How to Use This Guide

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How to Use This Guide

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

- 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.

This guide includes:

- Eligibility rules for a variety of populations,
- Details about policies and programs that 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,
- Information about how SNAP is administered during disasters and misfortunes,
- Information about electronic benefit theft and how to help SNAP households protect EBT cards from skimming.

On the left, beneath headings and subheadings, 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).

The end of each section includes helpful resources related to that section's content. Throughout the guide, we also refer to Hunger Solutions New York's web pages that contain SNAP policy information or useful tools for the SNAP application and recertification process. Additional resources can be found in our online Resource Library, available at HungerSolutionsNY.org/Resource-Library

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 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.

Common Acronyms and Terms

ABAWDs	Able-Bodied Adults Without Dependents
ABLE Account	Achieving a Better Life Experience— tax-advantaged savings programs for eligible people with disabilities
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. Also referred to as the SNAP office (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	Family Assistance—see TANF
FEDS	Front End Detection System

Common Acronyms and Terms, cont.

FNA	Food and Nutrition Administration—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, the SNAP administering agency in NYC. Also referred to as the SNAP office.
IDA	Individual Development Account—a type of savings account that helps low-income and low-wealth people save for specific goals over a set period of time. IDAs are designed to help people build wealth and improve their financial outcomes.
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
NTA/NPA	Non-Temporary Assistance/Non-Public Assistance—household in which no one receives temporary assistance
NOMI	Notice of Missed Interview
NYSCAP	New York State Combined Application 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, which sets federal policies governing food and agriculture programs.

United States Department of Agriculture (USDA)

Federal agency responsible for the 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.