



## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	23-LCM-17
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	October 17, 2023
<b>Subject:</b>	Pandemic Emergency Assistance Program (PEAF) Family Economic Support Payments
<b>Contact Person(s):</b>	Temporary Assistance Bureau: (518) 474-9344 <a href="mailto:PEAF@otda.ny.gov">PEAF@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment A - PEAF Estimated Family Economic Support Payments</a>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of an additional payment 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 Family Economic Support Payment.

#### II. Background

NYS received a reallocation of PEAF funding of approximately \$13 million. In addition to the previously issued payments, the Office of Temporary and Disability Assistance (OTDA) will be issuing a Family Economic Support Payment with PEAF funding.

#### III. Program Implications

##### *Family Economic Support Payment*

OTDA will issue a one-time, non-assistance, cash payment of \$100 on October 14, 2023, to Temporary Assistance (TA) households with a child/children aged 17 years or under. This payment is intended to defray any remaining costs incurred by these households due to the COVID-19 public health emergency.

TA households meeting the following eligibility criteria will receive a payment of \$100 per household:

- The open TA case contains a child who was active on the case during the month of September 2023; and,

- The child is aged 17 years or under at any time during the month of September 2023; and,
- The TA case remains open on the date of payment issuance.

Estimated 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 (CS) collections;
- not offset TA or SNAP overpayments;
- not be subject to overpayment determinations/calculations; and
- not be included in Interim Assistance Reimbursement (IAR).

#### IV. System Implications

*Rest of State (ROS) System Specifications:*

The Family Economic Support 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 October 14, 2023.

Upstate Systems Bureau issued a General Information System (GIS) Message, [23WMS023](#), 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):*

The following BICS composite item will identify all PEAFF Family Economic Support Payments on the BICS monthly composite rolls.

- **OTHER-NON-ASSIST-PEAF-GEN**

These PEAFF expenditures will appear under this item on the RF2, Schedule A composite for informational purposes only. The PEAFF composite item will not interface to the Automated Claiming System (ACS). This 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.

*New York City (NYC) System Specifications:*

Direction for Manual/Automated WS payment to Non RTC Cases:

PUC Code – 9  
Authorization number - 20230214  
Issuance code – WS  
Payment amount - \$100.00  
Payment Period – 10/01/23 – 10/31/23  
Restriction Indicator – 1

Direction for Manual WS payment to RTC Cases:

PUC Code – 1  
Authorization number - 20230214  
Issuance code – WS  
Payment amount - \$100.00  
Payment Period – 10/01/23 – 10/31/23  
Restriction Indicator – 2

Downstate Systems has developed issuance code WS to be used for the Family Economic Support 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 the NYC Human Resources Administration (HRA) 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 should be reported under the project label **PEAFF FFY2023** on the RF-17.

Program costs from the BICS composite roll are described in part IV. System Implications are reported as an 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 October 1, 2023, through February 29, 2024, must be final accepted in ACS by April 15, 2024. 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 April 15, 2024 may not be reimbursed.

Information for completing the LDSS-923, LDSS-923B and Schedule D and the 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.nyenet/bfdm/finance>.

### Claiming Contacts:

Justin Gross (Regions I - V): (518) 473-7549 or [otda.sm.field\\_ops.I-IV@otda.ny.gov](mailto:otda.sm.field_ops.I-IV@otda.ny.gov)  
Michael Simon (Region VI): (212) 961-8250 or [michael.simon@otda.ny.gov](mailto:michael.simon@otda.ny.gov)

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**Issued By:**

**Name:** Valerie T. Figueroa

**Title:** Deputy Commissioner

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