

How to Use This Guide

In this section:

Common Acronyms and Terms	2
Organizational Structure of the Supplemental Nutrition Assistance Program (SNAP)	5

How to Use This Guide

Hunger Solutions New York's Supplemental Nutrition Assistance Program (SNAP) prescreening guide is designed for human service agencies, advocates, and volunteers working with low-income households who wish to:

- Determine which households may qualify for SNAP benefits,
- Estimate a household's SNAP benefit allotment,
- Assist potentially eligible households through the SNAP application process, and
- Assist current SNAP participants in the recertification process.

Contained in this guide are:

- Eligibility rules for a variety of populations,
- Details about policies and programs that help facilitate SNAP access,
- Tools for budgeting and estimating SNAP benefits,
- Step-by-step SNAP budgeting instructions,
- Specifics about maintaining, using and recertifying for SNAP benefits, and
- Information about how SNAP is administered during disasters and misfortunes.

On the left, beneath headings and subheadings, there are policy references like these:

SNAPSB SECTION 3: PG. 6

03-ADM-03

10-INF-22

To help demystify them, here is an explanation of each:

SNAPSB SECTION 3: PG. 6: this refers to a section of the SNAP Sourcebook (SNAPSB), which details New York State policy and includes SNAP administration instructions for local districts. To view the SNAP Sourcebook and SNAP policy memos, visit: otda.ny.gov/legal/

03-ADM-03; 10-INF-22: these refer to OTDA SNAP policy memoranda issued through administrative directives (ADMs), informational letters (INFs), local commissioner memoranda (LCMs), and General Information Messages (GIS).

At the end of each section of this guide, you will find helpful resources related to the section's content. Throughout the guide, you will find information about Hunger Solutions New York web pages that can be helpful tools in the SNAP application and recertification process. Additional resources can be found in our online Resource Library, available at HungerSolutionsNY.org/Resource-Library

This guide only briefly addresses SNAP work rules. The New York State Temporary Assistance and SNAP Employment Policy Manual provides a comprehensive explanation of SNAP's employment and training requirements.

Hunger Solutions New York also provides a digital SNAP Prescreening Guide at SNAPGuideNY.org. The digital guide includes a benefits estimator where you can input an applicant's household information, income, and deductions and instantly calculate an estimated SNAP benefit.

**How to Use
This Guide, cont.**

Hunger Solutions New York updates both the print and digital guides periodically to reflect policy changes, including the yearly October 1 SNAP standards/deductions/adjustments. Each section in the print guide has a date at the bottom of the page that indicates the most recent update to that section. Visit SNAPGuideNY.org and click “Download a PDF of the Guide” to ensure that you have the most recent version. You can also visit HungerSolutionsNY.org/SNAP for the latest SNAP policy changes and clarifications.

Hunger Solutions New York encourages advocates to try to resolve problems encountered when assisting someone with the SNAP application or recertification process by communicating with local SNAP offices.

Common Acronyms and Terms

ABAWDs	Able-Bodied Adults Without Dependents
ABLE	Achieving a Better Life Experience
ADA	Americans with Disabilities Act
ADM	Administrative Directive—issued by OTDA to notify LDSS about policies and procedures that must be followed in the administration of programs
CAP	Combined Application Project
Cat el	Categorical Eligibility
CTE	Career and Technical Education
DSS	Department of Social Services—the county-level SNAP administering agency (see also LDSS)
DHS	Department of Homeland Security
E&T	Employment and Training Program
EBT	Electronic Benefits Transfer—a system of disbursing temporary assistance and SNAP benefits to households, using a swipe card
EFC	Expected Family Contribution
EITCs	Earned Income Tax Credits
EOC	Educational Opportunity Center
ESAP	Elderly Simplified Application Project
FA	See TANF
FEDS	Front End Detection System

**Common Acronyms
and Terms, cont.**

FNS	Food and Nutrition Service—the division of USDA responsible for administering SNAP and child nutrition programs
FPL	Federal Poverty Level
GIS	General Information System Messages—issued by OTDA to provide immediate direction to SNAP offices about current OTDA program policies and procedures
GIT	Gross Income Test
HEAP	Home Energy Assistance Program
HRA	Human Resources Administration—New York City’s Department of Social Services
IDA	Individual Development Account
INF	Informational Letter—issued by OTDA, these letters include articles of general interest to SNAP office staff, including pamphlets or brochures, new or revised lists of contacts, etc.
IPV	Intentional Program Violation—disqualification imposed on someone who has committed fraud
LDSS	Local Department of Social Services—the county-level SNAP administering agency. Also referred to as the SNAP office. (see also DSS)
LEP	Limited English Proficiency
LPR	Lawful (or Legal) Permanent Resident—also known as “Green Card” holder
MA	Medicaid
MARU	Mail-In Application Referral Unit—HRA initiative in NYC that encourages households to apply for SNAP through mail or fax
NTA/NPA	Non-Temporary Assistance/Non-Public Assistance—household in which no one receives temporary assistance
NOMI	Notice of Missed Interview
NYSNIP	New York State Nutrition Improvement Project—program that provides automatic SNAP benefits to SSI live-alone recipients
OJT	On the Job Training
OTDA	Office of Temporary and Disability Assistance (also referred to as NYSOTDA—the state agency responsible for administering SNAP in New York State

**Common Acronyms
and Terms, cont.**

PARIS	Public Assistance Reporting Information System
RA	Rehabilitation Act
SN/SNA	Safety Net Assistance—temporary assistance program for households without children and households that have exceeded the five-year TANF time limit
SNAP	Supplemental Nutrition Assistance Program—formerly the Food Stamp Program
SNAPSB	Supplemental Nutrition Assistance Program Source Book—New York State administrative policy manual
SSA	Social Security Administration
SSD/SSDIB	Social Security Disability Insurance Benefits
SSI	Supplemental Security Income—cash assistance program for low-income elderly (65+) and disabled individuals, administered by SSA
SSN	Social Security Number
SUA	Standard Utility Allowance
TA	Temporary Assistance—generic term for SNA and TANF—also known as cash assistance, public assistance or welfare
TANF	Temporary Assistance for Needy Families—the temporary assistance program for families with children, also known as Family Assistance
TBA	Transitional Benefits Alternative—transitional SNAP for people leaving TANF
UIB	Unemployment Insurance Benefits
USCIS	United States Citizenship and Immigration Services—the federal immigration agency formerly known as INS—Immigration and Naturalization Service
USDA	United States Department of Agriculture—administers SNAP on the federal level
WEP	Work Experience Program
WIA	Workforce Investment Act
WIOA	Workforce Innovation and Opportunity Act

Organizational Structure of the Supplemental Nutrition Assistance Program (SNAP)

United States Congress

Congress authorizes SNAP through the Farm Bill every five years.

United States Department of Agriculture (USDA)

Federal agency responsible for administration of SNAP.
Issues SNAP regulations and policies. Monitors state agency performance.

Office of Temporary and Disability Assistance (OTDA)

Responsible for administering SNAP in New York State.
Issues state regulations, policy directives and trains and monitors local Departments of Social Services.
Responsible for administration of state SNAP Employment & Training Plan and ABAWD policies.

Local Department of Social Services (LDSS) or Human Resource Administration (HRA) In NYC

County government agency that determines SNAP eligibility and issues benefits to eligible households.
Households apply for SNAP through their LDSS/HRA.

