NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

DATE: November 29, 2018

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors, SNAP Directors and Staff Development Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Availability of a new SNAP E&T Cognos report: SNAP Budgeted Earned Income/Employment Schedule

EFFECTIVE DATE: Immediately

CONTACT PERSON: Program Questions: Employment and Advancement Services Bureau (518) 486-6106 or Employment Services Advisor

Technical Questions: E-mail the Cognos Helpdesk at its.sm.hs.eim.businessintelligence@its.ny.gov or Call the Customer Care Center at 1-800-697-1323 and request to have an incident ticket opened and assigned to: L2 HSP COGNOS.

The purpose of this General Information System (GIS) message is to inform social services districts (districts) of the availability of a new Cognos report (SNAP Budgeted Earned Income/ Employment Schedule) to assist districts with tracking and monitoring of their Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) employed caseload. This report can be accessed immediately through the Cognos SNAP E&T folder. The report run time does vary by district size. The default output format for this report is Microsoft Excel.

How to Access the SNAP E&T folder:

1. In Centraport, under the **Links** section, click on **Applications**.
2. Select **Cognos 11**.
3. Select **Team Content**.
4. Click on **Global Reports**.
5. Click on **OTDA**.
6. Click on **Employment Programs Reports**.
7. Click on **SNAP E&T**.

Note: The Cognos reports are based on Welfare Reporting and Tracking System (WRTS) information derived from the Welfare Management System (WMS) and the Welfare-to-Work Caseload Management System (WTWCMS). It is important for districts to ensure that information entered on these systems is consistent with the case record and that participation in all work activities is entered in WTWCMS correctly and in a timely manner so that the reports provide correct information. Access to Cognos is limited to designated district staff. District staff must, at a minimum, have access to Cognos with OTDA WRTS security level services (OTDA - WRTS - Districts or OTDA - WRTS - Districts Non-Services) to access the new report.

NEW YORK
STATE OF
OPPORTUNITY. | **Office of Temporary and Disability Assistance**

SNAP Budgeted Earned Income/Employment Schedule report

Suggested Use: This report should be used to help staff track the budgeted earned income reported in the SNAP budget and WTWCMS employment schedules.

This report lists adults (Age 16+), who are actively receiving SNAP benefits within a district, that currently have budgeted earned income in ABEL and/or projected actual (scheduled) weekly employment hours in WTWCMS.

Prompts:

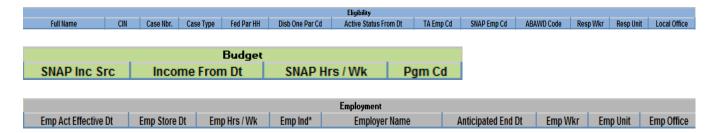Each prompt type needs to have a selection made prior to running this report.

District(s): Select district. Only your district's data will be available to district staff.

Case Type: Select case type(s)
- NPA-SNAP (Case type 31)
- SNAP-Mixed (Case type 32)
- Family Assistance (Case type 11 and 12)
- SNA MOE (case type 16 or 17 **with** state/federal charge code 63 or 64)
- SNA Non-MOE (case type 16 or 17 **without** state/federal charge code 63 or 64)

Report Columns:

This report will display the following columns in three sections (left to right). The first section titled "Eligibility" shows information from WMS, the second section is titled "Budget" and that includes data from currently stored ABEL budget, the last section is titled "Employment" and that includes information from the WTWCMS. The headings from each of the three sections are displayed and then defined below.

Eligibility												
Full Name	CIN	Case Nbr.	Case Type	Fed Par HH	Disb One Par Cd	Active Status From Dt	TA Emp Cd	SNAP Emp Cd	ABAWD Code	Resp Wkr	Resp Unit	Local Office

Budget			
SNAP Inc Src	Income From Dt	SNAP Hrs / Wk	Pgm Cd

Employment							
Emp Act Effective Dt	Emp Store Dt	Emp Hrs / Wk	Emp Ind*	Employer Name	Anticipated End Dt	Emp Wkr	Emp Unit	Emp Office

NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

Report Column Name	Description
Full Name	Individual's name
CIN	Individual's CIN
Case Number	Case number the individual is associated with during the report month
Case Type	Displays the individual's active case type at the end of the report month
Federal Parents in Household	Number of parents in the Temporary Assistance work participation rate
Disabled/One Parent Code	This indicates if there are disabled parents in the Temporary Assistance work participation rate: • N-No parents are disabled • T-True Single Parent/Adult non-disabled • D-One or more parent/adult is disabled
Active Status from Date	Displays date case became active in WMS
TA Employability Code	Current Temporary Assistance employability code at the time the report ran
SNAP Employability Code	Current SNAP Employability Code at the time the report ran.
ABAWD Code	Current SNAP ABAWD Code at the time the report ran • N - Non-ABAWD • A - ABAWD • W - Waived from ABAWD work requirements per USDA approved ABAWD waiver • X - Excluded, based on district's exclusion policy
Responsible Worker	Displays eligibility worker assigned to case
Responsible Unit	Displays eligibility unit assigned to case
Local Office	Displays local office assigned to case
SNAP Income Source	Income source code entered into the SNAP ABEL Budget
Income from Date	"From Date" of current SNAP ABEL budget
SNAP Hours in the Week	Displays the weekly hours of employment reported on the SNAP ABEL Budget.
Program Code	This indicator "F" indicates that this data is coming from a SNAP ABEL Budget
Employment Effective Active Date	Displays the date that was entered on WTWCMS as the effective date in the employment record.

NEW YORK STATE OF OPPORTUNITY. | **Office of Temporary and Disability Assistance**

Employment Stored Date	Displays date the employment record was last stored in WTWCMS.
Employment Hours in the Week	Displays current weekly hours of employment in WTWCMS schedule
Employment Indicator	Displays the Employment Indicator on WTWCMS O - On-the-Job Training; S - Subsidized Employment; U - Unsubsidized Employment
Employer Name	Displays the name of the current employer as entered on WTWCMS
Anticipated End Date	Displays the anticipated end date employment as entered on WTWCMS
Employment Worker	Displays employment worker currently assigned to the individual in WTWCMS
Employment Unit	Displays employment unit assigned to the individual in WTWCMS
Employment Office	Displays employment office assigned to the individual