



**OFFICE OF POLICY, PROCEDURES, AND TRAINING**

James K. Whelan, Executive Deputy Commissioner

**Adam Waitzman, Assistant Deputy Commissioner**  
Office of Procedures

**POLICY BULLETIN #20-09-OPE**  
*(This Policy Bulletin Replaces PB #15-57-OPE)*

**SELF-ATTESTATION OF SHELTER EXPENSES FOR NON-CASH ASSISTANCE  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (NCA SNAP) HOUSEHOLDS**

<p><b>Date:</b> March 3, 2020</p>	<p><b>Subtopic(s):</b> SNAP Shelter Expenses</p>
<p>See PB #20-04-SYS SNAP POS Release Notes Version 14.1</p> <p>Residence must still be verified.</p>	<p>The purpose of this policy bulletin is to inform Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff and Mailer and Match Action Program (MMAP) staff that the New York State Office of Temporary and Disability Assistance (OTDA) has expanded the self-attestation of shelter expenses to <u>all</u> NCA SNAP applicant and participant households unless the self-reported shelter expense is questionable.</p> <p>SNAP POS has been updated to reflect the expansion of self-attestation of shelter expenses.</p> <p>The self-attestation of shelter expenses for NCA SNAP households applies to shelter expenses reported on any of the following forms:</p> <ul style="list-style-type: none"> <li>• Supplemental Nutrition Assistance Program (SNAP) Application/Recertification (<b>LDSS-4826</b>);</li> <li>• Periodic Report (<b>LDSS-4310</b>);</li> <li>• Supplemental Nutrition Assistance Program (SNAP) Change Report Form (<b>LDSS-3151</b>);</li> <li>• NYSNIP Supplemental Nutrition Assistance Program (SNAP) Benefits Interim Report (NYC) (<b>LDSS-4836-NYC</b>); or</li> <li>• Important Notice to Supplemental Nutrition Assistance Program (SNAP) Applicants/Participants (<b>W-127 N/P</b>).</li> </ul> <p>Self-attestation of shelter expenses is permitted for SNAP applications/recertifications submitted online through ACCESS HRA.</p> <p>SNAP households still need to verify their residence. Sometimes, a household’s verification of residence (e.g. lease or a letter from the landlord/primary tenant) will include verification of its shelter expense which can be helpful in addressing questionable 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

CA/SNAP households must verify shelter expenses.

The waiver of the requirement to verify a household's shelter expense does not apply to SNAP households that are applying for or in receipt of recurring Cash Assistance.

### Processing Periodic Reports

When MMAP staff is processing the information contained on a Periodic Report, a reported increase in shelter expenses that results in an increase in SNAP benefits must be processed without requiring verification as long as the self-reported shelter expense is not questionable.

**Note:** Any other reported changes that would result in an increase in SNAP benefits (e.g. decrease in income) must still be verified before those changes may be processed.

### Determining if Self-Attested Shelter Expense is Questionable

For NCA SNAP households, verification of its shelter expense will only be required if the self-attested amount is deemed "questionable" by the Worker.

Questionable information is information provided by an applicant/participant that is inconsistent either with statements made by the applicant/participant and/or inconsistent with other information that was previously provided.

An example of a household's self-attested rent amount being considered questionable, is a SNAP household that continues to reside at the same location and reports a significant increase in rent expense from the last reported amount (e.g. a 50% increase from \$800 per month to \$1,200 per month).

*Effective Immediately*

### **References:**

7 CFR 273.2(f)(1) and 273.2(f)(3)(i)  
18 NYCRR 300.11(b)(2) and 387.8(b)(1)(i)

### **Related Items:**

[PB #20-04-SYS](#) SNAP POS Release Notes Version 14.1  
[PB #14-10-ELI](#) Determining the SNAP Shelter Cost