



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Commissioner

RAJNI CHAWLA  
Executive Deputy Commissioner

## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	25DC030 Upstate and New York City
<b>Date:</b>	April 22, 2025
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	SNAP Directors, TA Directors, Employment Coordinators, Staff Development Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
<b>Subject:</b>	Revisions to the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Employment Services Advisor or Employment and Advancement Services Bureau at: (518) 486-6106 or <a href="mailto:EASBureau@otda.ny.gov">EASBureau@otda.ny.gov</a>
<b>Attachments:</b>	None

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref
16-ADM-05 19-ADM-02 23-ADM-03 23-ADM-08 23-ADM-09		18 NYCRR 385.2 385.3 385.4 385.5 385.6 385.7 385.9 385.10	Social Services Law (SSL) §332 §335 §336 §336-a	Employment Policy Manual Sections 2, 3, 4, 5, 6, 7, 9 & 10	7 CFR 273.7 7 CFR 273.24

### Section 2

The purpose of this GIS is to advise social services districts (districts) of revisions to several sections of the Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual to reflect current policy updates. The revised version of the

Employment Policy Manual was posted to the Office of Temporary and Disability Assistance (OTDA) Intranet website on [DATE]. 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: <https://otda.ny.gov/resources/employment-manual/>

An outline of the revisions made to the Employment Policy Manual is below. It is important to note that these revisions do not change current OTDA employment policy. Districts were previously informed of each of these changes in various OTDA policy releases, also specified below.

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## Section 3

Throughout the Employment Policy Manual, basic language substitutions were made to replace antiquated references to “Food Stamps” with the current terminology “Supplemental Nutrition Assistance Program (SNAP)”. The other, more specific changes to the Manual include:

- Parts A and B of Section 385.2 were updated to clarify that districts are required to provide a written determination when issuing a medical opinion that differs from that of a client’s treating health care practitioner. Districts were informed of this change in [16-ADM-05](#).
- Parts A and B of Section 385.3 were amended to update the categories of individuals exempt from SNAP work requirements for able-bodied adults without dependents (ABAWDs) under the federal Fiscal Responsibility Act (FRA) of 2023. Districts were informed of these changes in [23-ADM-08](#).
- Parts A and B of Sections 385.5, 385.6 and 385.9 were updated to reflect changes to the State Social Services Law (SSL) as authorized by Chapter 819 of the Laws of 2022 regarding voluntary parental, infant, and early childhood home visiting services. Districts were informed of these changes in [23-ADM-03](#).
- Parts A and B of Sections 385.6, 385.7 and 385.9 were also updated to reflect changes to the SSL that require districts to approve participation in an educational and/or vocational training program, including a two year post-secondary degree program, if it is necessary for the participant to obtain their individual employment goal and is likely to lead to a degree or certification. Districts were informed of these changes in [23-ADM-09](#).
- Parts A and B of Section 385.9 were updated to add financial literacy education to the list of specific educational activities that districts may offer as part of a TA and/or SNAP applicant/recipient’s work requirement. Districts were informed of this change in [19-ADM-02](#).

Districts are encouraged to contact their Employment Services Advisor if they have questions regarding any of these updates.