screen in WMS to request the second card. Similar to an authorized representative card, the second EBT card will contain the payee/head of household's name and the name of the second parent/guardian in the household. Each card will have its own card number. Designated authorized representative information will remain on screen 7 of WMS.

SNAP households are only permitted a maximum of two active EBT cards. If a two parent(s)/guardian(s) household already has an authorized representative card issued, they cannot request an additional card for the second parent/guardian. Similarly, if the two parent(s)/guardian(s) household receives a second EBT card for the parent/guardian, they will be unable to request an additional card for an authorized representative.

IV. Program Implications

Additional EBT cards will not be issued to eligible SNAP households automatically. To receive a second EBT card, the SNAP head of household must submit the request in writing using LDSS-4217 ID CARD UPDATE FORM as complete the form as described below. For the purposes of this request **only**, the second cardholder is identified as an "authorized representative".

- In Section 1, Function 3 should be selected, and beneath it only CIN, Card Number and Case Number are required.
- In Section 2, Function 9 should be selected and the intended second card holder's name should be written next to "Auth Rep Name."
- The worker and head of household must both sign the form in the spaces provided at the bottom, and the Form must be retained in the case record.

Once a household submits the form, districts must review and process the request within 30 calendar days. The SNAP head of household may request the second card be deactivated at any time without the consent of the second cardholder by completing the LDSS-4217 ID CARD

UPDATE FORM. Districts must maintain completed LDSS-4217 ID CARD UPDATE FORMs in the case record.

V. Required Action

Districts are required to implement this policy immediately, and review and process requests for second EBT cards within 30 days of receipt. All completed LDSS-4217 ID CARD UPDATE FORMs must be included in the case record.

VI. Systems Implications

To order a second card for a household:

1. Go to WMS Selection 27, CBIC Menu
2. In Function field, Enter "03"
3. Type case payee's CIN
4. Press enter
5. Type Auth Rep Name and Reason Code 09
6. Press enter

Screen shot of card ordering page:

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-WIDARP  Dist          AUTH REP CARD REQUEST AND CASE # ENTRY          02/22/2007
                                         14:39:25
CIN                                     Case #          App #          Dist
Name                                     Case Type SN-FP Case Status ACTIVE
DOB                                     Sex            SSN
EBT PIN Mailer 03/25/2005 18:33:39    Case Name
Photo NO  Sig NO  CC P                C/O Name _____
                                         Street _____
Current Card(s)  D Type Void Date
CLIENT SEQUENCE  N N/NS                City _____ State _____ Zip _____
                                         Revise Mailing Address? (Enter X) _
                                         Phone # _____
                                         Ofc          Unit WRTS  Wrkr
                                         PA/FS Purge Date
                                         PA/FS Payee

Request for Auth Rep Card:  Reason Code (Enter Value)  Photo (Y/N) Y
Auth Rep Name _____

ADD (A) or DELETE (D) Individual as PA/FS Payee for Case #:
TT _ Case #
ADD Vault (V) Card or DELETE (D) ID Card for Use:
TT _ Card # 600486 _____ xmt _
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VII. Effective Date

Immediately

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance