



Administrative Directive Memorandum

Section 1

Table with 2 columns: Field Name and Value. Fields include Transmittal, To, Issuing Division/Office, Date, Subject, Suggested Distribution, Contact Person(s), and Attachments.

Filing References

Table with 6 columns: Previous ADMs/INFs, Releases Cancelled, Dept. Regs., Soc. Serv. Law & Other Legal Ref., Manual Ref., Misc. Ref.

Section 2

I. Summary

This Administrative Directive Memorandum (ADM) informs social service districts (districts) that the New York State Combined Application Project (NYSCAP) has replaced the New York State Nutrition Improvement Project (NYSNIP).

II. Purpose

This ADM informs districts that NYSCAP has replaced NYSNIP as initially described in 21 TA/DC080 and that all remaining NYSNIP cases must be converted to NYSCAP before NYSNIP ends on November 30, 2024.

NYSNIP and NYSCAP would run concurrently as existing NYSNIP cases were converted to NYSCAP through November 30, 2024. NYSNIP will no longer be supported beginning December 1, 2024.

III. Background

In 2003, New York State was granted a waiver from the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) to establish a Combined Application Process (CAP) demonstration project with the Social Security Administration (SSA) using Supplemental Security Income (SSI) case data provided to OTDA via the State Data Exchange (SDX) to automatically enroll certain SSI households in the Supplemental Nutrition Assistance Program (SNAP). NYSNIP automatically enrolled individuals determined by SSA to be separate, independent households designated by a Federal Living Arrangement Code of 'A' on the SDX and determined by OTDA as having an SSI State Supplemental Code of 'A'.

As a condition of USDA approval, OTDA was required to regularly submit reports to USDA demonstrating the cost neutrality of NYSNIP in terms of benefits issued to participants. However, a 2014 change to the Standard Utility Allowance (SUA) policy made it impossible for OTDA to comply with the evaluation requirements necessary to demonstrate continued cost neutrality. Therefore, OTDA submitted a waiver request to USDA FNS to implement a new, revised CAP that would be more inherently cost neutral, simpler, and less costly to evaluate for cost neutrality. The waiver request was approved and OTDA released [21TA/DC080 - Preliminary Guidance Regarding the New York State Combined Application Project \(NYSCAP\)](#) announcing that NYSCAP would replace NYSNIP effective December 1, 2021.

IV. Program Implications

NYSCAP automatically opens SNAP cases at an amount no less than the minimum monthly SNAP benefit amount (currently \$23) for a household of one; and upon opening, provides the household with the opportunity to provide information (shelter costs, utility costs, medical expenses, etc.) to confirm eligibility for a greater monthly benefit. Unlike NYSNIP, however, NYSCAP uses standard SNAP budgeting methodology to determine participating households' benefit amounts instead of using standardized benefit amounts.

Initially, districts were informed that all NYSNIP cases must be converted to NYSCAP within two years of December 1, 2021. That date has been extended to November 30, 2024. Districts were advised that NYSNIP cases should be converted at any time there is contact with the NYSNIP household, but no later than the next interim contact or recertification, whichever contact point is earlier. However, all remaining NYSNIP cases must be converted to NYSCAP cases by the phase out date of November 30, 2024.

Enrollment Process

The NYSCAP automatic enrollment process is the same as the automatic enrollment process for NYSNIP. There is no change to this process. Single individuals in active receipt (SSI Status Code = C01) of SSI and coded on the SDX with a Federal living arrangement code of 'A' and having a State Supplemental Code of 'A' who do not already receive SNAP will have a SNAP case automatically created in WMS and will be automatically enrolled in NYSCAP. Individuals that meet these conditions and already receive SNAP also will be enrolled in NYSCAP.

Beginning December 1, 2021, cases enrolled in NYSCAP through the auto-enrollment process received a 36-month certification period (as opposed to the 48-month certification period for NYSNIP cases), opened using Shelter Type 98 and determined eligible for a nominal benefit no less than the minimum SNAP benefit for households of one or two persons. As with NYSNIP, households who are automatically enrolled in NYSCAP receive an information collection sheet giving them the opportunity to provide and, if necessary, verify information that may qualify the household for a higher benefit. When such information is provided, districts must rebudget NYSCAP

cases using the information provided and using standard SNAP budgeting methodology, not the NYSNIP standardized benefit budgeting methodology.

