



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

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	12-INF-10
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	July 19, 2012
<b>Subject:</b>	Internal Revenue Service Mileage Reimbursement Rate
<b>Suggested Distribution:</b>	Employment Coordinator Temporary Assistance Director
<b>Contact Person(s):</b>	Employment and Advancement Services (EAS) Bureau Employment Advisor or EAS Bureau at (518) 486-6106
<b>Attachments:</b>	
<b>Attachment Available On – Line:</b>	<input type="checkbox"/>

**Filing References**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
11-LCM-10		385.4 385.10	332-a 333	Section 385.4 Section 385.10	

**Section 2**

**I. Purpose**

The purpose of this informational letter (INF) is to inform social services districts (SSDs) that beginning on January 1, 2012 the Internal Revenue Service (IRS) adjusted the standard mileage reimbursement rate for medical/moving purposes to 23 cents per mile, which reflects a reduction of 0.5 cents per mile from the previous rate. Social services districts have the option to revise section 4.1 (b) of their Local District Temporary Assistance and Food Stamp Employment Plan to reflect this reduction in mileage reimbursement.

## II. Background

Section 333 of the New York State Social Services Law requires that every two years each SSD submit for approval to OTDA a plan that describes the district's employment services program. With the release of 11-LCM-10 "2012-2013 Temporary Assistance and Food Stamp Employment Plan," SSDs were instructed to develop and submit for review and approval its 2012-2013 Temporary Assistance and Food Stamp Employment Plan. Section 4.1 (b) of the Local Temporary Assistance and Food Stamp Employment Plan, describes the SSD's efforts to assist a public assistance or food stamp applicant or recipient in obtaining transportation that the SSD has determined is necessary to get to and from a work activity approved by the district. Specifically, SSDs were asked to describe transportation services provided, including any mileage reimbursement rate applied by the district. OTDA established a minimum reimbursement rate of no less than the IRS established rate for medical/moving purposes, unless an approved alternate rate and methodology was submitted by a district and approved by OTDA.

## III. Program Implications

SSDs need to be aware of the change in the IRS mileage reimbursement rate for medical/moving purposes and should review their 2012-2013 Temporary Assistance and Food Stamp Employment Plan to determine if an amendment is appropriate. SSDs that have included language in section 4.1(b) of their approved local 2012-2013 Temporary Assistance and Food Stamp Employment Plan to identify their mileage reimbursement rate to be equal to the IRS established rate for medical/moving purposes will not require a plan amendment, but should ensure current practice applies the current reimbursement rate of 23 cents per mile. A plan amendment will need to be submitted (page replacement) to OTDA for approval in those instances where the mileage reimbursement rate is specifically identified as 23.5 cents per mile in Section 4.1 (b) of the district's 2012-2013 Temporary Assistance and Food Stamp Employment Plan, if the SSD chooses to reduce the rate to 23 cents per mile. Specifically, the SSD will need to revise the description in response to Section 4.1 (b) and any other references in Section 4 of the local 2012-2013 Temporary Assistance and Food Stamp Employment Plan to identify the new mileage reimbursement rate of no less than 23 cents per mile. The amendment is needed to ensure that the local 2012-2013 Temporary Assistance and Food Stamp Employment Plan accurately reflects the SSD's procedures. Local 2012-2013 Temporary Assistance and Food Stamp Employment Plan amendments should be submitted to Barbara C. Guinn at [BarbaraC.Guinn@otda.state.ny.gov](mailto:BarbaraC.Guinn@otda.state.ny.gov) or to the following address:

Barbara C. Guinn  
Director  
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New York State Office of Temporary and Disability Assistance  
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### Issued By

**Name:** Phyllis Morris

**Title:** Acting Deputy Commissioner

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