



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	24DC066 Upstate and New York City
<b>Date:</b>	October 1, 2024
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, SNAP Directors, Fraud Directors
<b>From:</b>	OTDA Bureau of Audit and Quality Improvement
<b>Subject:</b>	Re-Notice After Fair Hearing
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Stephen Bach, Program Integrity, 518-402-0117

### Section 2

The purpose of this GIS is to notify social services districts (districts) of the requirement to re-notice a household of an overpayment claim after an affirmed fair hearing decision.

Per Federal Regulations 7 CFR 273.18(e)(6)(ii), "If the hearing official confirms that a claim does, in fact, exist against the household, the household must be re-notified of the claim. Delinquency must be based on the due date of this subsequent notice and not on the initial pre-hearing demand letter sent to the household."

Therefore, a new CNS *SNAP Notice of Decision*, which includes the overpayment amount, dates of the overpayment, and the new delinquency date, must be sent to the household by the district as soon as possible after issuance of the *Decision After Fair Hearing*.

The CNS *SNAP Notice of Decision* that should be generated for re-notice is the same as claim notification, **XL0218**. Please be sure to enter the appropriate reason for the overpayment (Agency Error, Inadvertent Household Error, or Intentional Program Violation). This notice includes the calculation of the claim amount and the repayment agreement request as is required. It is recommended that the CNS notice be used whenever possible.

If a manual notice is being used for re-notice, the following State forms must be used unless a local equivalent has been approved:

- LDSS-3156: Notice of SNAP Benefits Overpayment (Demand Letter)
- LDSS-4778: Calculation of Overpayment Amount
- LDSS-4053: SNAP Benefits Compromise/Repayment Agreement Request

- This form is needed when the case is closing or has already closed, and is not needed for active cases.
- LDSS-4799: Intentional Program Violation (IPV) Disqualification Notice for SNAP *(to be used when the claim originated from an IPV)*

If you have any questions, please contact Stephen Bach at: [Stephen.Bach@otda.ny.gov](mailto:Stephen.Bach@otda.ny.gov).