



## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	25-LCM-01
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	January 29, 2025
<b>Subject:</b>	Revisions to the LDSS-5193 <i>Important Information About SNAP Work Rules (General, Mandatory E&amp;T, and ABAWD)</i> and LDSS-5193A <i>Important Information About SNAP Work Rules (General and Mandatory E&amp;T)</i>
<b>Contact Person(s):</b>	Employment and Advancement Services Bureau 518-486-6106 or <a href="mailto:EASBureau@otda.ny.gov">EASBureau@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 – LDSS-5193 Important Information About SNAP Work Rules (General, Mandatory E&amp;T, and ABAWD)</a> <a href="#">Attachment 2 – LDSS-5193A Important Information About SNAP Work Rules (General and Mandatory E&amp;T)</a>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions made to the following forms used to notify Supplemental Nutrition Assistance Program (SNAP) applicants and recipients of their pertinent SNAP work requirements including the Able-Bodied Adults Without Dependents (ABAWD) requirements:

- LDSS-5193 *Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD)*
- LDSS-5193A *Important Information About SNAP Work Rules (General and Mandatory E&T)*.

#### II. Background

The following changes were made to the LDSS-5193 *Important Information About SNAP Work Rules (General, Mandatory E&T, and ABAWD)* and LDSS-5193A *Important Information About SNAP Work Rules (General and Mandatory E&T)* consistent with Administrative Directives [23-ADM-08 - Modifications of the ABAWD Time Limit Exemptions Mandated by the Fiscal Responsibility Act of 2023](#) and [24-ADM-01 - United States](#)

[Department of Agriculture \(USDA\) Civil Rights Requirements and Revised Non-Discrimination Statement:](#)

- On the LDSS-5193:
  - The first sentence under the section “What are the rules for Able-Bodied Adults Without Dependents (ABAWDs) who receive SNAP?” on page 4 was revised to read, “A person who is between ages 18 and 54, does not live with a child under 18 in the SNAP household, and is considered physically and mentally able to work must follow the rules for ABAWDs.”
  - The first bullet under the section “Does everyone need to follow these ABAWD Rules?” on page 5 was modified to read “You are younger than age 18 or age 55 or older” to reflect the ABAWD time limit age increase from 52 to 54 effective October 1, 2024.
  - A bullet that reads “You are homeless” was added under the section “Does everyone need to follow these ABAWD Rules?” on page 5.
  - A bullet that reads “You are 24 years of age or younger and were in foster care on your 18th birthday” was added under the section “Does everyone need to follow these ABAWD Rules?” on page 5.
  - A bullet that reads “You served in the US Armed Forces or Reserve Component of the US Armed Forces” was added under the section “Does everyone need to follow these ABAWD Rules?” on page 5.
  - The bullet “You are a recipient of Veterans Affairs (VA) disability compensation” was removed from the section “Does everyone need to follow these ABAWD Rules?” on page 5.
- The Nondiscrimination Statement on page 6 of the LDSS-5193 and on page 4 of the LDSS-5193A has been updated to clarify federal and State policy. It also includes updated contact information for filing discrimination complaints and for receiving applications in alternative formats.

### **III. Program Implications**

*Modifications of the ABAWD Time Limit Exemptions Mandated by the Fiscal Responsibility Act of 2023 (FRA) and ABAWD Time Limit Age Increase*

The LDSS-5193 was revised to include the modified exemption criteria for ABAWDs which resulted from the enactment of the Fiscal Responsibility Act (FRA) and to reflect the gradual age increase for those subject to the ABAWD time limit. Consistent with provisions of the FRA effective October 1, 2024, the age of those subject to the ABAWD time limit increases from age 52 to age 54. As a reminder, even though New York State has a statewide waiver of the ABAWD time limit through February 28, 2025, all districts are still required to screen SNAP applicants and recipients including those who are concurrently applying for or receiving Temporary Assistance (TA) for exemptions from the SNAP work requirements and exemptions from the ABAWD time limit. Districts must correctly assign the SNAP employability code and appropriately document the ABAWD status for each individual applying for or receiving SNAP benefits. Districts must ensure that the proper

SNAP employability and ABAWD status codes are entered on the Welfare Management System (WMS) or myWorkspace at the time of opening and recertification for SNAP benefits even while under a waiver. The SNAP employability and ABAWD status codes must also be updated as appropriate when changes in the household's circumstances are reported.

**Note: At this time during the statewide waiver of the ABAWD requirements (currently in effect through February 28, 2025) districts should use the LDSS-5193A for all households including those containing individuals who are assigned an ABAWD status code of A. The LDSS-5193A, which does not explain the ABAWD requirements, should be used throughout the duration of the statewide ABAWD waiver as during that period ABAWDs residing in all areas of New York State are not subject to the ABAWD requirements.**

#### *USDA Nondiscrimination Statement*

The revised USDA Nondiscrimination Statement includes new language and contact information to file the AD-3027, USDA Program Discrimination Complaint Form. The revised USDA Nondiscrimination Statement can be found in 56 languages including the top twelve most commonly spoken non-English languages in New York State at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>.

#### **IV. Forms Ordering Information**

- The English version of the LDSS-5193 and the LDSS-5193A are Web Only forms. These forms are also available on the OTDA Intranet website in the following languages: Arabic, Bengali, Chinese, Haitian-Creole, Italian, Korean, Polish, Russian, Spanish, and Yiddish.
- To access the above referenced forms in English and other than English languages go to the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/](http://otda.state.nyenet/ldss_eforms/).
- The LDSS-5193 and LDSS-5193A have been posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/](http://otda.state.nyenet/ldss_eforms/) and are available for downloading by local districts for reproduction locally.
- The LDSS-5193 and the LDSS-5193A are available in Intelligent Auto Fill (IAF). Copies of the LDSS-5193 and the LDSS-5193A when generated through IAF will be stored in the Imaging and Enterprise Document Repository (IEDR) for districts using IEDR for electronic case files.
- Upon the release of this LCM, all previous versions of the LDSS-5193 and the LDSS-5193A **must immediately be destroyed**.
- The LDSS-5193 and the LDSS-5193A are Web posted only forms; therefore, they are only available online and are not available in hard copy from the New York State Office of Temporary and Disability Assistance (OTDA).
- Questions concerning Web posted only forms should be directed to BMS Document Services at (518) 474-9522.

- Requests for local equivalent versions of these forms should be submitted to this email address for review and approval: [otda.sm.local.equivalent.requests@otda.ny.gov](mailto:otda.sm.local.equivalent.requests@otda.ny.gov).
- New local equivalent request for the LDSS-5193 and the LDSS-5193A should be sent in for approval. PLEASE NOTE: We encourage districts to customize the *Important Information about SNAP Work Rules* notice to align with local policies and procedures. If districts have the capability to develop notices designed to identify only the work requirements specific to the household, they may submit requests for local equivalent versions of the notice. For example, if a district that does not mandate its non-exempt NTA/SNAP participants to SNAP E&T work activities would like to develop a local equivalent notice without the Mandatory SNAP E&T language to provide to this population, they may submit a local equivalent form for approval without the Mandatory SNAP E&T language included.

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**Issued By:**

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**Title:** Deputy Commissioner

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