Note: NYSNIP cases that were opened before the NYSCAP implementation on December 1, 2023, retained their 48-month certification period until the next recertification, as long as they remained eligible for NYSNIP/NYSCAP. This means that NYSNIP cases converted to NYSCAP at interim contact would retain any remaining months of their 48-month certification period; however, cases converted to NYSCAP at recertification receive a new 36-month certification period. NYSNIP cases determined no longer eligible for NYSNIP/NYSCAP at recertification, but which remained otherwise eligible for SNAP, receive a certification period appropriate for their circumstances.

NYSNIP and NYSCAP

As in NYSNIP, NYSCAP cases:

- Do not have to submit an application to be enrolled in SNAP.
- Are opened using Shelter Type 98 and receive a nominal SNAP benefit amount.
- Receive the statewide *NYSCAP SNAP Case Information Collection Sheet* ([LDSS-4841](#)) with their opening letter. There is no requirement to return the LDSS-4841, and failure to return it to the district will not result in negative action. It is provided to make it easier for newly enrolled households to qualify for higher benefits.
- Must redeem SNAP benefits within 90 days of the auto-opening. Redemption of the benefits is considered an electronic application signature and assent by the household to participate in SNAP. NYSCAP cases in which benefits are not accessed within 90 days are automatically closed in WMS and the benefits expunged. There is no entitlement to expunged benefits and, generally, expunged benefits may not be restored.
- Do not have any reporting requirements outside of the required interim contact. However, because NYSCAP cases receive a 36-month (and not a 48-month) certification period, the interim contact point for NYSCAP is at 18 months into the certification period. Households must respond to the *NYSCAP SNAP Benefits Interim Report* ([LDSS-4836](#), [LDSS-4836-NYC](#)) to continue receiving NYSCAP benefits. Households that fail to respond to the interim report, but subsequently return it within 30 days of case closure, are reopened via the normal case reactivation process.

Unlike NYSNIP, NYSCAP eligible cases:

- Must participate in NYSCAP in order to receive SNAP. Previously, NYSNIP households had the option to opt out of NYSNIP if they would have received a higher monthly benefit with regular SNAP budgeting methodology. Since NYSCAP uses regular SNAP budgeting methodology, there is no option to opt out. NYSCAP-eligible households must participate in NYSCAP in order to receive SNAP.
- Receive a 36-month certification period.
- Are opened with the household's actual SSI and other income budgeted, but with no shelter, medical, or deductions other than the standard deduction. Upon case opening, the household receives the *NYSCAP SNAP Case Information Collection Sheet* ([LDSS-4841](#)) with their opening letter providing an opportunity to notify the district of their household circumstances. Once the district receives the information and any required verification, the budget must be updated using standard SNAP budgeting.
- Automatically receive a reminder notice 6 months after the case opens if the SNAP benefits have been accessed but the SNAP budget has not been updated and the Shelter Type 98 is still present. For the rest of state (ROS), the *NYSCAP 6 Month Reminder Letter* (ROS) and for New York City (NYC), the *NYSCAP 6 Month Reminder Letter* (NYC) laser letter is produced

automatically and provides the household with another opportunity to inform the district of the complete household circumstances to maximize the household's SNAP benefit. Households that do not respond to this notice will not be subject to negative action; however, the household will remain in receipt of a nominal benefit.

- Receive the *NYSCAP SNAP Interim Report* ([LDSS-4836](#), [LDSS-4836-NYC](#)) at approximately 18 months prior to the end of the 36-month certification period.

NYSCAP Budgeting

When NYSCAP household circumstances are reported to the district, including in response to the *NYSCAP SNAP Interim Report* ([LDSS-4836](#), [LDSS-4836-NYC](#)), *NYSCAP SNAP Case Information Collection Sheet* ([LDSS-4841](#)) or through the *NYSCAP 6 Month Reminder Letter (ROS) / NYSCAP 6 Month Reminder Letter (NYC)*, the district must update the SNAP budget using standard SNAP budgeting rules. This includes adding actual shelter expenses, heating, and cooling standard utility allowances (HC/SUA) eligibility, and out of pocket medical expenses, as applicable. NYSCAP cases are subject to the same SNAP verification requirements as for all regular SNAP cases; however, an exception to State policy requiring verification of shelter costs has been made for NYSCAP cases. Districts must accept attestation of shelter expenses for NYSCAP cases unless the information reported is questionable. To be considered questionable, the information on the application must be inconsistent with statements made by the applicant, inconsistent with other information on the application or previous applications, or inconsistent with other information received by the district. The district shall determine if information is questionable based on the household's individual circumstances.

