



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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Office of Procedures

POLICY BULLETIN #17-85-ELI

TREATMENT OF HURRICANE EVACUEES APPLYING FOR CASH ASSISTANCE (CA) AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS

<p>Date: October 13, 2017</p>	<p>Subtopic(s): CA and SNAP Eligibility for Hurricane Harvey, Irma and Maria Evacuees</p>
	<p>The purpose of this policy bulletin is to provide guidance to Job Center, Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center and HIV/AIDS Services Administration (HASA) staff on how to process applications to meet the needs of individuals and families who state they are evacuees of Hurricane Harvey, Irma or Maria.</p> <p>Each individual or family displaced as a result of Hurricane Harvey, Irma or Maria will present with different needs, possibly including the need for special accommodations, and must be handled accordingly.</p> <p><u>Cash Assistance Applications</u></p> <p>There are certain requirements that staff must adhere to in processing Cash Assistance (CA) applications of evacuees of Hurricane Harvey, Irma or Maria.</p> <ul style="list-style-type: none"> • Each applicant for emergency assistance or recurring CA must complete a New York State Application for Certain Benefits and Services(LDSS-2921) and have a face-to-face interview. • Many evacuees will not have documentation with them and may not be able to secure documentation for some time. Self-declarations and collateral sources (e.g. attestations from family and friends) may be the only verification available and must be used to satisfy document requirements such as: <ul style="list-style-type: none"> ▪ identity; ▪ income; ▪ resources; ▪ citizenship status; and ▪ relationship.

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- The authorization of recurring benefits must not be delayed pending verification/documentation of required items.
- The Social Security Validation process may assist staff with establishing identity.
- Verification from other states as to whether or not a family has received 60 months of Temporary Assistance to Needy Families (TANF) funded benefits may also not be available for some time. The JOS should ask the individual/family how long they have received TANF funded benefits and use this information to determine the CA category of assistance until documentation becomes available.
- Displaced evacuees may be eligible for emergency assistance, including the need to help establish a home. For persons with income who do not qualify for recurring Safety Net Assistance (SNA), immediate needs may be met under Emergency Safety Net Assistance (ESNA) category since the emergency is related to a catastrophe and the 125% gross income test does not apply.
- The JOS must not attempt to consider, as income or resources, any CA benefits received in the home state or territory of displaced evacuees prior to their resettlement in New York.
- Income that is received, such as Social Security Benefits, must be budgeted using normal budgeting procedures. Initially displaced evacuees may not have such income but may begin to receive it at a later date. Applicants who were receiving or who may be eligible for such benefits should be directed to the local Social Security Administration for help reinstating this source of income.
- The JOS must determine if an applying hurricane evacuee individual or family is eligible to receive any additional allowances based on their actual circumstances. For example, if the individual or family is housed where they are not able to prepare meals or where meals are not provided in the residence, the JOS must determine if a restaurant allowance is appropriate.

SNAP Applications

Evacuees from Gulf Coast States

The special processing rules for SNAP applications of evacuees from Gulf Coast States affected by Hurricanes Harvey and Irma expired on September 30, 2017. Regular SNAP processing rules now apply to those evacuees (e.g. Texas and Florida) who apply in New York on or after October 1, 2017.

See **Form M-50b** Social Security Field (Benefit) Offices in New York City.

See [PB #17-82-ELI](#) Hurricane Harvey and Hurricane Irma Evacuees.

Evacuees from Puerto Rico

The United States territory of Puerto Rico does **not** participate in SNAP and has its own federal food assistance program known as the Nutrition Assistance Program (NAP). NAP is not interoperable with SNAP and NAP benefits cannot be used outside of Puerto Rico.

The United States Department of Agriculture (USDA) issued instructions to advise states to serve evacuees from Puerto Rico, including those receiving NAP, through regular SNAP eligibility rules.

Puerto Rican evacuee families may be treated as separate households from the family with whom they reside.

JOS/Workers are reminded that while regular SNAP eligibility and application processing rules apply to Hurricane Maria evacuees, evacuee households residing with another household may be treated as separate SNAP households even if the households are currently purchasing and preparing food together.

