



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

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### Section 1

<b>Transmittal:</b>	22-LCM-01
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	February 4, 2022
<b>Subject:</b>	Pandemic Emergency Assistance Program (PEAF)
<b>Contact Person(s):</b>	Temporary Assistance Bureau (518) 474-9344 <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment A - PEAFF Estimated Diaper Supplement Payments</a> <a href="#">Attachment B - PEAFF Estimated Multi-Generational Food Payments</a>

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### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the Pandemic Emergency Assistance Fund (PEAF) allocation allotted to New York State (NYS) through the American Rescue Plan Act of 2021 (ARPA) and to provide guidance on program requirements and required district action regarding the initial NYS payment disbursements for diaper payments and multi-generational food payments.

#### II. Background

The NYS Fiscal Year 2021-2022 budget includes a \$200 million appropriation for PEAFF. The total PEAFF funding awarded to NYS is \$128.4 million through the ARP Act of 2021. The NYS budget appropriation identifies three purposes for which PEAFF funds must be utilized: financial assistance for the costs of diapers for children under the age of three, to provide food assistance to multi-generational households with older family members, defined by OTDA for this purpose as those 55 years and above, and to provide financial assistance to victims of domestic violence and their families in paying for reasonable costs associated with relocation. The budget appropriation allows for the remaining funds to be utilized for other permissible purposes. Additional information regarding the utilization of the remaining funds will be issued under separate cover.

#### III. Program Implications

OTDA will issue payments to help needy families purchase diapers and to help certain households containing an adult 55 years of age or older purchase additional food. These payments are intended to provide additional financial resources to improve their economic security and well-being.

TA and SNAP households meeting the following eligibility criteria will receive a payment of \$140 per eligible child:

- The child is under age three at any time during the month of January of 2022;
- The child is active on either an open TA or SNAP case during the month of January of 2022; and,
- The TA or SNAP case remains open on the date of issuance.

Estimated diaper supplement payments for each district are reflected in Attachment A. These values are based on the estimated number of children under three in each TA and/or SNAP household. Benefit issuances will be made in February of 2022 and are subject to change.

OTDA will issue a one-time non-assistance payment during April of 2022 to support food assistance for households with children aged 17 and under that contain at least one older adult, and who are in receipt of TA and/or SNAP. Recipients of the payment may use it to purchase food.

TA and SNAP households meeting the following eligibility criteria will receive a payment of \$730 per eligible older individual:

- The older adult is age 55 or older during the month of March of 2022;
- The older adult is active on either an open TA or open SNAP case which also includes at least one child aged 17 or under at any time during the month of March of 2022: and,
- The TA or SNAP case remains open on the date of issuance.

Estimated multi-generational food payments for each district are reflected in Attachment B. These values are based on the number of older adults in TA and/or SNAP households by district. Benefit issuances will be made in April of 2022 and are subject to change.

OTDA will issue these payments directly to the Electronic Benefit Transfer (EBT) cash account of the TA or SNAP case. Households eligible for these one-time non-assistance payments will receive a letter from NYS OTDA informing them of the total amount of the payment and Administrative Review rights. Consistent with the process for issuing Temporary Assistance benefits, districts will front the funds in the first instance and will submit claims for reimbursement of these payments.

*PEAF payments will:*

- have no effect on the household's eligibility or benefit amounts for TA, SNAP, or HEAP;
- not be part of regular recurring TA or SNAP grant;
- be excluded from the TA standard of need;
- be excluded as income to the TA and SNAP household;
- be excluded from TA and SNAP resource limits;
- be excluded from the State sixty-month time limit for TA;
- not be offset by child support collections;
- not offset TA or SNAP overpayments;
- not be subject to overpayment determinations/calculations;
- not be included in Interim Assistance Reimbursement (IAR).

Funds appropriated to assist victims and survivors of domestic violence will be suballocated to the Office for the Prevention of Domestic Violence (OPDV). OPDV will be utilizing their network of service providers to assist this population and distribute the funds to eligible households. Should districts receive inquiries regarding provision of these benefits, please contact Nasim Sarabandi of OPDV at: 518-457-5800. Questions regarding TA or SNAP implications may be directed to the TA Bureau.

## IV. System Implications

### *Rest of State (ROS) System Specifications:*

Diaper and multi-generational food payments will be issued to eligible TA and SNAP households as an unrestricted one-time single issuance via WMS mass authorization to recipients on their Electronic Benefit Transfer (EBT) cards. Diaper payments will be issued on February 12, 2022, and multi-generational food payments will be issued on April 23, 2022.

Upstate Systems will issue a General Information System Message (GIS) with detailed information on payment issuances, special claiming code I, and exception reports from which districts may need to issue manual payments.

### *BICS:*

Two new BICS composite items have been created to identify all PEAFF diaper and multi-generational food payments on the BICS monthly composite rolls.

- OTHER-NON-ASSIST-PEAF-DIAP – Will identify all PEAFF diaper payments
- OTHER-NON-ASSIST-PEAF-FOOD – Will identify all PEAFF multi-generational food payments

All PEAFF expenditures will appear under on the RF2, Schedule A composite for informational purposes only. The new PEAFF composite items will not interface to the Automated Claiming System (ACS). These items have been created to help districts identify the total of all PEAFF payments in order to claim on the PEAFF RF-17 special project in the ACS.

### *NYC System Specifications:*

Diaper and multi-generational food payments will be issued to eligible TA and SNAP households as an unrestricted one-time single issuance via mass authorization to recipients on their EBT card. Diaper payments will be issued on February 12, 2022, and multi-generational food payments will be issued on April 23, 2022.

Downstate Systems has developed issuance code WU to be used for the diaper payments and issuance code WT to be used with the multi-generational food supplement payment. The mnemonic for each issuance code will be PEAFF. A separate notification will be issued with detailed information on payment issuances and exception reports from which districts may need to issue manual payments.

## V. Claiming Instructions

Expenditures for PEAFF should be claimed through the RF-17 claim package for special project claiming in ACS for the month(s) that the expenditures were made. After final accepting the RF2A claim package, the individual project costs should be reported under the project label PEAFF FFY2022 on the RF-17.

Program costs from the BICS composite roll described in part IV. System Implications are reported as object of expense code 37 - Special Project Program Expense on the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs and shares should be reported on [LDSS-4975](#) "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)." Expenditures reported for PEAFF will be reimbursed at 100% federal share.

Claims for expenditures for the period January 1, 2022, through September 30, 2022, must be final accepted in ACS by November 15, 2022. Due to limitations on availability of this funding no extensions to the Final Accept date for claiming will be granted. Any claims for expenditures not submitted by November 15, 2022, may not be reimbursed. The PEA special project will remain open until September 30, 2023, for claiming of refunds and expungements *only*.

Information for completing the time studies, the LDSS-923 and Schedule D, and RF17 claim package can be found in Chapters 4, 7 and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The manuals are available online at: <http://otda.state.ny.net/bfdm/finance>.

Claiming Contacts:

Lauren Horn (Regions I - V): (518) 473-9164 or [otda.sm.field\\_ops.I-IV@otda.ny.gov](mailto:otda.sm.field_ops.I-IV@otda.ny.gov)

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