

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

November 13, 2012

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**TO:** Commissioners, TA Directors, SNAP Directors

**FROM:** Phyllis Morris, Acting Deputy Commissioner

**SUBJECT:** Extension of Certification periods for SNAP and TA Households Impacted by Hurricane Sandy

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** SNAP Policy Bureau (518) 473-1469  
TA Policy Bureau (518) 474-9344  
Systems Questions: Bob Markham at (518) 474-2166

**Please Note:** This GIS applies **only** to the following social services districts outside of New York City: **Nassau, Rockland, Suffolk, Westchester, Orange, Putnam and Sullivan.**

**Purpose**

Certification periods for Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA) cases in **Nassau, Rockland, Suffolk, Westchester, Orange, Putnam and Sullivan counties** with certification periods expiring at the end of October and the end of November 2012 will automatically be extended by one month.

This extension is being granted because of the impact that Hurricane Sandy may have had on the ability of households and these SSDs to complete the recertification process for these cases. Extending certification periods will ensure that households unable to comply with recertification requirements or whose recertifications could not be processed timely due to the effects of the Hurricane Sandy do not lose access to SNAP and/or TA benefits. The extension also will ease the administrative burden faced by these SSDs in recovering from this disaster.

**Mass Extensions for TA and SNAP Certification Periods ending in October or November 2012**

Upstate WMS will run a mass action to extend the authorization period through November 30, 2012 of TA and NTA/SNAP cases that are currently active but are due to expire on October 31, 2012. All recurring payments for the month of October will be duplicated for November.

Similarly, WMS will run a mass action to extend the authorization period through December 31, 2012 of TA and NTA/SNAP cases that are currently due to expire on November 30, 2012, with November recurring payments extended through December.

No ABEL budgets will be stored, no CNS notices will be produced, and no 3209s will be produced.

Impacted districts will also receive a letter addressed to TA Directors, SNAP Directors and WMS Coordinators with additional details when the mass extensions are authorized.

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**Extending SNAP Certification Periods**

As noted above, OTDA will run mass extensions of certification periods for SNAP cases that were due to expire at the end of October or are due to expire at the end of November, 2012. Only cases with certifications expiring in October or November, 2012 will be extended.

SNAP cases with certification periods ending in October for which recertifications were processed or that were closed in October due to failure to recertify or for any other reason for which a closing action already had been taken, such as excess income, failure to provide required documentation, etc., are not eligible for an automatic extension.

The mass extension will allow districts to recertify, by November 30, 2012, any case that originally was scheduled to be recertified by October 31, 2012. Any case originally scheduled for recertification by November 30, 2012 must be recertified by December 31, 2012. Any SNAP household whose certification period has been extended must be allowed to recertify before the end of the extension period even if they did not attempt to do so before their previous certification period would have expired.

**Please note:** For SNAP cases with expiring certification periods that were not at the maximum allowable certification period, SSDs also have the option to further extend the certification periods up to the maximum allowable certification period of 12 or 24 months as directed in 01 ADM 08, or up to 48 months for NYSNIP cases. Any such further extensions must be done manually by the SSD and require individual notification of the household.

**Extending Temporary Assistance Certification Periods**

OTDA will run mass extensions of certification periods for TA cases that were due to expire at the end of October or are due to expire at the end of November 2012. Only cases with certifications expiring in October or November 2012 will be extended. However, cases for which recertifications have been processed or have been closed due to failure to recertify or for any other reason for which a closing action already has been taken, such as excess income, failure to provide required documentation, etc., are not eligible for an extension.

**SNAP Notices**

USDA also has approved a waiver to the requirement to mail individual notices of eligibility when extending certification periods for SNAP. Instead, USDA has granted approval for OTDA to issue public notices regarding the certification period extension.

**The attached public notice in both English and Spanish regarding the extension of recertification must be displayed in certification offices, issuance locations, and other sites frequented by certified households until 12/31/12 to ensure households are informed of the change.**

OTDA will not be printing and drop shipping copies of the attached flyers. The attached versions should be printed and posted in both English and Spanish.

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**TA Notices**

No individual notice is required for TA cases receiving a one month extension to their certification period because the clients' benefits will continue unchanged during the extension.

The public notice being issued on the extension of SNAP certifications includes information on the extension of TA case certifications and, as previously noted, must remain posted until 12/31/12.