As a result of the hurricanes, Puerto Rico does not have the capability to close or process changes to NAP cases. Therefore, hurricane evacuees **identified as NAP households** must attest, either orally or in writing that the applicant understands that no member may receive both NAP and SNAP benefits at the same time, and that the household will request its NAP case to be closed at the earliest possible opportunity.

See **Attachments A and B** for use by SNAP applicants who were receiving NAP when they were displaced from Puerto Rico.

The USDA has provided samples of an affidavit which should be used by evacuees identified as NAP households. The signed affidavit should be scanned and indexed in the **Document description** field under “**Affidavit for SNAP applicants receiving NAP displaced from Puerto Rico**”. If the household prefers not to submit a written attestation, they should be read the affidavit and asked to attest to it orally. The JOS/Worker is **required** to document household’s response in the case notes.

Self-declaration and collateral resources.

Many evacuees will not have documentation with them and may not be able to secure documentation for an extended period of time. Self-declarations and collateral sources (e.g. attestations of family or friends) may be used to satisfy document requirements. Providing recurring benefits must not be delayed pending actual verification/documentation of required items.

Households should be encouraged to provide documentary verification as soon as it becomes available. JOSs/Workers are reminded that for SNAP, identity may be established through the SSN validation process.

Welfare Management System (WMS)

The Office of Temporary and Disability Assistance (OTDA) has created three CA case level and three CA line level opening codes which should be used to open the CA cases of evacuees from Hurricanes Harvey, Irma, and Maria:

- Y71 Eligible as a result of Hurricane Harvey
- Y72 Eligible as a result of Hurricane Irma
- Y73 Eligible as a result of Hurricane Maria

Currently, these codes are being tested in POS. In the interim, these cases must be processed in the Paperless Alternate Module (PAM). An update to this procedure will be published when the codes are available in Paperless Office System (POS).

Effective Immediately

References:

GIS 17 TA/DC039
USDA Release No. 0127.17 October 1, 2017

Related Item:


[PB #17-82-ELI](#) Hurricane Harvey and Hurricane Irma Evacuees

Attachments:

M-50b Social Security Field (Benefit) Offices in New York City

Attachment A Affidavit for Supplemental Nutrition Assistance Program (SNAP) applicants who were receiving Nutrition Assistance Program (NAP) when they were displaced from Puerto Rico due to Hurricanes Irma and Maria (English)

Attachment B Affidavit for Supplemental Nutrition Assistance Program (SNAP) applicants who were receiving Nutrition Assistance Program (NAP) when they were displaced from Puerto Rico due to Hurricanes Irma and Maria (Spanish)

 Please use Print on Demand to obtain copies of forms.

Social Security Field (Benefit) Offices in New York City

Office Hours: Monday, Tuesday, Thursday, Friday ► 9:00 AM – 4:00 PM Wednesday ► 9:00 AM – 12:00 PM			
Bronx	Brooklyn	Manhattan	Queens / Staten Island
Bronx Hub 820 Concourse Village West 3rd Floor Bronx, NY 10451	South Brooklyn 7714 17th Avenue Brooklyn, NY 11214	Downtown 123 William Street 4th Floor New York, NY 10038	Astoria/Long Island City 31-08 37th Avenue Ground Floor Long Island City, NY 11101
East Bronx 1380 Parker Street 2nd Floor Bronx, NY 10461	Bedford Heights 1540 Fulton Street Brooklyn, NY 11216	East Harlem 345 East 102nd Street 4th Floor New York, NY 10029	Rockaway 113-06 Rockaway Beach Boulevard Rockaway Park, NY 11694
Hunts Point 1029 East 163rd Street 3rd Floor Bronx, NY 10459	Boro Hall 195 Montague Street 7th Floor Brooklyn, NY 11201	East Village 650 East 12th Street New York, NY 10009	Rego Park/Glendale 63-44 Austin Street Rego Park, NY 11374
Laconia Avenue 3247 Laconia Avenue Bronx, NY 10469	Bushwick/Williamsburg 1111 Myrtle Avenue Brooklyn, NY 11206	Midtown 237 West 48th Street 5th Floor New York, NY 10036	Jamaica 155-10 Jamaica Avenue 3rd Floor Queens, NY 11432
West Farms 1829 Southern Boulevard Bronx, NY 10460	Canarsie 1871 Rockaway Parkway Brooklyn, NY 11236	Uptown 55 West 125th Street 6th Floor New York, NY 10027	Flushing 138-50 Barclay Avenue Flushing, NY 11355

