



**David A. Paterson**  
*Governor*

**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001**

**David A. Hansell**  
*Commissioner*

**Administrative Directive**

**Section 1**

<b>Transmittal:</b>	08-ADM-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Budget, Finance, & Data Management and Center for Employment and Economic Supports (CEES)
<b>Date:</b>	September 22, 2008
<b>Subject:</b>	Social Security Administration Automation of Interim Assistance Reimbursement (IAR), Direct Deposit Authorization for IAR Payments, Government to Government Services Online (GSO) Registration, and “Monthly IAR E-Report” Database Creation
<b>Suggested Distribution</b>	Accounting Supervisors Child Assistance Program Coordinators Employment Coordinators Fair Hearing Officers Food Stamp Directors Medical Assistance Directors Staff Development Coordinators Temporary Assistance Directors TOP Coordinators
<b>Contact Person(s):</b>	Any program questions should be directed to: CEES Bureau of Temporary Assistance at (518) 474-9344  Any legal questions should be directed to: Kerry Delaney (518) 473-3271 <a href="mailto:Kerry.Delaney@otda.state.ny.us">Kerry.Delaney@otda.state.ny.us</a> .  Any fiscal questions should be directed to: Regions 1-4: James Carroll 1-800-343-8859, ext. 4-7549 or (518) 474-7549 <a href="mailto:James.Carroll@otda.state.ny.us">James.Carroll@otda.state.ny.us</a> . Region 5: Michael Borenstein (631) 854-9704 <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> . Region 6: Marian Borenstein (212) 961-8250 <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a> .  Any CentraPort questions should be directed to: Janet Krak (518) 473-9779 <a href="mailto:Janet.Krak@otda.state.ny.us">Janet.Krak@otda.state.ny.us</a> .  Any ListServe questions should be directed to : Office for Technology Customer Relations Helpdesk 1-866-789-4638.

<b>Attachments:</b>	Attachment A: Certificate of Authority Attachment B: Direct Deposit Information Attachment C: GSO Electronic IAR Website Registration Form Attachment D: ListServe Attachment E: E-Reporting Form Attachment F: Action List Attachment G: CentraPort Fact Sheet
<b>Attachment Available On – Line:</b>	Yes

## Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
08 ADM-05 99 ADM-07 94 ADM-01 93 INF-12 89 ADM-02 88 LCM-16		Part 353		TA Source Book Chapter 9, Section O Chapter 10, Section M	

## Section 2

### I. Summary

This Administrative Directive (ADM) provides information to the Local Social Services Districts (LSSDs) regarding a future change in policy by the Social Security Administration (SSA) to direct deposit Interim Assistance Reimbursement (IAR) payments, and future changes in the Center for Employment and Economic Supports' (CEES) procedure for reporting submitted SSA-8125s on a monthly basis. **Attachments A, B, C, D, & E must be sent no later than September 25<sup>th</sup>, 2008, to their respective locations.**

### II. Purpose

The purpose of this directive is to inform Local Social Services Districts (LSSDs) that the SSA is automating the current IAR paper check process with the use of a secure website. LSSDs will be required to communicate to the SSA the amount of Interim Assistance (IA) paid via an SSA secure website and any IAR payments will be direct deposited by the SSA into a district designated bank account via the Automated Clearing House (ACH) process. The SSA will also be automating the current mailed notices process with a comprehensive e-mail alert system.

To facilitate the institution of the automated process, LSSDs must supply the SSA and/or the Office of Temporary and Disability Assistance (OTDA) with the Certificate of Authority, Direct Deposit Information, Government to Government Services Online (GSO) e-IAR Website Registration, ListServe, and E-Reporting Forms based upon the

directions given in this Administrative Directive. These forms are found in Attachments A, B, C, D, and E respectively.

It is imperative that all LSSDs complete the attached forms and return them by their designated deadlines. Once the SSA initiates its operation of the automated system, LSSDs will no longer receive paper checks. **A LSSD that does not complete the required forms and return them before the SSA implements its new policy will not receive its portion of the IAR payment.** Instead, the SSA will transmit the entire IAR amount directly to the Temporary Assistance (TA) recipient in accordance with its regulations.

### **III. Background**

Section 1631 (g) of the Social Security Act provides that the State and the SSA may enter into an agreement wherein the SSA transmits the IAR payment directly to the LSSD.

Since 1974, OTDA has had an agreement in effect with the SSA that identifies the conditions and responsibilities which must be followed to allow the SSA to withhold a Supplemental Security Income (SSI) recipient's initial or post eligibility SSI payment, and forward it to an LSSD as reimbursement for IA. Due to the transition to an automated process, the SSA and the OTDA are currently reviewing the agreement to determine if amendments are necessary.

