

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

| | |
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| 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 |

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| 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 |

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| 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 |