



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY BULLETIN #19-03-ELI

### CASH ASSISTANCE AND SNAP POLICIES REGARDING FEDERAL GOVERNMENT EMPLOYEES AFFECTED BY THE PARTIAL GOVERNMENT SHUTDOWN

Date: January 24, 2019	Subtopic(s): Government Shutdown
	<p>Please note that federal and state rules regarding eligibility for Cash Assistance and Supplemental Nutrition Assistance Program (SNAP) benefits have not changed.</p> <p>The purpose of this policy bulletin is to inform Job Center, HIV/AIDS Services Administration (HASA), and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff of clarifying guidance received from the New York State Office of Temporary and Disability Assistance (OTDA) regarding the manner in which the incomes of federal employees affected by the partial government shutdown are assessed, should they apply for Cash Assistance and/or SNAP benefits. This policy bulletin also provides guidance on the appropriate employability status codes to use for these federal employees.</p> <p>Federal government employees who have been furloughed or who are still working but are not currently being paid due to the partial government shutdown are <b>not</b> to have their pre-shutdown earned income used to determine eligibility for emergency Cash Assistance, recurring Cash Assistance or SNAP benefits.</p> <p>For example, a federal government employee who is still working but is not currently being paid due to the partial government shutdown, has an annual salary of \$60,000 per year (\$5,000 per month). He resides alone and has applied for SNAP benefits. His only current income is \$25.00 per month in interest from savings accounts. When determining his financial eligibility to receive SNAP benefits, only the \$25.00 per month in interest income is budgeted. The \$5,000 per month in salary that he is not currently receiving is not used in the eligibility determination.</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

Caseload/Unit Worker Designation

Applications for Cash Assistance and/or SNAP benefits from federal government employees affected by the partial government shutdown are to be assigned a Unit Worker designation that begins with **TS**.

Application processing/eligibility requirements

All existing rules in processing applications and determining eligibility for both Cash Assistance and SNAP, such as the income of other household members remain in effect.

For example:

**Second Spouse is Employed**

A furloughed federal employee resides with their spouse and two children. They apply for recurring cash assistance and SNAP. The spouse, who works for Con Ed, earns \$48,000 per year and has paystubs to verify her income is \$4,000 per month. The household would be financially ineligible for both CA and SNAP benefits.

**Sole wage earner**

A furloughed federal employee resides alone and normally earns \$30,000 per year. He received no earnings on his last paycheck due to the federal shutdown and has only \$500 in his savings account to use toward his overdue rent. He applies for recurring CA and SNAP. Since there was no income at the time of application, he may be financially eligible for both CA and SNAP.

Employability Status (ES) Codes/Work Requirements

In order to accurately determine the employability status codes for these individuals, workers are to use the SNAP Employability/ABAWD Code Desk Guide (**LDSS-5062A**) and the TA/SNAP Employability Desk Guide (**LDSS-5062B**). When selecting a SNAP employability status code, choose the first appropriate code starting from the top of the **LDSS-5062A**.

Unless otherwise exempt from CA and/or SNAP work requirements, federal government employees who are working, but are not being paid, should be assigned CA ES code **27** (employed part time or full time).

For example, a Federal employee who is otherwise non-exempt from CA work requirements, and is working 30 hours per week but is not receiving any pay, should be assigned CA ES code **27** and not referred to a Career Services provider.

However, if that same employee is 61 years of age, they should be assigned Cash Assistance employability status code **32** (60 years of age or older) indicating they are exempt.

Federal government employees who are furloughed, meaning they are not currently working for the federal government, and are not otherwise employed or exempt from CA work requirements, should be assigned Cash Assistance employability status code **20** (Non-exempt).

Federal government employees who are working at least 30 hours per week may be assigned SNAP employability status code **28** (employed 30 hours or more per week or earning 30 times the federal minimum wage on a weekly basis) even if they are not currently being paid, if SNAP employability status code **28** is the first applicable code from the top of the **LDSS-5062A**.

For example, if an employee is working 40 hours per week and is responsible for the care of a child under age 6, the employee would be assigned SNAP employability status code **29** (a parent who is responsible for care of a child under age 6 in the household) because code **29** is listed above code **28** on the **LDSS-5062A**.

Work requirements – CA only

Furloughed federal employees who apply for recurring Cash Assistance and who are not otherwise exempt from the Cash Assistance work requirements are to be referred to CareerCompass or YouthPathways providers, as per current procedure. These Career Service providers will engage the individuals in independent job search to meet their Cash Assistance work requirements.

Working full-time and not being paid

Federal employees who are still working at least 30 hours per week without pay during the partial shut-down are not to be assigned to any Cash Assistance work activities.

Child Care

Federal employees who are working and not getting paid or who are being referred to CareerCompass or YouthPathways providers, are eligible for child care if they apply for recurring CA. The current procedure for ensuring child care is in place must be followed.

*Effective Immediately*

**Reference:**

[GIS 19 TA/DC004](#)