



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

DANIEL W. TIETZ
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	22-LCM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	May 13, 2022
Subject:	Pandemic Emergency Assistance Program (PEAF) Family Pandemic Payments
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 PEAF@otda.ny.gov
Attachments:	Attachment A - PEAF Estimated Family Pandemic Payments

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of additional payments that will be made using the Pandemic Emergency Assistance Fund (PEAF) allocation allotted to New York State (NYS) through the American Rescue Plan Act of 2021(ARPA). Additionally, this directive will provide specific guidance on program requirements and necessary district action regarding the next payment issuance which will be a Family Pandemic Payment.

II. Background

The NYS Fiscal Year 2021-2022 budget includes a \$200 million appropriation for PEAF. The total PEAF funding awarded to NYS is approximately \$128.4 million through the ARPA. In addition to the previously issued payments (see [22-LCM-01](#)), the Office of Temporary and Disability Assistance (OTDA) will be issuing a Family Pandemic Payment with PEAF funding.

III. Program Implications

Family Pandemic Payment

OTDA will issue a one-time non-assistance cash payment on May 14, 2022, to Temporary Assistance (TA) households with a child(ren) aged 17 years or under. This payment is intended to defray costs incurred by these households due to the COVID-19 public health emergency.

TA households meeting all of the following eligibility criteria will receive a payment of \$250 per household:

- The open TA case contains a child who was active on the case during the month of April 2022;
- The child is aged 17 years or under at any time during the month of April 2022; and,
- The TA case remains open on the date of payment issuance.

Estimated Family Pandemic Payments for each district are reflected in Attachment A but are subject to change. These values are based on the estimated number of eligible TA households in each district.

OTDA will issue these payments directly to the Electronic Benefit Transfer (EBT) cash account of the TA case. Households eligible for these one-time non-assistance payments will receive a letter from NYS OTDA informing them of the payment and of their rights to an OTDA Administrative Review. Consistent with the process for issuing TA benefits, districts will issue the payments first and submit claims for reimbursement of these monies later.

PEAF payments will:

- have no effect on the household's eligibility or benefit amounts for TA, Supplemental Nutrition Assistance Program (SNAP), or Home Energy Assistance Program (HEAP);
- not be part of the regular recurring TA 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; and
- not be included in Interim Assistance Reimbursement (IAR).

Questions regarding TA or SNAP implications may be directed to the TA Bureau.

IV. System Implications

Rest of State (ROS) System Specifications:

The Family Pandemic Payment will be issued to eligible TA households as an unrestricted one-time single issuance via a Welfare Management System (WMS) mass authorization to recipients on their EBT cards. This payment will be issued on May 14, 2022.

Upstate Systems issued a General Information System Message (GIS) [22 TA/WMS021](#) with detailed information on payment issuances, special claiming codes, and exception reports from which districts may need to issue manual payments.

Benefit Issuance and Control System (BICS):

A BICS composite item has been created to identify the PEAF Family Pandemic Payment on the BICS monthly composite rolls.

- OTHER-NON-ASSIST-PEAF- GEN

All PEAF expenditures will appear on the RF2, Schedule A composite for informational purposes only. The new PEAF composite item will not interface to the Automated Claiming System (ACS).

The item has 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:

The Family Pandemic Payment will be issued to eligible TA households as an unrestricted one-time single issuance via mass authorization to recipients on their EBT card. This payment will be issued on May 14, 2022.

Downstate Systems has developed issuance code WS to be used for the family pandemic 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. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the [LDSS-923](#) "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the [LDSS-2347](#) "Schedule D, DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting of the RF2A claim package, the individual project costs are then reported under the project label PEAFF FFY2022 on the [LDSS-4975A](#) "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs."

Program costs from the BICS composite roll are 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 the [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 of 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 PEAFF special project will remain open until September 30, 2023, for claiming of refunds and expungements only.

Information for completing, the LDSS-923 and Schedule D, and RF17 claim package can be found in Chapters 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
Michael Simon (Region VI): (212) 961-8250 or michael.simon@otda.ny.gov

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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