

**DATE:** December 1, 2015

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, WMS Coordinators,  
 Staff Development Coordinators

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

**SUBJECT:** Safety Net Assistance (SNA) 45-Day Application Period During a Leap Year

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau at 1-800-343-8859; ext. 4-9344

This message serves as a reminder that 2016 is a leap year which requires February 29, 2016, be included in the 45-day Safety Net Assistance (SNA) application period. This will impact all SNA applications received from January 16 through February 29.

The Social Services District (SSD) must:

- Adjust any calendars or charts utilized for the calculation of the 45-day SNA application period to include February 29 as a day in the 45-day count.
- Share this information with all staff who may determine Temporary Assistance eligibility.

The SNA application period affected with the inclusion of February 29 is as follows:

Application Date	Benefit Date	Application Date	Benefit Date	Application Date	Benefit Date
January 16	February 29	February 1	March 16	February 17	April 1
17	March 1	2	17	18	2
18	2	3	18	19	3
19	3	4	19	20	4
20	4	5	20	21	5
21	5	6	21	22	6
22	6	7	22	23	7
23	7	8	23	24	8
24	8	9	24	25	9
25	9	10	25	26	10
26	10	11	26	27	11
27	11	12	27	28	12
28	12	13	28	29	13
29	13	14	29		
30	14	15	30		
31	15	16	31		