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Social Security Field (Benefit) Offices in New York City (continued)

Office Hours: Monday, Tuesday, Thursday, Friday ► 9:00 AM – 4:00 PM Wednesday ► 9:00 AM – 12:00 PM			
Bronx	Brooklyn	Manhattan	Queens / Staten Island
Fordham 2501 Grand Concourse Bronx, NY 10468	Cypress Hills/ East New York 3386 Fulton Street Brooklyn, NY 11208	Washington Heights 4292 Broadway New York, NY 10033	Hylan Boulevard * 1510 Hylan Boulevard 2nd Floor Staten Island, NY 10305
Westchester Square 1380 Parker Street Bronx, NY 10462	Flatbush 2250 Nostrand Avenue Brooklyn, NY 11210		Staten Island * Richmond Avenue 2389 Richmond Avenue Staten Island, NY 10314

*Offices that also provide Social Security Card services.

SAMPLE

Social Security Card Centers in New York City

Office Hours: Monday – Friday ► 7:00 AM – 4:00 PM			
Bronx	Brooklyn	Manhattan	Queens / Staten Island
Bronx Hub 820 Concourse Village West 2nd Floor Bronx, NY 10451	Brooklyn Heights 154 Pierrepont Street 6th Floor Brooklyn, NY 11201	Downtown 123 William Street 3rd Floor New York, NY 10038	Jamaica 155-10 Jamaica Avenue 2nd Floor Queens, NY 11432

Affidavit for Supplemental Nutrition Assistance Program (SNAP) applicants who were receiving Nutrition Assistance Program (NAP) when they were displaced from Puerto Rico due to Hurricanes Irma and Maria

Instructions: If you would like to receive Supplemental Nutrition Assistance Program (SNAP) and were receiving Nutrition Assistance Program (NAP) benefits in Puerto Rico, you must fill out the following information and verify that you will not participate in both programs at the same time.

NAME (Head of household):

NAME (Other members of household):

SNAP APPLICATION/CASE NUMBER (If available):

CURRENT ADDRESS:

ADDRESS IN PUERTO RICO:

NAP CASE NUMBER(If available):

STATEMENT AGAINST DUPLICATE PARTICIPATION:

I understand that each member of my household may not receive benefits from the Nutrition Assistance Program (NAP) or the Supplemental Nutrition Assistance Program (SNAP) at the same time. If I am found eligible for SNAP benefits, I attest under penalty of perjury and disqualification that I will not participate in both programs simultaneously and will close my household's NAP case at the earliest possible opportunity.

Signature:

Date:

Declaración Jurada para los solicitantes de Supplemental Nutrition Assistance Program (conocido como SNAP por sus siglas en inglés, antes conocido como Cupones Para Alimentos o Food Stamp Program), quienes antes recibían beneficios del Programa de Asistencia Nutricional (PAN) y fueron desplazados de Puerto Rico a causa de los Huracanes Irma y Maria

Instrucciones: Si desea recibir beneficios de SNAP en este estado y estaba recibiendo beneficios de PAN en Puerto Rico, es necesario llenar la siguiente información y declarar que no participará en ambos programas al mismo tiempo.

NOMBRE (Jefe del hogar):

NOMBRE (Otros miembros del hogar):

NÚMERO DE SOLICITUD O CASO DE SNAP (Si lo tiene disponible):

DIRECCIÓN ACTUAL:

DIRECCIÓN DEL HOGAR EN PUERTO RICO:

NÚMERO DE CASO DE PAN (si lo tiene disponible):

DECLARACIÓN ENCONTRA DE DOBLE PARTICIPACIÓN:

Yo entiendo que ningún miembro de mi hogar recibirá beneficios de SNAP y PAN al mismo tiempo. Si determinan que soy elegible para los beneficios de SNAP, declaro bajo pena de perjurio y descalificación que no participaré en ambos programas (PAN y SNAP) al mismo tiempo. También declaro que contactaré a las oficinas de PAN para cerrar mi caso de PAN lo más pronto posible.

Firma del Solicitante:

Fecha:
