

DATE: June 28, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, WMS Coordinators, and Financial and Accounting Staff

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

SUBJECT: SNAP Overpayment Claims Date of Discovery Policy Reminder

EFFECTIVE DATE: Immediately

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For NYC Only – Javier Rosario, NYC Metro, (212) 961-8179

The purpose of this GIS is to remind Social Services Districts (districts) about where to find correct policy regarding the “Date of Discovery” when establishing claims on SNAP overpayments. This reminder is being issued in response to a finding during a United States Department of Agriculture (USDA) review of a local district’s SNAP Claims establishment policies and procedures. USDA cited the district for incorrectly and inconsistently applying New York State’s Date of Discovery policy, resulting in the untimely establishment of some claims. Correct Date of Discovery policy and illustrating examples of the correct policy may be found in Section IV.B.3 of 04-ADM-01, beginning on page 6 of the directive. Additionally, a simple definition of the Date of Discovery and how it relates to input into the Cash Management System (CAMS) may be found on pages 3-6, B-5 and C-8 of the Cash Management Procedural Manual. For purposes of computing SNAP overpayment claims, the Date of Discovery is the date the district becomes aware that there is discrepant information that may have affected the amount of the benefit the household should have received (and, perhaps, should be receiving currently). The Date of Discovery is used with other information to determine the start date (“From Date”) of the claim, and the length of the claim establishment period.

The Date of Discovery must be as soon as possible after the information becomes known to the district, but may take into consideration reasonable periods for the processing and screening of the information. These periods may include, but are not limited to, time for the sorting and routing of information and a reasonable period of time for determining that the information is legitimately related to and pertinent to a certain case. Establishment of the Date of Discovery does not include a period for verification of the information, as verification is part of the claims establishment process following the Date of Discovery.