Under the current process, once an individual who is in receipt of TA is determined eligible to receive SSI, the SSA notifies the LSSD of the individual's initial or post eligibility retroactive SSI amount and the date of eligibility for SSI. The LSSD then informs the SSA of the amount of IA paid to the SNA recipient during the pendency of the SSI application, by manually completing SSA form, SSA-8125 "Supplemental Security Income - Notice of Interim Assistance Reimbursement (SSA-8125)." This form is then either mailed or faxed to the local SSA field office. The SSA processes the information and either mails a check to the district representing the SSI recipient's entire retroactive amount or mails a check to the LSSD that represents the amount of IAR due to that district. In addition, the LSSD is required to complete form OTDA-3073 "Transmittal of SSA-8125s" and batch and mail supporting SSA-8125s to the Center for Employment and Economic Supports (CEES) monthly.

### **IV. Program Implications**

Electronic IAR (e-IAR) is a new project being designed, implemented and mandated by the SSA to automate the current IAR paper check process. LSSDs must continue the current IAR processes until the e-IAR process is operational. Once the e-IAR process is operational, LSSDs will not have the option of continuing the paper check process.

Once the e-IAR system is implemented, the SSA will notify a LSSD that a TA recipient is eligible to receive SSI by sending an e-mail alert message to designated LSSD staff. Within ten working days of receiving the alert, authorized LSSD staff must access CentraPort to log onto the SSA's secure website with a SSA-issued Personal

Identification Number (PIN), Password, and State Data Exchange (SDX) Grant Reimbursement (GR) Code. The LSSD will then have to insert the required IA data on the appropriate screen. This data is expected to be similar to the data that is currently used to complete the "State's Account of Reimbursement Claimed" section of the paper SSA-8125.

If the LSSD fails to access the SSA's secure website and transmit the required IA data within the ten-day period following the initial notification, the LSSD will have an additional fifteen working days to complete the required information.

*Note: LSSDs are currently required to comply within these timeframes under the installment method.*

If the LSSD fails to access the SSA secure website and transmit the required IA data within twenty-five working days of notification of recipient eligibility by the SSA, the SSA will divert the entire IAR payment to the recipient in accordance with its own regulations. If this occurs, the LSSD can seek reimbursement of the IAR provided from the individual.

Please note that LSSDs will have until the close of business for each given work day to review and approve/cancel the submission of e-IAR payment data. This is due to the fact that the data run that distributes this information to the SSA will be performed at approximately 10:00 P.M., and once the run is started, LSSDs will not be able to cancel the submission of the information.

Once the SSA receives the required IA data, it will calculate the amount due to the LSSD. The SSA will then direct deposit the amount due into an account designated by each LSSD on the Direct Deposit Information form (Attachment B). A separate deposit will be made for each TA recipient. LSSDs are encouraged to have an account specifically designated for the IAR payments.

Within two days of the deposit, the SSA will send an e-mail alert to up to three contacts that the LSSD has authorized on the Certification of Authority. The LSSD will then be able to log onto the secure website via CentraPort to obtain the deposit information which will include the name and the Social Security Number (SSN) of the TA recipient. The LSSD will also be able to access additional information regarding deposits on the website, and review any outstanding or paid cases.

The SSA will also use the e-mail alert message system to replace the current mailed SSA notice system to notify LSSDs of other case specific information that must be reviewed. LSSDs must access the secure website to determine if any action is necessary.

LSSDs are reminded of the obligation to maintain accurate accounting records for each recipient. These records must be available for future fair hearings or audits performed by the OTDA and the SSA, and must be retained for six years and include a minimum of all of the following information:

- Date IAR received from SSA.
- The amount of IAR received from the SSA.
- The amount of IA paid to the individual.

Once the automated system is operational, LSSDs will no longer be required to:

- Receive a TA recipient's entire initial or post eligibility payment by check, calculate and retain the IAR amount, and disburse any remaining balance to the TA recipient within ten days of receiving the individual's initial direct SSI check from the SSA.
- Complete and submit the OTDA – 3073 “Transmittal of SSA-8125s” to CEES on a monthly basis.
- Batch and mail completed SSA-8125s to CEES.

LSSDs will, however, be required to electronically submit statistical IA data to CEES by accessing the e-Reporting link via CentraPort and completing the “Monthly IAR E-Report.” Additional instructions will be sent in another ADM.

