



Office of Temporary and Disability Assistance

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Administrative Directive Memorandum

Section 1

Transmittal:	24-ADM-04
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	June 13, 2024
Subject:	Temporary Assistance Budgeting - 2024 Earned Income Disregard
Suggested Distribution:	Temporary Assistance Directors and Staff SNAP Directors Employment Coordinators HEAP Coordinators Staff Development Coordinators WMS Coordinators Fair Hearing Staff Medicaid Staff
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Attachments:	None

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
20-ADM-06 21-ADM-02 22-ADM-11 23-ADM-04		352.19 352.20	SSL 131-a(8)(a)(ii)	TASB Chapter 18, Section I	ABEL Transmittal 24-1 GIS 24WMS008 GIS 01 TA/DC049 Federal Register: January 17, 2024

Section 2

I. Summary

This Administrative Directive (ADM) advises social services districts (districts) of a change in the Earned Income Disregard (EID) for the Public Assistance (PA) Needs Test budgeting process. Effective June 1, 2024, the EID increased from 62% to 63% and districts must begin using the new EID for eligible cases with an Automated Budgeting and Eligibility Logic (ABEL) PA budget “From Date” of June 1, 2024 (06/01/2024), and later.

II. Purpose

This directive advises districts of a change in the percentage of the EID used in the PA budgeting process. Annually, as required by Social Services Law (SSL) 131-a(8)(a)(ii), this percentage must be adjusted up or down to reflect the changes in the most recently published Federal Poverty Guidelines from the United States Department of Health and Human Services.

III. Background

Effective October 1, 2022, ABEL no longer performs the Gross Income Test or Poverty Level Test. ABEL only performs the Needs Test in determining income eligibility for PA. For recipients, net income cannot equal or exceed the PA standard of need after deducting the 63% EID and then the \$150 work expense disregard. If net income equals or exceeds the PA standard of need, the recipient is ineligible. An applicant’s eligibility for PA must be determined without application of the percentage EID unless the applicant is reapplying and has received PA for any one of the four months preceding the date of the current application.

The Division of Employment and Income Support Programs (EISP) issues an update to the threshold on an annual basis.

IV. Program Implications

The EID increased from 62% to 63% effective June 1, 2024. Districts must begin using the new EID for eligible cases with ABEL budgets effective June 1, 2024, or later. ABEL supported this change with budgets stored on or after April 14, 2024, for Rest of State (ROS) and May 19, 2024, for New York City (NYC).

The eligibility criteria for a PA household to receive the EID remains unchanged.

As a reminder, in accordance with 18 NYCRR § 352.20(c), for applicants/recipients temporarily residing in a hotel/motel, homeless shelter, domestic violence shelter, AIDS housing, congregate care facility, etc., the 63% EID must only be applied for earnings up to the 2024 Federal Poverty Guidelines found in the chart below and as published in the Federal Register and available at:

[Poverty Guidelines | ASPE \(hhs.gov\)](#).

2024 Federal Poverty Guidelines

Size of Family Unit	Annual Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

Each Additional Person	+\$5,380
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V. Required Action

Applicants

Effective June 1, 2024, an applicant’s eligibility for PA must be determined **without** application of the 63% EID unless the applicant is reapplying and has received PA for any one of the four months preceding the date of the current application.

Recipients

Effective June 1, 2024, a recipient’s eligibility for PA must be determined **with** the application of the 63% EID.

A mass re-budgeting of all PA cases with earned income currently receiving the EID and with an authorization “To Date” of 06/01/2024 or later (and PA budget effective “To Date” of 06/01/2024 or later) took place prior to June 1, 2024. Recipients received a notice of the change through the automated Client Notice System (CNS).

VI. Systems Implications

Rest of State (ROS) ABEL

To determine an applicant’s eligibility for PA, workers must use ABEL Disregard Indicator code “1-If Eligible, Give Disregard”, unless the applicant has received PA for any one of the four months preceding the date of the current application. If the applicant has received PA for any one of the four months preceding the date of the current application, workers must use ABEL Disregard Indicator code “2-Calculate With Disregard”.

If an applicant is determined eligible for PA using ABEL Disregard Indicator code “1-If Eligible, Give Disregard”, ABEL will grant the Disregard if the applicant is otherwise eligible for PA without application of the disregard. The ABEL Disregard Indicator code “1 – If Eligible, Give Disregard”, remains until the first “Undercare” Change Transaction after the case is opened and the client is a recipient of PA.

ABEL Changes and Mass Re-Budgeting/Reauthorization (MRB/A)

The 63% EID and the new poverty levels for the Needs Test migrated on April 14, 2024, for PA budgets with the “Budget From” dates of June 1, 2024, or later. The 2024 EID MRB/A was run Initial Phase on April 13, 2024, and Final Phase, with PA and PA/SNAP Budget Store and WMS Transaction Dates of April 28, 2024. Authorized cases were sent a CNS Notice. Districts should examine and resolve Exceptions by calculating and storing a new PA or PA/SNAP Budget with a “From Date” of June 1, 2024, and processing the appropriate Undercare Change Transaction. For further information please refer to the [ABEL Transmittal 24-1](#) and [GIS 24WMS008](#).

New York City (NYC)

The MRB of NYC cases took place as follows: Pass 1 – Notices non-update ran on the weekend of April 13 – April 14, 2024, with budgets and reports available on April 15, 2024. Pass 2 – Update ran on the weekend of May 18 - May 19, 2024, with budgets and reports available on May 20, 2024.

VII. Additional Information (Optional)

Supplemental Nutrition Assistance Program (SNAP) Implications

PA/SNAP cases were mass re-budgeted and had their SNAP benefits adjusted automatically. SNAP only cases with PA income (mixed cases) must be re-budgeted with the increase in available PA income due to the increase in the PA EID. This does not apply to Non-Public Assistance (NPA)/SNAP cases. SNAP households continue to receive a 20% earned income disregard from their gross earned income. Please note that the Federal Poverty Level Guidelines do not change for the SNAP Program on June 1, 2024. SNAP Poverty Level changes will be adjusted on October 1, 2024, as usual.

Medicaid Implications

There are no Medicaid implications.

VIII. Effective Date

June 1, 2024

Issued By:

Name: Valerie Figueroa

Title: Deputy Commissioner

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