



OFFICE OF POLICY, PROCEDURES, AND TRAINING


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POLICY BULLETIN #17-10-ELI

(This Policy Bulletin Replaces PB #10-73-ELI)

REVISIONS TO THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS HOUSEHOLD COMPOSITION DESK GUIDE (LDSS-4314)

<p>Date: February 2, 2017</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that the Office of Temporary and Disability Assistance (OTDA) has revised the Supplemental Nutrition Assistance Program (SNAP) Benefits Household Composition Desk Guide (LDSS-4314).</p> <p>The LDSS-4314 was revised to reflect the following changes:</p> <ul style="list-style-type: none"> • Under both the “Relationships” and “Special Living Arrangement” columns, “Parents and their children, 21 years of age or younger, living together,” was changed to “Children under 22 years of age, living with their parent(s).” • Under the “Circumstances Causing Ineligibility” column, “ABAWD Ineligible” was added with the “Situation Result” of “Ineligible household member. Income is prorated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated.” • Under the “Circumstances Causing Ineligibility” column, two separate boxes regarding individuals who fail to or are unable to provide a Social Security Number (SSN) or who refuse to cooperate with resolving a problem with a SSN, have been combined into one box. • In the “Special Living Arrangement” column, the order of “Elderly Individuals and their Spouses” and “Foster Children” was reversed. • Under “Students”, the language in the second bullet referring to “providing half the care for an incapacitated person” was removed and the language in the last bullet under “Students” changed the reference from “WFA” to “WIOA” (Workforce Innovation and Opportunity Act).

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

The **LDSS-4314** can be used by staff to assist in determining SNAP household composition.

A sample of the revised **LDSS-4314** is attached.

Effective Immediately

References:

16-INF-16
10-INF-06
09-ADM-08

Attachment:

LDSS-4314 Supplemental Nutrition Assistance Program
(SNAP) Benefits Household Composition Desk
Guide (**LDSS-4314**) (Rev. 5/16)

☞ Please use Print on Demand to obtain copies of forms.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS HOUSEHOLD COMPOSITION DESK GUIDE

All persons, even if they are members of different families, who customarily purchase and prepare meals together are to be considered members of the same SNAP benefits household.

RELATIONSHIPS:	SITUATION RESULT
Spouses Living Together	Must always be considered as a single household.
Children Under 22 Years of Age living with their parent(s) (Includes Stepchildren), and if applicable, the children's spouse and their own children.	Must be considered as a single household.
Children Under 18 (Except Foster Children) Under the Parental Control of an Adult Household Member Who Is Not the Children's Parent or Step Parent.	Must be considered as a single household. (Reminder: A child under 18 living with their spouse or child is not considered under parental control.)

NOTE: There is no age requirement for an individual not under parental control to receive SNAP benefits.

CIRCUMSTANCES CAUSING INELIGIBILITY:	SITUATION RESULT
Resident of Institution	Ineligible unless a resident of a: <ul style="list-style-type: none"> • Drug/alcohol Treatment facility; or • Subsidized housing for the elderly; or • Shelter for the homeless; or • Certain group living arrangement; or • Shelter for battered women and children.
Ineligible Student	Non-household member. (Income and resources are excluded. The household can claim their prorated share of expenses.)
Work Rules Sanctioned or Intentional Program Violation Disqualified	Excluded household member. (Income and resources are counted in their entirety. The household can claim full expenses.)
ABAWD Ineligible	Ineligible household member. Income is prorated, resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated.
Any individual who is: <ul style="list-style-type: none"> • Ineligible to get a Social Security Number (SSN); or • Fails to or is unable to provide a SSN and fails to apply for a SSN or refuses to cooperate with resolving a SSN validation discrepancy. 	Excluded household member. (Income is prorated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are prorated.) Applying for or providing the SSN immediately brings the excluded individual into compliance.
A household that fails to or refuses to cooperate in the SSN validation process.	The SNAP case is closed.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) BENEFITS HOUSEHOLD COMPOSITION DESK GUIDE

Persons residing together who do not meet any of the previous definitions may be separate households if they purchase and prepare food separately from the other persons.

SPECIAL LIVING ARRANGEMENT:**SITUATION RESULT**

Boarder (Room and Meals)	<p>Not a part of the household, but may be considered to be a member of a household at the household's request, (unless residing in a commercial boarding house).</p> <p>May never be a separate household. The following can never be considered boarders:</p> <ul style="list-style-type: none"> • Children Under 22 Years of Age living with their parent(s), (including step children). • A spouse of a member of the household. • Children under 18 years of age who are under the parental control of an adult member of the household including a sibling.
Roomer (Room, No Meals)	Not considered part of household, but may apply as a separate household.
Shared Living (Pays a Share of Shelter Expenses)	Not considered part of household, but may apply as a separate household.
Foster Children	It is the household's decision to include or exclude foster children as household members. If included, those foster care payments that cannot be excluded as verified reimbursements are counted as income. If excluded, the foster care payments are not counted as income.
Elderly Individuals and their Spouses	Separate household status may be granted to those elderly individuals and their spouse who cannot purchase and prepare their own meals because they suffer from certain disabilities , even if they are living and eating with others, if they meet certain conditions.**

****ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**

- The individual must be 60 years of age or older; **and**
- The individual must suffer from a disability considered permanent under the Social Security Act or from a non-disease related, severe, permanent disability and be unable to purchase and prepare meals; **and**
- The gross income of the others with whom the individual resides (excluding the income of the individual and the spouse) cannot exceed 165% of the poverty level.

STUDENTS:

In order to participate in the SNAP Program, a student who is enrolled at least half-time in an institution of higher education and is at least 18 years old but less than 50 years old and is not disabled must meet one of the following criteria:

- Be receiving Family Assistance or Federally funded Safety Net Assistance Benefits; or
- Provide more than half the physical care for a child under 6; or
- Be enrolled full time and be a single parent responsible for the care of a child under 12; or
- Provide more than half the care of a child under 12 and not have adequate child care to work and go to school; or
- Be participating during the school year in a State or Federally financed work study program funded under Title IV-C; or
- Be employed for an average of 20 hours per week and be paid. If self employed, must be working an average of 20 hours per week and earn an amount equal to the Federal minimum wage x 20 hours; or
- Was placed in school through WIOA, SNAP E&T, Safety Net Employment Activity which is comparable to a SNAP E&T activities or DOL.