The living arrangement information received from the SDX takes precedence over all information within NYSCAP. Living alone is a SSA definition and may not mean there is no one else living in the dwelling. If the SDX codes someone as A/A and their SSI is in an active pay status, they are eligible for NYSCAP.

If an SSI recipient lives in a dwelling with a spouse but is coded A/A, they can participate in NYSCAP as their own separate SNAP household unless their spouse applies for SNAP, in which case they would need to be on a case together.

If a married couple has two NYSCAP cases opened automatically, they can both have separate cases in the same dwelling based on the SDX information. However, if these two married individuals were to submit an application outside of the NYSCAP auto enrollment process, the normal mandatory household composition rules apply, and they would need to be on the same case together.

The same is true for adult children ages 18 - 21 and living with their parent(s). Adult children and parents can have separate NYSCAP cases unless someone else in the household applies for SNAP. Once someone else in the household applies for SNAP, the normal mandatory household composition rules apply.

Interim Contact

As with NYSNIP, NYSCAP households do not have any reporting requirements outside of the interim contact. At approximately 18 months into the certification period, NYSCAP households will receive the *NYSCAP SNAP Interim Report* ([LDSS-4836](#), [LDSS-4836-NYC](#)), which collects all the information about the household circumstances that is required to complete a budget using standard SNAP budgeting procedures. The requirement to respond to an interim report has not changed for NYSCAP. Households are required to respond to the interim report and failure to do so will result in case closure.

Although the interim report states that the form must be returned to continue to receive SNAP benefits, households may also respond to the interim report over the phone or in-person and their responses should be documented in the case record.

As with households who are required to respond to the Periodic Report under regular SNAP, if the NYSCAP household returns a completed interim report but does not provide enough information to complete a regular SNAP budget, the district must attempt to contact the household to clarify or obtain verification of the information. If the district receives a blank or unsigned Interim Report, or a report submitted without verification, the report should be treated as a “No Change” report and processed for continued NYSCAP eligibility at the current benefit amount.

Recertification

At the end of the certification period, NYSCAP cases will follow the normal recertification process in place for all regular SNAP households to continue receiving ongoing benefits, including participating in an eligibility interview. The Notice of Expiration (NOE) sent to the household will continue to be delivered with a SNAP application/recertification form. Districts will use the same verification requirements with NYSCAP cases that would be used with any standard SNAP recertification. However, the exception to State policy allowing the attestation of shelter expenses is still applicable. Recertifying NYSCAP cases should be assigned the maximum 36-month certification period permitted.

Undercare

Districts will continue to receive the ASWISDX5 WMS report detailing changes reported through the SDX. Some of these changes will automatically update the case and some will require worker action to determine how the information affects the case.

The following changes will be automatically updated by the system:

- Changes in SSI income amount,
- Report of client’s death,
- Out of state moves,
- Moving from New York City to another county,
- Moving from another county to New York City, and
- Moves within a district.

The following changes will require worker review to determine the correct action.

- If the household is no longer coded A/A,
- If the household is no longer receiving SSI,
- If the household moves between non-New York City districts,
- Any information reported through the standard RFI process, and
- Any other information reported to the district by a primary source.

