



General Information System (GIS) Message

Section 1

Transmittal:	25DC056 Upstate and New York City
Date:	August 21, 2025
To:	Subscribers
Suggested Distribution:	SNAP Directors, TA Directors
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	Revised Supplemental Nutrition Assistance Program (SNAP) Source Book now available
Effective Date:	Immediately
Contact Information:	SNAP Bureau – SNAPBureau@otda.ny.gov or 518-473-1469
Attachments:	N/A

Section 2

The purpose of this GIS is to inform social services districts (districts) about the release of a revised SNAP Source Book. The July 2025 revised Source Book can be found at <https://otda.ny.gov/programs/snap/SNAPSB.pdf>.

The SNAP Source Book serves as New York State's SNAP program's policy manual. It summarizes SNAP policy guidance and includes citations for federal and state SNAP regulation, and departmental policy directives. It contains new sections for the Elderly Simplified Application Project (ESAP) and NYS Combined Application Project (NYSCAP), as well as policy updates to each section.

Districts are urged to access the revised online SNAP Source Book and delete/discard any prior versions. Source Book sections are periodically updated, and as these updates are posted, a GIS will be issued detailing the included changes. Revision dates for each section will be printed at the bottom of each page.

Districts should contact their SNAP liaison if they have any questions.