



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

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### Section 1

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<b>Transmittal:</b>	21 TA/DC053 Upstate and New York City
<b>Date:</b>	July 30, 2021
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, Temporary Assistance (TA) Directors, and Supplemental Nutrition Assistance Program (SNAP) Directors
<b>From:</b>	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
<b>Subject:</b>	COVID-19 SNAP Interview Adjustment and Telephonic Signature Waiver Extensions
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	SNAP Questions – SNAP Bureau 518-473-1469 <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a> TA Questions – Temporary Assistance Bureau 518-474-9344 or <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>

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### Section 2

Since March 2020, in response to the outbreak of COVID-19, the Office of Temporary and Disability Assistance (OTDA) has released a series of policy documents which have advised social services districts (districts) of immediate measures and about federal waivers available to simplify and streamline program administration and protect the health and safety of clients and staff.

Additionally, Title VI, Section 4603(a)(1)(B) of the Continuing Appropriations Act, 2021, and Other Extensions Act (Public Law No. 116-159), the Continuing Resolution (CR), passed by Congress and signed into law by the President on October 1, 2020, reinstated and extended the availability of Supplemental Nutrition Assistance Program (SNAP) interview adjustment and certification extension period waivers originally authorized under the Families First Coronavirus Response Act. The CR reinstated and extended the availability of these waivers through June 30, 2021. On April 30, 2021, the United States Department of Agriculture (USDA) further extended the availability of these waivers until December 31, 2021 through issuance of a policy memo to all states, with certain limitations on the continuation of waivers when the state emergency or disaster declaration is no longer in effect.

The purpose of this GIS is to inform social services districts (districts) about the continuing availability of the following waivers and to remind the districts about the guidance governing their application, most recently in [GIS 21 TA/DC0047](#), which extended the availability of these waivers through July 30, 2021.

New York is now extending the option for districts to participate in interview adjustments and telephonic signature waivers **through September 30, 2021**.

### **Interview Adjustments**

The SNAP interview adjustment waivers described in [GIS 20 TA/DC022](#), [GIS 20 TA/DC026](#), [GIS TA/DC096](#), [GIS 20 TA/DC101](#), [GIS 21 TA/DC016](#) and [GIS 21 TA/DC0047](#) **will now be available through September 30, 2021**. Consistent with previous guidance, districts are not prohibited from doing interviews, they are just not required.

### **Telephonic Signatures**

The temporary adjustment to the requirements for recording telephonic signatures for SNAP applications filed over the telephone or submitted without a signature **will continue through September 30, 2021**. Districts choosing to implement telephonic applications must adhere to the guidelines as outlined in [GIS 20 TA/DC049](#), [GIS 20 TA/DC055](#), [GIS 20 TA/DC066](#), [GIS 20 TA/DC075](#), [GIS 20 TA/DC090](#), [GIS 20 TA/DC113](#), [GIS 21 TA/DC016](#) and [GIS 21 TA/DC0047](#) and must use the OTDA program-specific script (attachments 1 and 2 [GIS 20 TA/DC049](#)). Districts must notify the OTDA of their intention to implement this option.

### **SNAP-only Case Certification Period Extension Waivers and Periodic Reporting Requirements**

The availability of six-month SNAP certification period extension waivers for expiring SNAP cases has **not** been extended, except for certain New York City special population cases. Additionally, standard reporting requirements, including Periodic Reporting requirements, resumed for all SNAP households beginning July 1, 2021. As of July 1, 2021, SNAP households are required to report changes in household circumstances consistent with SNAP reporting requirements (simplified reporters or change reporters), including submitting completed Periodic Reports. Districts must resume taking negative action for SNAP households that fail to return completed Periodic Reports.