



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC105 Upstate and New York City
Date:	November 18, 2020
To:	Subscribers
Suggested Distribution:	Commissioners, Temporary Assistance Directors, SNAP Directors, Employment Coordinators
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	Requirement to Advise Certain SNAP Households of the Availability of Employment and Training Services
Effective Date:	Immediately
Contact Information:	Employment and Advancement Services Bureau 518-486-6106 or otda.sm.eisp.eas@otda.ny.gov
Attachments:	Attachment 1 – Employment and Training Services Resources Attachment 2 – Local Workforce Development Board Websites Attachment 3 – New York State Venture Providers

Section 2

The purpose of this message is to inform social services districts (districts) of a provision in the Agriculture Improvement Act of 2018 (commonly referred to as the Farm Bill) that requires districts to advise certain Supplemental Nutrition Assistance Program (SNAP) recipients at the time of recertification of the employment and training services locally available. Employment and training services are not limited to SNAP employment and training.

This provision requires districts to advise non-exempt Temporary Assistance (TA)/SNAP and Non-Temporary Assistance (NTA)/SNAP recipients who are members of households containing at least one adult, with no elderly or disabled individuals, and with no earned income at their last certification or required report, of the availability of employment and training services within the district and/or region at the time of recertification. Such services include but are not limited to; workforce services offered by the district, local Career Center, community-based organizations, and local education providers.

The method of advising individuals of the available employment and training services in the local area is left to the discretion of districts. However, districts are strongly encouraged to provide written information about employment and training offerings. Examples of written materials include, but are not limited to, flyers explaining local Career Center offerings, SNAP Venture programs (if operated in the local area), brochures on available local adult education and training resources, and contact information for local community organizations that provide employment and training services.

The following documents may assist districts with developing written information to provide to individuals on locally available employment and training services:

- Attachment 1 – Employment and Training Resources contains links to online resources districts can use to identify local employment and training services information to share with individuals.
- Attachment 2 – Local Workforce Development Board Websites is a listing of the local Workforce Development Board (LWDB) websites. Districts are encouraged to visit the website of their LWDB to review information pertaining to currently available employment and training services.
- Attachment 3 – New York State Venture Providers is a state-wide listing of the 39 current SNAP Venture program providers and the courses currently offered by each provider for eligible SNAP recipients. Districts with a current Venture provider are encouraged to include information on the employment and training services available to SNAP recipients through the Venture program.

Districts should ensure that all employment and training services information shared with individuals is updated regularly as locally available programs and services may change. Additionally, during the current public health emergency declaration districts should be particularly mindful of any modifications or limitations to employment and training services in their local area resulting from the COVID-19 pandemic. For instance, some services may be temporarily suspended or now offered in virtual formats.