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Governor

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	21-LCM-21
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	November 16, 2021
<b>Subject:</b>	Revisions to the LDSS-4579: "Non-Citizen Eligibility Desk Aid"
<b>Contact Person(s):</b>	Temporary Assistance Bureau: (518) 474-9344 or <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a> Supplemental Nutrition Assistance Program Bureau: (518) 473-1469 or <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 - LDSS-4579 Non-Citizen Eligibility Desk Aid</a>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions to the LDSS-4579 "Non-Citizen Eligibility Desk Aid" (Revised 10/21) ("desk aid").

#### II. Background

The LDSS-4579 was developed to assist district staff in identifying satisfactory non-citizen<sup>1</sup> status as established under the federal Immigration and Nationality Act (INA) and relating that status to a non-citizen's eligibility for Temporary Assistance (TA), and the Supplemental Nutrition Assistance Program (SNAP).

The LDSS-4579 lists the benefit program eligibility (Safety Net Assistance (SNA), Family Assistance (FA), and SNAP) for the most common non-citizen statuses as established under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, the New York State (NYS) Welfare Reform Act of 1997, the Agricultural Research, Extension, and Education Reform Act (AREERA) of 1998, and the Food Stamp Reauthorization Act of 2002. The LDSS-4579 is intended to support existing policy regarding the TA and SNAP eligibility of non-citizens set forth in federal and state statute and regulations and the Office of Temporary and Disability Assistance (OTDA) policy issuances to districts.

<sup>1</sup> As used in this LCM, the term "non-citizen" means an individual who is not a citizen or national of the U.S.  
OTDA 21-LCM-21  
(Rev. 11/2021)

### III. Program Implications

The October 2021 version of the LDSS-4579, (Attachment), was updated to include additional acceptable forms of immigration documentation that may be provided by individuals applying for TA and/or SNAP.

It is important to note that the desk aid does not include every form of acceptable documentation to support a non-citizen status that would be satisfactory for benefit eligibility. If an individual presents a document not listed on the desk aid, the district must follow their district's policies and procedures for further guidance. Additionally, questions regarding TA or SNAP eligibility for non-citizens may be directed to the OTDA TA or SNAP bureaus using the contact information provided in Section 1.

The revised desk aid includes, but is not limited to, the following updates:

- Page 2:
  - The section for Welfare Management System (WMS) Alien Citizenship Indication (ACI) code "R" was modified to encompass: "Iraqi or Afghan Special Immigrant SQ/SI Parolee," and "Afghan Humanitarian Parolee." A footnote was added to this section to inform district workers that Afghan Humanitarian Parolees shall be eligible for certain benefits until March 31, 2023, or the end of the individual's parole term, whichever is later. Districts may refer to [GIS message 21 TA/DC071](#) for further guidance.
- Pages 5 and 6:
  - Language included under the "Active Military" section, ACI code "M," and "Veteran" section, ACI code "V," was revised for clarification purposes.
- Page 8:
  - The "Special Immigrant Juvenile (SIJ)" section, ACI code "O," was added. [GIS message 21 TA/DC059](#) includes additional information regarding SIJs.

### IV. Forms Ordering Information

The revised English version of the LDSS-4579: "Non-Citizen Eligibility Desk Aid" is a Print on Demand form by OTDA.

The above referenced document has been posted on the OTDA Intranet website at: [http://otda.state.ny.net/ldss\\_eforms/](http://otda.state.ny.net/ldss_eforms/) and may be available for downloading by districts for reproduction locally, depending on print specifications. For formatting purposes, it is recommended that districts print the form on 8 ½ X 14 legal size paper.

Upon the release of this LCM, all previous versions of the "Non-Citizen Eligibility Desk Aid" must immediately be destroyed and replaced with the revised 10/21 version. Any future requests for Print on Demand copies of the English version should be submitted to OTDA using either the OTDA 876 EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
P.O. Box 1990  
Albany, New York 12201  
E-mail: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov)  
Districts online forms ordering system: <http://formorders/>  
Fax: (518) 402-0084

Questions concerning ordering forms should be directed to the Bureau of Management Services (BMS) Document Services at: (518) 474-9522 or via email at: [document.services@otda.ny.gov](mailto:document.services@otda.ny.gov).

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**Issued By:**

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**Division/Office:** Employment and Income Support Programs / Office of Temporary and Disability Assistance