At a later date, the LDSS-2425 “Repayment of Interim Assistance Notice” (Upstate) and W128HH “Repayment of Interim Assistance Notice” (NYC) will be revised to reflect the changes in procedure. Additional instructions will be sent in another ADM at a later date.

The new e-IAR project is expected to be completed in three phases:

- Phase I – July-August 2008 – Regional SSA office representatives will contact state counterparts to obtain certificates of authority to verify agency contact information and develop direct deposit information.
- Phase II – September 2008 – Regional SSA office representatives will send model IAR agreements to district IAR agencies. During this time, they will also coordinate conference calls and NetMeetings to train district employees on the new software, and procedures.
- Phase III – TBD – Regional SSA office representatives will assist with district implementation.

## V. Required Action

LSSDs must complete the attached forms with the assistance of the checklist provided (Attachment F), and send them to their respective locations no later than **September 25<sup>th</sup>, 2008**:

- Attachments A and B should be mailed to the following address:

Justin Gross  
New York State  
Office of Temporary and Disability Assistance  
40 North Pearl Street, 14<sup>th</sup> floor section C  
Albany, New York 12243-0001

- Each Attachment C should be e-mailed to the following address:  
[ny.eiar@ssa.gov](mailto:ny.eiar@ssa.gov).
- Attachments D and E should be e-mailed to the following address:  
[Pam.Pomiber2@otda.state.ny.us](mailto:Pam.Pomiber2@otda.state.ny.us).

Forms to be completed are as follows:

**A. Certificate of Authority**

The Certificate of Authority (Attachment A) certifies that the individuals listed on the first page are authorized to submit the required IA data via the SSA secure website. All of the individuals listed on this attachment must have a corresponding GSO e-IAR Website Registration Form completed for him/her.

The SSA will use up to three e-mail addresses provided under the “Agency Contact Information” section to notify LSSDs when required IA data must be transmitted to the SSA, and when deposits have been made. To accommodate LSSDs that need more than three e-mail addresses, OFT will establish a ListServe e-mail distribution list where e-mail messages can be sent to a single address and the message will be sent to all e-mail addresses that are listed in the database file of the ListServe. Since a ListServe is being utilized, one of the LSSDs three e-mail addresses will be: OTDA.dl.eiar.(county name). LSSDs can choose two additional e-mail addresses if needed. For more information on the ListServe see section D below.

Future changes to the Certificate of Authority will require that LSSDs complete a new Certificate of Authority and submit it to:

Social Security Administration  
Center for Programs Support  
26 Federal Plaza, Room 4060  
New York, New York 10278  
ATT: Naomi Diamond

Please remember that changes to the members listed as requiring PINs and passwords on this form will require a corresponding GSO e-IAR Website Registration Form completed as well.

## **B. Direct Deposit Information**

The Direct Deposit Information form (Attachment B) provides the necessary direct deposit information to the SSA so they will be able to implement the e-IAR process. For strong internal controls and ease of management, LSSDs are encouraged to have an account specifically designated for the IAR payments.

The SSA will set up a “pre-notification/zero dollar transaction” test process before the implementation of Phase II to successfully run all the direct deposit data. This process will allow for a maximum of security and error detection. If any portion of the testing is unsuccessful, LSSDs must work diligently with the OTDA and the SSA to resolve any issues.

Future changes to any direct deposit information listed in the Direct Deposit Information form will require that LSSDs complete a new Direct Deposit Information form and submit it to:

Social Security Administration  
Center for Programs Support  
26 Federal Plaza, Room 4060  
New York, New York 10278  
ATT: Naomi Diamond

If any of these changes are to the bank routing number or account number, the SSA will perform an additional “pre-notification/zero dollar transaction” test whereby the previous information is still utilized for IAR payments during a ten day testing period for the new information.

## **C. GSO e-IAR Website Registration Form**

The GSO e-IAR Website Registration Form, found in Attachment C, will be used by SSA to establish user PINs and Passwords. Users must have a PIN and Password to access the SSA’s secure website. LSSDs must complete the left portion of a separate website registration form for each individual requiring access to the website. Each individual listed in the Certificate of Authority form must have a completed GSO e-IAR form, otherwise a PIN and Password will not be provided and those individuals will not have access to the SSA secure website.

Future changes to individuals requiring access to the SSA secure website will require that LDSS complete a new GSO e-IAR Website Registration Form for each person and e-mail them to Naomi Diamond of the SSA at [Naomi.Diamond@ssa.gov](mailto:Naomi.Diamond@ssa.gov). Please remember that a new Certificate of Authority will need to be completed in conjunction with the GSO e-IAR Website Registration Form and mailed to the SSA.

