

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

**March 11, 2013**

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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Employment Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators, WMS Coordinators, Fair Hearing Staff

**FROM:** Phyllis Morris, Deputy Commissioner  
Center for Employment and Economic Supports

**SUBJECT:** Notice to Individuals Currently Serving Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Sanctions

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Employment Services Advisor or Employment and Advancement Services  
Bureau at 518-486-6106

The purpose of this General Information System (GIS) notice is to provide social services districts (SSDs) with a copy of the notice that will be mailed to households which include an individual who is currently in sanction status for noncompliance with Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) work requirements and for whom the durational sanction period has not expired. GIS 13 TA/DC005 informed SSDs about the notice that will be issued and of the requirement to permit any individual currently sanctioned for noncompliance with SNAP E&T work requirements to have the sanction lifted, if requested and if the individual is otherwise eligible.

The attached notice will be mailed during the week of March 11, 2013 to individuals currently sanctioned for failure to comply with SNAP E&T work requirements and whose durational sanction period has not expired. SSDs outside of New York City can access their respective list of households to whom notices will be mailed through the Benefits Issuance Control System (BICS). The BICS file name is WMSC0960. The lists will include affected cases by office/unit/worker and include sanction reason codes and sanction dates. New York City may request a list from OTDA.

SSDs are NOT required to contact individuals on the list. However, sanctioned individuals who receive the notice and contact the SSD must be given the opportunity to re-apply or prospectively reestablish eligibility for SNAP benefits, if eligible, even if the durational sanction period has not ended. SSDs should refer to 13 TA/DC005 for additional information regarding the action that must be taken when a currently sanctioned individual contacts the district to request SNAP benefits.

SSDs should not provide retroactive benefits to individuals whose sanctions are lifted.

The temporary suspension of SNAP E&T sanctions which SSDs were informed of in GIS 12 TA/DC035 remains in effect until notified separately by the Office of Temporary and Disability Assistance (OTDA). An administrative directive is being developed to provide SSDs with information on the reengagement process that must be implemented before an SSD can start imposing SNAP E&T sanctions.

Attachments

NYS OTDA  
TYRONE A. UNIT – 11C  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-001

New York State  
Office of Temporary  
and Disability Assistance



Case Number: \_\_\_\_\_

Notice Date: MM/DD/YYYY \_\_\_\_\_

**YOU MAY BE ABLE TO BEGIN RECEIVING SNAP (Food Stamp) BENEFITS  
THIS NOTICE TELLS YOU WHAT YOU CAN DO TO END YOUR SNAP SANCTION**

**Why Am I Getting This Notice?**

Sometime last year, you were sent a notice informing you that your Supplemental Nutrition Assistance Program (SNAP) benefit was being reduced or stopped because you or someone in your household did not comply with SNAP work requirements. SNAP is the new name of the food stamp program. This notice is to tell you that you may begin to receive SNAP benefits again, even if your sanction has not ended, if you contact the social services office and reestablish your eligibility for SNAP benefits.

The reason for this change is that you may be part of a group that received a notice that did not include certain language to inform you that you could have avoided the reduction in benefits by complying with the SNAP work requirement. You and others in this group are receiving this notice based on claims made in a class action lawsuit called Richard "C" v. Berlin.

**Do I Have to Do Anything?**

Yes, if you want to receive SNAP benefits. To begin receiving SNAP benefits again, you must contact your social services district office to ask for information on how to re-establish your eligibility for SNAP benefits. Any changes in your household circumstances or budget will be considered in re-determining your eligibility for SNAP benefits. You may be expected to look for a job or participate in other work related activities.

This notice applies to SNAP benefits and does not affect any public assistance sanction you or someone in your household may have received.

NUMERO DE CASO:

Fecha del aviso: day de month de 2013

**USTED PODRÍA COMENZAR A RECIBIR BENEFICIOS DE SNAP (cupones para alimentos)  
ESTE AVISO LE INFORMA SOBRE QUÉ PUEDE HACER PARA TERMINAR SU SANCIÓN DE SNAP**

**¿Por qué recibo este aviso?**

En algún momento en el transcurso del año pasado, a usted se le envió un aviso informándole que su beneficio del Programa de Asistencia Nutricional Suplementaria (SNAP) había sido reducido o suspendido, debido a que usted o un miembro de su grupo familiar no cumplió con los requisitos de empleo de SNAP. SNAP es el nuevo nombre del Programa de Cupones para Alimentos. Este aviso es para notificarle que usted podría comenzar a recibir beneficios de SNAP nuevamente, aunque su sanción todavía no haya terminado, si se comunica con la oficina de servicios sociales y comienza nuevamente a satisfacer los requisitos para recibir beneficios de SNAP.

El motivo de esta medida es que usted podría ser miembro de un grupo que recibió un aviso que no incluyó cierto lenguaje para informarle que usted podía haber evitado la reducción de beneficios al cumplir con el requisito de empleo de SNAP. Usted y otros miembros de este grupo reciben este aviso en base a reclamaciones en la demanda colectiva conocida como Richard "C" v. Berlin.

**¿Tengo que hacer algo?**

Sí, si desea recibir beneficios de SNAP. Si desea comenzar a recibir beneficios de SNAP de nuevo, tiene que comunicarse con la oficina de servicios sociales del distrito y obtener información sobre cómo restablecer su habilitación para recibir beneficios de SNAP. Todo cambio en las circunstancias de su hogar o en su presupuesto se tomará en cuenta con motivo de determinar de nuevo su habilitación para recibir beneficios de SNAP. Se espera que usted busque un empleo o que participe en otras actividades relacionadas con el empleo.

Este aviso tiene que ver con los beneficios de SNAP y no afecta ninguna sanción de asistencia pública que usted o alguno de los miembros de su hogar haya recibido.