

# Employment Policy Manual Introduction

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## General Introduction

The Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) Employment Policy Manual is designed to provide social service districts (districts) with guidance to help districts successfully implement their employment programs. This guidance covers such topics as reviewing exemptions from TA and SNAP work requirements, the disability review process, work activities, participation rate requirements, conciliation and sanction procedures, and more.

Each section of the Manual is broken into three parts: The Regulations, Department Policy, and Questions and Answers. The Regulations section comes directly from the New York State Code of Rules and Regulations. The Department Policy section expands upon and offers clarification for the Regulations Section. Lastly, the Question and Answers section addresses questions frequently received from districts to the Office of Temporary and Disability Assistance (OTDA) Employment and Advancement Services Bureau staff.

The TA and SNAP Employment Policy Manual will be updated as policy changes necessitate. Districts should continue to review Administrative Directives (ADM), General Information System Messages (GIS), Local Commissioner Memoranda (LCM), and other relevant policy directives for updates. Should districts find discrepancies or need clarification on policy, they should contact their Employment Services Advisor.

## Legal Basis

### Federal Law

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the United States Department of Health and Human Services (HHS) administers and oversees the Temporary Assistance for Needy Families (TANF) block grant. Within HHS, the Administration for Children and Families has program responsibilities.

Under the Food Stamp Act of 1977, the Food Security and Rural Investment Act of 2002, and the Food, Conservation and Energy Act of 2008, the United States Department of Agriculture administers and oversees the Supplemental Nutrition Assistance Program (SNAP). Within USDA, the Food and Nutrition Service (FNS) has program responsibilities.

### Federal Regulations

45 CFR Chapter II of the Code of Federal Regulations governs the federal TANF block grant, which provides the funding for TA.

7 CFR Subchapter C of the Code of Federal Regulations governs SNAP.

### **State Law**

Under Sections 29, 95, and 358 of the Social Services Law, the New York State Office of Temporary and Disability Assistance (OTDA) is granted authority for administering TANF and SNAP.

### **State Regulations**

18 NYCRR, Part 385, of the New York State Code of Rules and Regulations governs Public Assistance and SNAP employment program requirements.

## **Acronym Listing**

ABAWD	Able Bodied Adult Without Dependents
ABE	Adult Basic Education
ABEL	Automated Budgeting and Eligibility Logic
ADA	Americans with Disabilities Act
ADM	Administrative Directive (NYS issued directive)
AFA	Anticipated Future Action
CFR	Code of Federal Regulations
CIN	Client Identification Number
CNS	Client Notices System
CUNY	City University of New York
DDD	Division of Disability Determinations
D/A	Drug/Alcohol
EAF	Emergency Assistance to Families
ESL	English as a Second Language
ESNA	Emergency Safety Net Assistance
E&T	Employment & Training
FA	Family Assistance
FFFS	Flexible Fund for Family Services
GIS	General Information System Messages

## NYS Office of Temporary and Disability Assistance- TA and SNAP Employment Policy Manual

HEAP	Home Energy Assistance Program
HIV	Human Immunodeficiency Virus
HRA	Human Resources Administration
HSE	High School Equivalency
INF	Information Letter
JRT	Job Readiness Training
LCM	Local Commissioner Memoranda
LDSS	Local District Social Services
NOAA	Notice of Adverse Action
NTA-SNAP	Non-Temporary Assistance SNAP
NYC	New York City
NYCRR	New York Codes, Rules, and Regulations
NYCWAY	New York City Work Accountability and You
OCFS	Office of Children and Family Services
OJT	On-The-Job Training
OTDA	Office of Temporary and Disability Assistance
PA	Public Assistance
TA	Temporary Assistance
TANF	Temporary Assistance for Needy Families
SN	Safety Net
SNA-MOE	Safety Net Assistance Maintenance of Effort
SNA Non-Moe	Safety Net Assistance Non-Maintenance of Effort
SNAP	Supplemental Nutrition Assistance Program
SNAP E&T	Supplemental Nutrition Assistance Program Employment & Training
SNAP-FP	Safety Net Assistance Federally Participating
SNAP-MIX	TA and SNAP Mixed Household
SSD	Social Security Disability
SSI	Supplemental Security Income
SSDI	Social Security Disability Insurance

SSL	Social Services Law
SUNY	State University of New York
USC	United States Code
VISTA	Volunteers in Service to America
WEP	Work Experience Program
WIC	(The Special Supplemental Nutrition Program for) Women, Infants and Children
WIOA	Workforce Innovation and Opportunity Act
WRTS	Welfare Reporting and Tracking System
WMS	Welfare Management System
WTWCMS	Welfare to Work Caseload Management System