



General Information System (GIS) Message

Section 1

Transmittal:	23DC084 Upstate and New York City
Date:	December 4, 2023
To:	Subscribers
Suggested Distribution:	SNAP Directors, TA Directors, Employment Coordinators, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	Revisions to Section 385.3 Part B of the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual
Effective Date:	Immediately
Contact Information:	Employment Services Advisor or Employment and Advancement Services Bureau at: (518) 486-6106 or EASBureau@otda.ny.gov
Attachments:	None

Section 2

The purpose of this GIS is to advise social services districts (districts) of updates to Section 385.3 *Work Registration, Registration Exemptions, and Certain Eligibility Requirements for SNAP Applicants and Recipients* of the Employment Policy Manual. The revised version of the Employment Policy Manual was posted to the Office of Temporary and Disability Assistance (OTDA) Intranet website on November 30, 2023. Districts who have CentraPort access will find a link to the Employment Policy Manual on the CentraPort home page under “Resources.” The revised version is also available on the OTDA Internet site at: [Employment Manual | OTDA \(ny.gov\)](#).

An outline of the revisions made to Section 385.3 Part B is below. It is important to note that these revisions do not change current OTDA employment policy. Districts were previously informed of these changes in [22-ADM-08 Changes made to the Welfare-to-Work Caseload Management System \(WTWCMS\) to Ensure Compliance with Section 4005 of the Agriculture Improvement Act of 2018](#).

Section 3

Section 385.3 Part B of the Employment Policy Manual was updated to include information regarding SNAP Employment and Training (E&T) reporting measures, new work activity components, and case management services. The additional components and services are:

- English as a Second Language (ESL) education aimed at improving the support for non-native English speakers.

- Bridge Programs offering educational instruction and occupational training for individuals with limited skills.
- Work-Based Learning Programs offering individuals learning experience and training in a workplace or simulated environment to gain specific skills leading to employment.
- Case Management services including the completion of an employability assessment, development of an employment plan, monitoring the individual's progress in the assigned SNAP E&T activity component, and coordination with service providers. As outlined in [22-ADM-08](#), the purpose of case management is to guide the participant toward appropriate SNAP E&T activity components based on their needs and interests, support the participation in the SNAP E&T program, and provide activities and resources that help the participant achieve program goals.

A new sub-section was also added to describe the federal SNAP E&T reporting requirements. Districts are encouraged to contact their Employment Services Advisor for technical assistance regarding these updates.