**D. ListServe**

The ListServe will allow the OFT to create an automated e-mail distribution list for the alert e-mails sent by the SSA.

Future changes to the ListServe should be handled by the list administrator designated by each LSSD on this attachment.

**E. E-Reporting Form**

The e-Reporting Form will be used to establish a database for the “Monthly IAR E-Reports” submitted to CEES.

Changes to the e-Reporting form should be brought to the attention of Royal Smith at (518) 473-6114 or [Royal.Smith@otda.state.ny.us](mailto:Royal.Smith@otda.state.ny.us).

**VI. System Information**

**A. CentraPort**

CentraPort is a gateway to the Internet and State Intranet for LSSDs, and provides access to a collection of information and computer applications on a single summary screen. This is available from the New York State Human Services (NYSHS) Intranet, and is a browser-based application. This means that it functions just like any other internet webpage.

Prior to the implementation of the automated e-IAR process, individuals requiring access to CentraPort should contact their local systems administrator. To access CentraPort, users must also have a user id and password.

Once the new e-IAR process is in place, LSSDs will access the SSA secure website using the “Links” section of CentraPort found on the left hand side of the screen. From the “Links” section LSSDs will click on “Applications” and select the “e-IAR” link. By clicking on the link, LSSDs will be directed to the SSA secure website.

The URL to access CentraPort is: <https://otda.state.nyenet/centraport/>.

For questions concerning CentraPort including system requirements see Attachment G (CentraPort Fact Sheet) or contact Janet Krak at (518) 473-9779 or [Janet.Krak@otda.state.ny.us](mailto:Janet.Krak@otda.state.ny.us).

**B. ListServe**

The SSA’s e-IAR automated system can only accommodate three e-mail addresses. To accommodate LSSDs that might need to have the e-IAR information distributed to more than three e-mail addresses, OFT is developing a ListServe.



A ListServe is an automated e-mail system where messages can be sent to a single address and the message will be distributed to all of the e-mail addresses that are listed in the ListServe file. Since a ListServe is being utilized, one of the LSSDs three e-mail addresses included on the Certificate of Authority must be: OTDA.dl.eIar.(county name).

To develop the e-IAR ListServe file, each LSSD must provide CEES with the names and e-mail addresses of the individuals who will be included in the list. One person should be identified as the list administrator. This individual must be in the State Outlook e-mail system, and will be in charge of updating member changes to the list. Instructions for maintaining the list will be distributed by the OFT at a later date. The remaining individuals are the initial members of the list.

### **C. E-Reporting**

Effective with the implementation of this new process, LSSDs will no longer be required to complete and submit the OTDA – 3073 “Transmittal of SSA-8125s” to CEES monthly. Instead, LSSDs will need to electronically submit statistical interim assistance data monthly by accessing the “Monthly IAR e-Report” which will be found in the eReporting link on CentraPort. Additional instructions will be sent in another ADM at a later date.

## **VII. Additional Information**

In anticipation of continuing questions and issues related to the implementation of the e-IAR project and the required district action, the CEES has scheduled two conference calls that will provide technical assistance to LSSDs. Representatives from OTDA’s TA Program, Finance, Legal, and Systems will be present for questions related to the implementation of the new e-IAR process.

The call-in schedule and directions are as follows:

- Date: September 18<sup>th</sup>, 2008
- Time: Group One – 10:00am to 11:30am, Group Two – 1:00pm to 2:30pm
- **Group One:** Broome, Cattaraugus, Chautauqua, Clinton, Essex, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Monroe, Niagara, Oneida, Onondaga, Orleans, Otsego, Putnam, Rensselaer, Rockland, St. Lawrence, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Tioga, Ulster, and Warren (29 LSSDs)
- **Group Two:** Albany, Allegany, Cayuga, Chemung, Chenango, Columbia, Cortland, Delaware, Dutchess, Erie, Fulton, Genesee, Greene, Madison, Montgomery, Nassau, New York City, Ontario, Orange, Oswego, Saratoga, Suffolk, Sullivan, Tompkins, Washington, Wayne, Westchester, Wyoming and Yates (29 LSSDs)

- Each district can join in the conference at their respective date and times listed above.
- Call toll-free: **1-877-985-3373** - You will hear a welcome from OFT and will be asked to enter your numeric participant passcode followed by the # sign. The passcode is **4700378** for both groups.

*Note: Due to call-in limitations, please only have one phone call per district location (a speaker phone may be used for multiple district participants at the same location.) NYC is limited to seven different lines.*

**Issued By**

---

**Name:** Michael Normile  
**Title:** Director  
**Division/Office:** Office of Budget, Finance and Data Management

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports