



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

DANIEL W. TIETZ  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	23 TA/DC023 Upstate and New York City
<b>Date:</b>	March 23, 2023
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	SNAP Directors; TA Directors; CAP Coordinators; Staff Development Coordinators; TOP Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
<b>Subject:</b>	COVID-19 SNAP Certification Period Extensions Waiver
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	SNAP Policy Bureau at (518) 473 -1469 or <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a> ; TA Policy Bureau at (518) 474-9344 or <a href="mailto:tabureau@otda.ny.gov">tabureau@otda.ny.gov</a>
<b>Attachments:</b>	None

### Section 2

In response to the outbreak of COVID-19 and the declaration of a state disaster emergency (Executive Order 202, March 7, 2020), the Office of Temporary and Disability Assistance (OTDA) released a series of policy documents which advised social services districts (districts) of immediate measures that could 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), reinstated lapsed Supplemental Nutrition Assistance Program (SNAP) waivers originally authorized under the Families First Coronavirus Response Act. The United States Department of Agriculture (USDA), through a series of directives, extended the availability of certain waivers through the end of the month subsequent to the month in which the public health emergency declaration related to the COVID-19 pandemic is lifted by the Secretary of Health and Human Services. The federal Public Health Emergency is scheduled to expire May 11, 2023.

#### Certification Period Extension Waivers

The purpose of this GIS is to inform social services districts (districts) about the availability of the waiver to extend SNAP certification periods for up to six months as described below for SNAP cases with certification periods expiring **April 2023, May 2023 and June 2023**. This waiver expires **June 30, 2023**. This waiver to extend SNAP certification periods is intended to help districts re-distribute and balance the SNAP recertification workload throughout the year ahead and promote the timely approval of

benefits for eligible households. Additionally, districts are only permitted to extend the certification period of SNAP-only cases.

**Districts other than New York City choosing to extend certification periods must do so manually** and must keep a record of the cases whose certification period was extended. Districts must also report to their SNAP liaison the number of cases whose certification periods were extended for each month beginning April 2023 through June 2023.

**Cases with previous certification period extensions may not be consecutively extended.** That is, cases that had their certification period extended immediately prior to the current certification period, may not have their certification period extended a second time. The aim of all plans should be to balance the recertification workload for the year ahead. Districts should assess the monthly recertification numbers for the period beginning April 2023 and develop a plan to even out the recertification workload. The district's OTDA SNAP liaison can provide technical assistance with the plan development.

**Districts are not required to extend certification periods.** Districts interested in extending certification periods must notify the OTDA SNAP Bureau, and SNAP Bureau staff will contact them to work through the details. Notifications of intent should be sent by email to Michelle Kirk at [Michelle.Kirk@otda.ny.gov](mailto:Michelle.Kirk@otda.ny.gov) with courtesy copies to [Elida.Esposito@otda.ny.gov](mailto:Elida.Esposito@otda.ny.gov) and [Sherry.Tomasky@otda.ny.gov](mailto:Sherry.Tomasky@otda.ny.gov) and to the district's SNAP liaison.

Information about extending certification periods for Temporary Assistance cases will be provided separately.