



DISPLACED HOMEMAKER PROGRAM

Program Guidance Letter

September 27, 2013

Displaced Homemaker Guidance Letter No. 2.1

TO: Local Displaced Homemaker Program (DHP) Operators

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) funding for DHP and Revised DHP Participant and Fiscal Reporting Forms

ACTION: Local DHP Coordinators must ensure these guidelines are followed.

This guidance letter rescinds Guidance Letters No. 2 and No. 3.

Overview

The New York State Office of Temporary and Disability Assistance (OTDA) has made up to \$761,000 in federal SNAP funds available to NYSDOL to reimburse DHP Centers 50% for State funds that are used to serve non-TANF, food stamp recipients. In order to capture and report the SNAP earnings (in accordance with OTDA requirements), NYSDOL has made slight revisions to both the Detailed Reimbursement Request and the SNAP Employment and Training Monthly forms (see Reporting Requirements).

DHP providers should verify whether the non-TANF individuals enrolled in the program are in receipt of food stamps. Since all DHP participants are eligible for the same set of program services, client counts will be used to identify eligible SNAP expenditures. DHP providers will report the total number of non-TANF individuals served with State Aid to Localities funds. The percentage comprised of SNAP recipients will be applied to the total State DHP funds expended during the period, and 50% of this amount will be claimed for SNAP reimbursement.

Eligible Individuals

- All individual served under this SNAP initiative must be:
 - Eligible for the DHP program; and
 - Food stamp applicants or recipients who are work registrants or volunteers; and
 - Newly enrolled in the program (individuals enrolled in the program prior to agreement to use SNAP to support the program may not have services paid for with SNAP funds).
- In addition:
 - Applicants of food stamps must verify recipient/applicant status within 30 days from date of application. If denied, all SNAP services must be discontinued. Any service provided during the period of applicant status is eligible for reimbursement.
 - Participants must continue to be in receipt of food stamps during the program.

- Food Stamp applicants or recipients who are at least 18 years of age or age 16-17 and not in school are eligible to participate in SNAP funded services.
- Individuals in receipt of TANF-funded public assistance are **not** eligible for services under this program.

The [My Benefits Guide for SNAP](#) will provide you with guidelines for SNAP eligibility. Screen shots have been included that will provide you with different case scenarios you may encounter and the eligibility status for each type ([Attachment A](#)).

Coordination with Social Services Districts

Program providers are expected to coordinate with their local departments of social services (LDSS) to ensure program services are consistent with district requirements. Districts may require SNAP applicants or recipients to participate in employment services. If the target population serviced overlaps with populations targeted by the district for employment services, providers may need to report attendance information, employment, and any noncompliance or program exit to the LDSS. Providers are required to contact the LDSS that covers individuals served by the provider to identify reporting requirements, if any, and to coordinate services. Providers are expected to accept referrals from the LDSS.

Allowable SNAP Activities

The non-federal eligible funds being contributed must be used to support costs associated with operating employment preparation programs for eligible food stamp individuals. Funds may be used for administrative costs including staffing, equipment, and materials directly related to the operation of the program. *Any State funds already being used for federal matching purposes are not eligible for reimbursement under this program.*

The following are allowable SNAP activities:

- *Job search and placement* – supervised contact of employers in an effort to obtain a job placement in available, appropriate positions.
- *Job readiness assistance* – preparation for employment through training in areas such as employer expectations, appropriate work-place conduct, personal appearance, job application and resume writing, job interviewing techniques and job seeking skills.
- *Job skills training/vocational education* – instruction in a specific skill or occupation or programs with a specific vocational objective.
- *Educational training related to employment*¹– may include literacy training, GED preparation or English Language Instruction.
- *Work experience* – activity that improves the employability of participants through actual unpaid work experience in the public or nonprofit sector. Individuals may not participate in SNAP work experience for hours that exceed the household’s food stamp benefit plus any safety net cash benefit divided by the federal or state minimum wage, whichever is higher.

¹ Since DHP programs are authorized to provide only core and intensive services (DHP Program Guidance Letter No. 1.1), DHP Centers will not be using their State DHP resources to provide Job Skills Training/Vocational Education, Educational Training, Work Experience, or Subsidized Employment.

- *Subsidized employment* – Paid employment in the private or public sector and on-the-job training during a limited period of time during which the wages of the participant are subsidized. SNAP funds may not be used to pay the wages but may be used to support the administration of a subsidized employment program. Please note that subsidized employment does not qualify as a job entry. If the client is subsequently retained after the subsidy period, a job entry & retention could possibly be claimed.
- *Job Retention* – provides support services for up to 90 days to individuals who have secured employment. Only individuals who have received other employment/training services under the SNAP program are eligible for job retention services.

Individuals enrolled in any SNAP activity should also receive case management services including employment assessments and assistance with child care and transportation if necessary to enable the SNAP participant to enroll in program services.

The following types of expenditures would **not** qualify for reimbursement with SNAP funds. As such, State funds should not be used for the following when serving SNAP-eligible displaced homemakers:

- Wage subsidies;
- Supervision of, or materials and equipment necessary to support, individuals participating in unpaid work experience;
- Medical services of any kind;
- Job retention services for individuals employed at time of enrollment;
- Job retention services beyond 90 days after eligible individuals enter employment;
- Substance abuse services;
- Computers for participants or internet connections for participants;
- Activities that exceed 120 hours per month (unless the individual volunteers to participate for the additional hours);
- To supplant non-federal funds supporting basic educational programs; or,
- Costs prohibited for federal grants according to OMB Circulars.

Use of SNAP Reimbursement Funds

The credited SNAP reimbursement funds must be used to serve eligible displaced homemakers (the displaced homemakers do not have to be food stamp eligible to be served with the funds that reimbursed). You may *not* use federal SNAP reimbursement funds to generate additional SNAP reimbursement funds – only non-federal resources (in this case, your State Aid to Localities funds) may be used for that purpose.

Reporting Requirements

DHP providers must comply with participant reporting requirements outlined by OTDA and the LDSS. Information may include, but is not limited to, client demographics, attendance records, employment and wage verification. Qualifying State expenditures for services provided to non-TANF, SNAP-eligible displaced homemakers served through DHP provider contracts will be used to generate SNAP reimbursements which will be credited to your current contract. In order to capture and report the SNAP reimbursements, slight revisions to both the Detailed Reimbursement Request (DRR) forms and the SNAP Employment and Training Monthly form have been made.

DHP providers are required to report to NYSDOL using the following forms:

- [NYS DOL-OTDA 3148 amended](#): This form, which must be submitted with every voucher, is used to report the number of participants served by funding source as well as entered employment and retention outcomes ([Attachment B](#)).
- [Detailed Reimbursement Request \(DRR\)](#): is used to track expenditures across all relevant funding streams by cost category in order to draw down funds for reimbursement ([Attachment C](#)).
- [SNAP Employment & Training DHP Monthly Report](#): The modified SNAP Employment and Training DHP Monthly Report form now reflects the actual cost of serving SNAP eligible participants. The **Contract Unit** will determine and enter that cost by using the participant information on the revised Reimbursement Forms. Contractors are still responsible for completing the form, except for the SN-FS and NPA-FS cost fields, and submitting this form along with their monthly DRR ([Attachment D](#)).

Attachment A: [My Benefits Guide for SNAP](#)

Attachment B: [NYS DOL-OTDA 3148 amended](#)

Attachment C: [Detailed Reimbursement Request](#)

Attachment D: [SNAP Employment & Training DHP Monthly Report](#)