

DATE: February 11, 2019

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, Staff Development Coordinators, Financial Directors, Adult Services Directors, Employment Coordinators

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

SUBJECT: Partial Federal Government Shutdown and Emergency Food Replacement

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau at: 518-474-9344
otda.sm.cees.tabureau@otda.ny.gov

The purpose of this GIS is to provide guidance to social services districts (districts) on meeting emergency/immediate food needs through Temporary Assistance (TA). Due to the partial federal government shut down there is a possibility that districts may receive a substantial number of requests for food assistance from affected households. For more information on the potential loss of SNAP benefits see GIS' 19 [TA/DC002](#), 19 [TA/DC003](#), 19 [TA/DC005](#), 19 [TA/DC006](#), 19 [TA/DC008](#), [19 TA/DC009](#), [19 TA/DC010](#) and [19 TA/DC012](#).

A household that is otherwise eligible may receive TA to meet their emergency/immediate food needs. The emergency/immediate food needs of *applicants* for on-going or emergency TA may be met through Emergency Assistance to needy Families (EAF) or Emergency Safety Net Assistance (ESNA). The applicant household must meet all other eligibility factors as specified in the [Temporary Assistance Source Book](#) (chapter 10, section I for ESNA or chapter 11, section C for EAF.)

The emergency/immediate food needs of TA *recipients* must be met with an advance allowance. Districts may issue an advance allowance to a recipient of Family Assistance (FA) or Safety Net Assistance (SNA) only when the recipient makes the request in writing and agrees to the recoupment of the advance allowance in writing.

The amount of assistance that can be granted as either EAF, ESNA or as an advance allowance is a prorated portion (for the number of eligible days) of the total amount comprised of the Basic allowance, Home Energy Allowance (HEA) and Supplemental Home Energy Allowance (SHEA) for the household size (see below examples). A 30-day per month standard must be used when prorating a grant. This means that each month is considered to have 30 days, regardless of the actual number of days in the calendar month. See [92 ADM-30](#) for information on proration of grants.

Payment type code "57" *Emergency Food Grant Allowance* for upstate districts and payment type code "44" *Immediate Needs Grant* for New York City (NYC) must be used to authorize emergency food grants regardless of the category of assistance.

The following examples demonstrate the calculation for food assistance:

Example 1: Single Individual applies for ESNA

On February 20, 2019 a single individual applied for TA to meet an emergency/immediate need of food. The individual had no available income or resources and there were no available community resources. The individual was determined eligible for ESNA and was issued a grant of \$54.90 for food needs. A repayment agreement cannot be required and an overpayment must not be established.

Standard of Need for Individual
\$158.00 (Basic)
\$ 14.10 (HEA)
\$ 11.00 (SHEA)
\$183.00 (Total - Rounded down)

\$183.00/ 30 days = \$6.10 per day
February 20 to February 28 = 9 days
9 days x \$6.10 = \$54.90

Example 2: Household of 3 Applies for EAF

On February 10, 2019 a household consisting of a mother and her two children applied for TA to meet an emergency/immediate need of food. The household had no available income or resources and there were no available community resources. The family was determined eligible for EAF and was issued a grant of \$246.24 for food needs. A repayment agreement cannot be required and an overpayment must not be established.

Standard of Need for family of 3
\$336.00 (Basic)
\$ 30.00 (HEA)
\$ 23.00 (SHEA)
\$389.00 (Total)

\$389.00/ 30 days = \$12.96 per day
February 10 to February 28 = 19 days
19 days x \$12.96 = \$246.24

Example 3: A Household in Receipt of TA Declares an Immediate/Emergency Food Need

On February 2, 2019 a household in receipt of FA submits a written request for assistance with an emergency/immediate food need. The district explains the request for assistance can only be met with an advance allowance because it is a duplication of assistance (household already received Basic, HEA and SHEA for the month). The

duplication of the Basic, HEA and SHEA amounts are considered an overpayment and will be recovered by recoupment. The recipient agrees in writing to have the overpayment recouped from the TA grant. The FA household was determined eligible for an advance allowance and was issued a grant of \$349.92 for food needs. An overpayment of \$349.92 was established and recouped from the TA grant.

Standard of Need for family of 3

\$336.00 (Basic)

\$ 30.00 (HEA)

\$ 23.00 (SHEA)

\$389.00 (Total)

$\$389.00 / 30 \text{ days} = \12.96 per day

February 2 to February 28 = 27 days

$27 \text{ days} \times \$12.96 = \349.92

There is no authority under Emergency Assistance for Adults (EAA) to meet emergency food needs unless the need is for replacement of food due to a catastrophe or the purchase of food due to a lost, stolen or unreceived Supplemental Security Income (SSI) or State Supplementation Program (SSP) benefits. Household's which include an SSI or SSP member who have an emergency/immediate need of food due to non-receipt of SNAP benefits can have their need met through EAF or ESNA if they are otherwise eligible.

In accordance with [02 ADM-02](#) districts must explore all available resources and income, including available resources in the community, before the district can grant assistance to meet an emergency/immediate need. Districts must not refer an individual to a community resource such as a food pantry unless the community resource is actually available to timely meet the food need.