



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-13 |
| To: | Social Services District Commissioners |
| Issuing Division/Office: | Employment and Income Support Programs |
| Date: | November 2, 2022 |
| Subject: | Pandemic Emergency Assistance Program (PEAF) Multi-Generational Family Pandemic Payment |
| Contact Person(s): | Temporary Assistance Bureau (518) 474-9344 PEAF@otda.ny.gov |
| Attachments: | Attachment A: PEAF Multi-Generational Family Pandemic Payment Estimated District Issuances |

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of one additional payment that was made using the Pandemic Emergency Assistance Fund (PEAF) allocation allotted to New York State (NYS) through the American Rescue Plan Act of 2021 (ARPA). This directive also provides specific guidance on program requirements and necessary district action regarding the Multi-Generational Family Pandemic Payment.

II. Background

The NYS Fiscal Year 2021-2022 budget includes a \$200 million appropriation for PEAF. The total PEAF award through the ARPA to NYS is approximately \$128.4 million. In addition to the previously issued payments outlined in [22-LCM-01](#) and [22-LCM-09](#), the Office of Temporary and Disability Assistance (OTDA) issued a Multi-Generational Family Pandemic Payment with the remaining PEAF funding.

III. Program Implications

OTDA issued a one-time, non-assistance cash payment to help certain households containing an adult 55 years of age or older with a child under the age of 18 in the household to offset costs incurred during the pandemic. These payments are intended to provide additional financial resources to improve their economic security and well-being.

TA households who meet the following eligibility criteria received a payment of \$1,060 per eligible older individual:

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

Estimated Multi-Generational 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 individuals in each district. Supplemental Nutrition Assistance Program (SNAP) households are not eligible for this payment.

Due to the program closure deadline, OTDA issued these payments directly to the Electronic Benefit Transfer (EBT) cash account of the TA case rather than adhering to the previously established process where districts would issue the payments. Households eligible for these one-time, non-assistance payments received a letter from NYS OTDA informing them of the payment and of their rights to an OTDA Administrative Review. For account purposes, districts will submit claims for reimbursement of these monies.

PEAF payments will:

- have no effect on the household's eligibility or benefit amounts for TA, 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

Upstate WMS/BICS:

OTDA TA staff issued Multi-generational Family Pandemic Payments using payment type 57 on 9/29/2022. These payments will appear on the BICS Composite Roll under the RF2, Schedule A Item Name OTHER-NON-ASSIST-PEAF-FOOD. These payments appear for informational purposes only. The 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:

The Multi-generational Family Pandemic Payment was issued to eligible TA households as an unrestricted one-time single issuance via mass authorization to recipients on their EBT card. These payments were issued on September 29, 2022.

Downstate Systems has developed issuance code WT to be used with this payment. The mnemonic for each issuance code will be PEAFF.

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 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 Benefits Issuance Control System (BICS) composite roll as 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 FFY2022 special project will remain open until September 30, 2023, for claiming of refunds and expungements only.

Information for completing the LDSS-923, LDSS-923B 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: <https://intranet.otda.ny.gov/bfdm/finance/>.

Claiming Contacts:

Justin Gross (Regions I - V): (518) 474-7549 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