

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

**November 9, 2012**

Page: 1

**TO:** Commissioners, Job Center Directors, SNAP Center Directors, TA and SNAP Policy Staff, Training Directors and Coordinators

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

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

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** SNAP Policy Bureau (518) 473-1469  
TA Policy Bureau (518) 474-9344  
NYC Systems: Dave Spielman (212) 961-8184

**Purpose**

Certification periods for New York City Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA) cases will be extended by one month for SNAP and TA cases that were due to expire at the end of October or which are due to expire at the end of November.

This extension is being granted because of the impact that Hurricane Sandy may have had on the ability of households and the New York City Human Resources Administration (HRA) 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 HRA in recovering from this disaster.

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

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

During the week of November 12, 2012, OTDA will run a mass action on New York City WMS to extend the authorization period through December 31, 2012 for 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 and no CNS notices will be produced. HRA will receive a spreadsheet of all cases affected. No action is required by HRA for this mass extension.

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

November 9, 2012

Page: 2

**Extending SNAP Certification Periods for Closed Cases**

OTDA cannot reopen cases that were closed in October due to failure to recertify or for any other reason for which a closing action already had been taken. HRA must reopen such cases if the reason they were closed was due to failure to recertify.

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.

**Extending TA Certification Periods**

A mass extension for NYC Temporary Assistance (TA) households is not necessary since these cases have open-ended certification periods and will continue to receive cash benefits. NYC HRA is directed to keep TA cases that were due to expire at the end of October open until November 30, 2012 if the only reason these cases would otherwise close is due to failure to recertify. NYC HRA is directed to keep TA cases that were due to expire at the end of November open until December 31, 2012 if the only reason these cases would otherwise close is due to failure to recertify.

**Notices**

USDA 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 by HRA and posted in both English and Spanish.

There will be no noticing for TA certification period extensions.

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.