V. Required Action

As a condition of the NYSCAP waiver, all NYSNIP cases must be converted into NYSCAP by December 1, 2024, NYSNIP and NYSCAP will continue to run concurrently until NYSNIP is phased out on November 30, 2024. Beginning December 1, 2024, NYSNIP budgeting will no longer be supported. **This means that all remaining NYSNIP cases that do not have an Interim Report or recertification prior to November 30, 2024, will need to be manually converted to a NYSCAP case.**

ROS

Upon release of this ADM, OTDA will send districts a list of NYSNIP cases that do not have an Interim Report contact or recertification prior to November 30, 2024. Districts must send a Request for Contact (V19 Notice) giving the household the opportunity to provide information that may qualify the household for a higher benefit. If the information is provided, these cases should be converted to NYSCAP using the correct shelter type and re-budgeted using standard SNAP budgeting methodology. If the information is not provided, the district should convert the NYSNIP case to NYSCAP using Shelter Type 98, the aged/disabled (A/D) indicator of “N” for the household and the appropriate Standard Utility Allowance the household is eligible to receive and determine the household eligible for at least a nominal benefit that is no less than the SNAP minimum benefit. The certification period must not be shortened. The case will retain any remaining months of their 48-month certification period. The household should be notified if their benefits are changing, and if their SNAP benefits are being reduced, a Timely Notice must be issued.

NYC/Downstate

OTDA will provide a list of NYSNIP cases that must be manually converted to NYSCAP because there is no interim contact or recertification until after November 30, 2024. The district must send a Request for Contact (V19 Notice) giving the household the opportunity to provide information about actual shelter costs, heat, and utility costs, and out of pocket medical expenses that may qualify the household for a higher benefit. If the information is provided, these cases will be converted to NYSCAP cases using the correct shelter type. If the information is not provided, the NYSCAP case will be opened using Shelter Type 98 and determined eligible for a nominal benefit which is no less than the SNAP minimum benefit. A Timely Notice must be issued for cases where there is a reduction in SNAP benefits.

VI. Systems Implications

NYSCAP uses the standard SNAP budgeting methodology to calculate SNAP benefit amounts. However, NYSNIP uses standard benefit amounts driven by Shelter Type codes 94-97 that combine shelter cost and utility expenses. Although these codes will still exist, shelter type codes 94-97 should no longer be used and will not be included in future MRB and COLA updates beginning December 1, 2024.

In NYC, NYSNIP cases are identified using Shelter Types 94-98. In ROS, NYSNIP cases are identified using the special program code of “S – NYSNIP Case” in the Aged/Disabled (A/D) indicator field as well as Shelter Types 94-98.

NYSCAP cases are identified using a special program code of “N – NYSCAP Calculated Benefit” in the A/D indicator field and Shelter Type 98 statewide.

[ABEL Transmittal - 21-6 - Attachment - NYSCAP ABEL Budgeting](#) and [ABEL Transmittal - 21-7 - Nightly MRB/A for NYSCAP Implementation](#) contain more detailed information for Upstate WMS. NYC has separate guidance that specifically address NYC WMS.

Client Notice System (CNS) Codes for NYSCAP

A70 – FS Approval: NYSCAP

A71 – FS Approval: NYSCAP: 1st Month Prorated; Applied before the 16th

A72 – FS Approval: NYSCAP: 1st Month Prorated; Applied after the 16th

A73 – FS Approval: NYSCAP: Denied 1st Month, Eligible in Succeeding Months

A74 – FS Approval: NYSCAP: Moved to Another District

B95 – New Budget Authorized: FS to NYSCAP

B96 – New Budget Authorized: FS to NYSCAP Reduction

B97 – New Budget Authorized: NYSCAP Rebudgeted

B98 – Recertification Approval: Return to Regular FS from NYSCAP

B99 – Recertification Approval: FS to NYSCAP

BE4 – New Budget Auth: Return to Regular FS from NYSCAP

BH2 – Recertification Approval: NYSCAP

EZ6 – Failure to Return NYSCAP 18-Mo Interim Report

X11 – Auto Close NYSCAP Shelter Type 98 Case: Failure to Redeem FS

VII. Additional Information (Optional)

Beginning in August 2024, upstate SNAP NYSNIP cases will no longer auto close as part of the SDX daily process when the Social Security Administration (SSA) returns a client as SDX Closing-Death (F217 -PAYMENT-STATUS-AMR="T01"), however the SSN Validation Code will still update to "X" and the MA case will continue to auto close as per current processing. This is a result of the change to SNAP closing requirements regarding notification prior to a closing action. Going forward, NYSNIP cases will be picked up as part of the revised monthly SSA death match closing process, which issues a Notice of Match Results prior to closing the SNAP case (see 21-ADM-06).

VIII. Effective Date

Immediately

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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