

**DATE:** March 3, 2017

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Employment Coordinators, Temporary Assistance Directors, SNAP Directors, Finance Directors

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Follow up on Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Dependent Care Requests for FFY 2016

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Employment and Advancement Services at: (518) 486-6106 or  
Employment Services Advisor for questions regarding the use of  
SNAP E&T for Dependent Care

The purpose of this General Information System (GIS) message is to remind Social Services Districts (districts) that have submitted a request for a SNAP E&T Dependent Care allocation in response to 17 LCM-01 of the rules for allowable uses of these funds. Specifically, SNAP E&T dependent care funds may only be used to reimburse dependent care costs that are necessary and appropriate for a SNAP applicant or recipient to participate in allowable SNAP E&T activities and for up to 90 days following employment by individuals who participated in an allowable SNAP E&T activity within 90 days from beginning employment.

Districts must ensure that dependent care costs that are claimed for reimbursement under SNAP E&T Dependent Care meet the requirements outlined in 17 LCM-01. For example, dependent care costs for SNAP recipients who are employed, but did not participate in a SNAP E&T activity within 90 days before entering employment, including individuals who participated in work activities while receiving Temporary Assistance for Needy Families (TANF) funded assistance (Welfare Management System Case Types 11 or 12) cannot be included in the claims that are transferred from the Schedule H to the Schedule D-3. This reminder is being provided to ensure that districts are reviewing the potentially eligible dependent care expenditures identified on the current SNAP E&T Dependent Care Report that is available through Cognos to ensure that claims are reimbursable under SNAP E&T Dependent Care.

Districts must also ensure that the date of service is used as the basis to determine which claims are reimbursable under SNAP E&T Dependent Care for federal fiscal year (FFY2016) and not the payment date that the expenditure was paid by the districts as currently displayed on the SNAP E&T Dependent Care Summary Report that is available to districts outside of NYC. This may require districts to identify the portion of the dependent care costs that occurred in FFY2016. OTDA is updating the report logic to change the basis used to aggregate the amounts that appear on the Summary Report section of the SNAP E&T Dependent Care report. We do not however, anticipate this updated report will be available for use before districts that receive a SNAP E&T Dependent Care allocation complete claim adjustments to transfer dependent care claims for FFY 2016 they determined are reimbursable under SNAP E&T Dependent Care, up to the amount of the approved allocation.

Districts must not shift any claims from the Child Care Block Grant (Schedule H) to SNAP E&T Dependent Care (Schedule D-3) before receiving approval from OTDA and OCFS.