



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #15-90-OPE

INTRODUCTION OF A NEW RACE/ETHNICITY CODE (“U”)

Date: October 5, 2015	Subtopic(s): Eligibility
<p>See PB #10-125-OPE</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff of the proper procedure for collecting race/ethnic information when it has not been provided by the applicant/participant household, when applying for SNAP benefits or adding members to the SNAP case.</p> <p>The Human Resources Administration (HRA) is mandated by the United States Department of Agriculture (USDA), to collect and report the race/ethnic information of all SNAP applicants/participants and to advise them of the importance of collecting this information. The Worker <u>must</u> encourage the applicant/participant to provide race/ethnic information to comply with this mandate.</p> <p>If race/ethnic information <u>is</u> given by an applicant/participant the Worker must record it by completing the appropriate screens on the Paperless Office System (POS) or directly entering information on the Turn-Around Document (TAD).</p> <p>Note: The Worker <u>must not</u> make an assumption of, change, or challenge, the race/ethnic information given by the applicant/participant.</p> <p>If the race and ethnic information <u>is not</u> given, or is refused to be given, by the applicant/participant, the Worker must inform him/her that a determination of his/her race and ethnicity will be reported as “unknown”, and recorded in the system.</p> <p>The Worker will enter the new “U” (unknown) code in POS for both race and ethnicity for applicants/participants who do not give, or refuse to give, race/ethnic information.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Effective Immediately

Reference:

[15-INF-08](#)

Related Item:

[PB #10-125-OPE](#)