



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #20-70-ELI

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) STUDENT ELIGIBILITY

(This Policy Bulletin Replaces PB #12-53-ELI)

<p>Date: November 10, 2020</p>	<p>Subtopic(s): SNAP eligibility</p>
	<p>Revision to the Original Policy Bulletin:</p> <p>This policy bulletin has been revised to inform Job Center, HIV/AIDS Services Administration (HASA) and Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that the Office of Temporary and Disability Assistance (OTDA) has expanded the SNAP student eligibility criteria to include students attending a State University of New York (SUNY) or City University of New York (CUNY) comprehensive college, technology college or community college who are enrolled at least half-time in a qualified Career and Technical Education (CTE) program.</p> <p>Students attending an Educational Opportunity Center (EOC) in New York State and who are enrolled at least half-time in a career and technical education program, remedial courses, basic adult education, literacy, or English as a second language will also meet the SNAP student eligibility criteria.</p> <p>OTDA has developed the SUNY/CUNY/EOC Student Verification of Enrolment (LDSS-5172) which staff will provide to students who have not already obtained one directly from their college. These students should be asked to give the LDSS-5172 to their college admission office to be completed. The completed LDSS-5172 should then be returned to the agency.</p> <p>Staff must review the responses on the completed LDSS-5172 to determine if the student is currently enrolled in a qualified program.</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

See PB #15-51-OPE
for contacting the
Call Center.

In lieu of a completed **LDSS-5172**, JOS/Workers must accept as verification a signed letter from a CUNY/SUNY or EOC official that states the student is enrolled at least half-time in a program that meets the CTE guidelines or is enrolled in a qualified EOC program.

If the household provides information that does not clearly establish student eligibility under the expanded eligibility criteria, supervisory level staff or higher can contact the Call Center for advice.

Since the new SNAP student eligibility criteria listed above is not yet included in the Paperless Office System (POS), for students who meet the SNAP student eligibility criteria solely due to the new eligibility criteria, staff will temporarily need to select "*Student is placed in a school through the Workforce Investment Act (WIA), SNAP Employment & Training (E&T), Job Opportunities AND Basic Skills (JOBS) Training Program or the Department of Labor (DOL)*" until the new criteria has been added. Staff must make a comment in POS that the individual is a SNAP eligible student because they are attending a SUNY or CUNY or an EOC in New York State and are enrolled in a qualifying program of study.

Purpose of this Policy Bulletin:

The purpose of this policy bulletin is to inform staff of the SNAP student eligibility rules.

An individual between the age of 18 and 49 who is enrolled at least half-time in an institution of higher education is ineligible to participate in SNAP unless the individual qualifies for one of the student exemptions and is otherwise eligible for SNAP.

Enrollment in an institution of higher education means that the individual is enrolled in a business, technical, trade, or vocational school that requires a high school diploma or equivalency certificate or is enrolled in a regular curriculum at a college or university that offers degree programs regardless of whether a high school diploma is required.

The SNAP student exemptions are as follows:

- Physically or mentally unfit;
- Be a Family Assistance (FA) or federally funded Safety Net Assistance participant;
- Be employed for a minimum of 20 hours per week and be paid for such employment or, if self-employed, be employed for a minimum of 20 hours per week and have weekly earnings at least equal to the Federal minimum wage times 20 hours;

- Be participating in a State or federally financed work study program during the regular school year as follows:
 1. The work study must be approved at the time of application for SNAP or at the time that the individual becomes a student as defined by SNAP rules; and,
 2. The work study must be approved for the school term; and,
 3. The student must anticipate working during that time.
- Be responsible for the care of a dependent household member under the age of six;
- Be responsible for the care of a dependent household member who has reached the age of six but is under age 12 where adequate childcare is not available to enable the individual to attend class and work 20 hours per week or participate in a State or federally financed work study program;
- Be a single parent enrolled in an institution of higher education on a full-time basis (as determined by the institution) and responsible for the care of a dependent child under age 12;
- Receive Unemployment Insurance Benefits (UIB) and be enrolled at least half-time in an institution of higher education that has been approved by the Department of Labor (DOL). If approved, the student will have received a TCC316.1 document. The student may request copies of the form if they have lost or misplaced it by calling DOL, Special Programs Unit at 518-402-0189.
- Be assigned to or placed in an institution of higher learning through or in compliance with one of the following programs:
 1. The Workforce Innovation Opportunity Act (WIOA);
 2. A SNAP E&T Program, as long as the course or program of study is part of a program of career and technical education designed to be completed in not more than 4 years at an institution of higher education, or is limited to remedial courses, basic adult education, literacy, or English as a second language;
 3. A Department of Labor program under Section 236 of the Trade Act of 1974
- Engaged in an employment and training program for low-income households that is operated by a State or local government where one or more of the components of such program is at least equivalent to an acceptable SNAP E&T program component.

Note: OTDA has determined that individuals attending a SUNY or CUNY comprehensive college, technology college or community college who are enrolled at least half-time in a qualified CTE program or who are attending an EOC in New York State and who are enrolled at least half-time in a career and technical education program, remedial courses, basic adult education, literacy, or English as a second language are considered at least equivalent to an acceptable SNAP E&T program and therefore meet the above exemption criteria.

Work study income that is earned by a student as part of a financial aid or educational assistance package should not be considered when determining eligibility or when calculating the SNAP benefit amount. This income is excluded because it is considered to be part of the grant or scholarship package. If the earnings of a student are not clearly defined as part of a financial aid or educational assistance package, the verification of the employment as part of a work study program may be obtained from the Financial Aid office of the institution of higher learning

The enrollment status of a student begins on the first day of the school term/program start date. The enrollment continues through normal periods of class attendance and vacation unless the student graduates, is suspended or expelled, drops out or does not intend to register for the next normal school term.

SNAP applicants and participants who have met any of the SNAP student exemptions are exempt from the general SNAP work requirements and are also exempt from the Able-Bodied Adults Without Dependents (ABAWD) time limits.

Effective Immediately

References:

7 CFR 273.5
18 NYCRR 387.1
20-ADM-13
12-INF-14
09-ADM-08
SNAP Source Book, Section 5, pages 91-92

Related Item:

PB #15-42-ELI Guide to Determining Qualification for Student Earned Income Exemption

Attachment:

LDSS-5172

SUNY/CUNY/EOC Student Verification of
Enrolment (Rev. 9/20)

SUNY/CUNY/EOC Student Verification of Enrollment

Student Name: _____ Date: _____

College/EOC Name: _____ Date of Birth: _____

TO BE COMPLETED BY COLLEGE OR EOC OFFICIAL:

1. Is the student named above enrolled at least half-time? Yes No
2. Student's Program of Study or Major: _____
3. Academic Semester or Date of Enrollment in Program of Study: _____ Year _____
4. Is the student enrolled in a program of study or major that, for SNAP purposes only, meets the definition of a Career and Technical Education program under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (HEGIS codes 5000 through 5599)? Yes No
5. Is the student enrolled at an EOC in a program of Career and Technical Education, remedial courses, basic adult education, literacy, or English as a second language? Yes No

By signing below, I certify that all of the information provided above is true and accurate to the best of my professional knowledge.

Signature of College/EOC Official

Date

Printed Name

Title

Phone Number