Attachments



# NOTICE TO ALL RECIPIENTS OF

## Supplemental Nutrition Assistance Program (SNAP) BENEFITS

(SNAP is the new name for the Food Stamp Program) And/Or

## Temporary Assistance Cash Benefits (TA)

### IMPORTANT! PLEASE READ!

**As a result of Hurricane Sandy**, the New York State Office of Temporary and Disability Assistance (OTDA) is automatically extending certain SNAP, TA /SNAP and TA only recertifications scheduled to expire in October and November 2012 for a period of one month (see below). Storm damage and power outages in some affected areas prevented some households from submitting recertification forms in a timely manner. The disaster also forced the closure of many Social Services District (SSD) offices, preventing the processing of recertifications that had been submitted.

**For the certification periods ending 10/31/12 and 11/30/12**, a one (1) month extension of SNAP and TA benefits has been approved for certain cases in the following counties: *Bronx, Kings, Richmond, New York, Queens, Nassau, Rockland, Suffolk, Westchester, Orange, Putnam and Sullivan.*

**October Recertifications: Only cases whose certification periods were scheduled to end in October 2012 and were NOT processed for recertification have been extended.** If your recertification was processed and the SSD determined your case to be no longer eligible for SNAP or TA benefits due to excess income, failure to provide required documentation or another reason, your household was not eligible for an extension. **Those cases eligible for the extension** will automatically be authorized for one (1) additional month of SNAP and TA benefits, allowing time for a recertification determination to be made.

**If your case was scheduled to recertify by October 31, 2012**, and did not get processed, your case must now be recertified by November 30, 2012. Your benefits WILL END if you do not recertify.

**If your case was scheduled to recertify by November 30, 2012**, and did not get processed, your case must now be recertified by December 31, 2012. Your benefits WILL END if you do not recertify.



# AVISO A TODOS LOS BENEFICIARIOS DE

## Asistencia Nutricional Suplementaria (SNAP)

(SNAP es el nuevo nombre del Programa de Cupones para Alimentos) y/o

## Asistencia Temporal (TA)

### IMPORTANTE

### Léalo

A consecuencia de la huracán Sandy, la Oficina de Asistencia Temporal y Asistencia para Incapacitados del Estado de Nueva York (*New York State Office of Temporary and Disability Assistance, OTDA*) está otorgando automáticamente una extensión, de un mes, de ciertas revalidaciones de SNAP, TA (Asistencia Temporal) / SNAP y TA, programadas a vencerse en octubre y noviembre de 2012 (vea a continuación). Debido a los daños y apagones que causó la tormenta en ciertas zonas, ciertos grupos familiares no pudieron someter los formularios de revalidación a tiempo. El desastre también forzó el cierre de muchos distritos de Servicios Sociales, impidiendo el procesamiento de revalidaciones que ya se habían sometido.

Los periodos de revalidación que finalizaban entre el 10/31/12 y el 11/30/12, han sido otorgados una extensión de un (1) mes para los beneficiarios de SNAP y TA en los siguientes condados: *Bronx, Kings, Richmond, New York, Queens, Nassau, Rockland, Suffolk, Westchester, Orange, Putnam y Sullivan*.

**Revalidaciones de octubre: solamente aquellos casos con periodos de revalidación programados a concluir en octubre de 2012 y que no fueron procesados, han de recibir la extensión.** Si su revalidación fue procesada y el departamento de servicios sociales determinó que su caso ya no es apto para recibir SNAP o TA debido a ingreso excesivo, o porque no sometió la documentación exigida o por otro motivo, su grupo familiar no es apto para recibir una extensión. Los casos aptos para recibir una extensión recibirán automáticamente una extensión de (1) un mes adicional de subsidio SNAP y Asistencia Temporal (TA), de manera que podamos tener tiempo para hacer una decisión sobre la revalidación.

Si su caso estaba programado para recibir una revalidación para el 31 de octubre de 2012, y el caso no fue procesado, su caso debe ser evaluado para propósitos de una revalidación para el 30 de noviembre de 2012. Su subsidio CESARÁ si no hace una revalidación.

Si su caso estaba programado para recibir una revalidación para el 30 de noviembre de 2012, y el caso no fue procesado, su caso debe ser evaluado para propósitos de una revalidación para el 31 de diciembre de 2012. Su subsidio CESARÁ si no hace una revalidación.