

DATE: April 26, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, Staff
Development Coordinators

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

SUBJECT: Release of LDSS-5089: "TA/SNAP Desk Guide to Determining Qualification for
Student Earned Income Exemption"

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau (518) 474-9344

The purpose of this General Information System (GIS) message is to introduce the newly created LDSS-5089: "TA/SNAP Desk Guide to Determining Qualification for Student Earned Income Exemption".

LDSS-5089 is voluntary for districts to use and is only intended to provide local district staff with a tool to help determine if a student's earned income is exempt when determining the household's eligibility and benefit level for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP). For further guidance on how to budget student earned income see 04 ADM-06.

The LDSS-5089: "TA/SNAP Desk Guide to Determining Qualification for Student Earned Income Exemption" is a Web Only form.

The above referenced document has been posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally. Additionally, this document is available on Centraport under "Desk Guides".

This document is a Web posted only form, therefore, it is only available on-line and is not available in hard copy from the New York State Office of Temporary and Disability Assistance (OTDA).

Questions concerning Web posted only forms should be directed to BMS Document Services at: (518) 474-9522.

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

E-mail: forms.orders@otda.ny.gov

TA/SNAP Desk Guide to Determining Qualification for Student Earned Income Exemption

Temporary Assistance (TA)	Supplemental Nutrition Assistance Program (SNAP) (for TA/SNAP and NTA/SNAP)
<p>1. Is the individual under age 21?</p> <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. Go to question 2.</p> <p>2. Does the individual reside with a parent or caretaker (relative or non-relative) who exerts parental control?</p> <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. Go to question 3.</p> <p>3. Is the individual enrolled in any of the following at least part-time?</p> <ul style="list-style-type: none"> - Elementary or High School - Vocational or Training designed to prepare a person for gainful employment - College or University - Job Corps Training Program <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. The earned income is exempt.*</p> <p>*For New York City Only: Even if the earned income is exempt, it must be entered on the budget.</p> <p>Note: For participation rate purposes, all hours of paid employment completed by adult TA recipients should be reported on WTCMS or NYCWAY when known, regardless of whether the earned income is budgeted.</p>	<p>1. Is the individual under age 18?</p> <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. Go to question 2.</p> <p>2. Does the individual reside with a parent or with another household member who has parental control over the individual?</p> <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. Go to question 3.</p> <p>3. Is the individual an elementary or high school student or attending classes to obtain a High School Equivalency (HSE)?</p> <p><input type="checkbox"/> No. The earned income is not exempt.</p> <p><input type="checkbox"/> Yes. The earned income is exempt.</p> <p>Note: Districts should enter an enrollment on WTCMS or NYCWAY when a SNAP recipient reports and documents the hours of paid employment. Districts are encouraged to maintain the enrollment until the earned income and hours of paid work are budgeted on ABEL.</p>