



Administrative Directive Memorandum

Section 1

Table with fields: Transmittal: 24-ADM-11; To: Social Services District Commissioners; Issuing Division/Office: Employment and Income Support Program; Date: October 11, 2024; Subject: New Temporary Assistance Recertification Periods and Corresponding Verification Requirements for Household Composition and Residence; Suggested Distribution: Commissioners, TA Directors, SNAP Directors, Staff Development Coordinators, Fair Hearing Staff, WMS Coordinators; Contact Person(s): Temporary Assistance Bureau at (518) 474-9344 or tabureau@otda.ny.gov; Attachments: None

Filing References

Table with 6 columns: Previous ADMs/INFs, Releases Cancelled, Dept. Regs., Soc. Serv. Law & Other Legal Ref., Manual Ref., Misc. Ref. Rows include references like 04-ADM-02, 05-INF-04, etc.

Section 2

I. Summary

This Administrative Directive Memorandum (ADM) advises social services districts (districts) of changes to Office regulations 350.2(a) and 351.21(c) that eliminate the semi-annual recertification interview for Temporary Assistance (TA) and establish a standard 12-

month certification period for all TA cases, excluding non-parent caregiver (NPC) cases, and a 24-month certification period for all NPC cases. The LDSS-4887, currently referred to as the “Mail-In Recert/Eligibility Questionnaire”, is being renamed and will be referred to as the “Eligibility Questionnaire” in this ADM. The revised form will be announced in a later directive once the revisions are finalized. The [LDSS 4887](#), replaces one of the recertification interviews for TA and NPC cases, and must be submitted at the 6 month point for all TA cases other than NPC cases and at the 12-month point for NPC cases for households to report changes. Interviews will still take place at the 12 and 24-month points to recertify TA cases on yearly or bi-annual bases. Additionally, TA recipients can now attest to household composition and residence for all household members with the submission of the [LDSS-4887](#) “Eligibility Questionnaire” and at recertification.

II. Purpose

The Office of Temporary and Disability Assistance (OTDA) has finalized changes to the regulations that establish recertification requirements. These regulatory changes will simplify the recertification process by extending the certification period for TA cases (other than NPC cases) from 6 to 12 months and extending TA NPC case certification periods from 12 to 24 months. The [LDSS-4887](#) will be used at the mid-point of certification periods (6 and 12-month points) for households to report changes.

In addition, TA recipients may now attest to household composition and residence for adults and minors in their household as part of recertification, whether through the mail-in eligibility questionnaire process or in-person.

This change in policy seeks to provide administrative relief for recipient households and districts by standardizing the mail-in eligibility questionnaire process for all TA cases and allowing attestation for household composition and residence.

III. Background

18 NYCRR 350.2 and 18 NYCRR 351.21 previously required the eligibility of TA applicants and recipients to be reevaluated and verified at least once every three months for Family Assistance (FA) cases when eligibility was based on the unemployment of a parent and every six months for FA and Safety Net Assistance (SNA) cases when eligibility was not based on the unemployment of a parent. Districts had the option to request a waiver that allowed for the use of a mail-in recertification form (now known as the [LDSS-4887](#) “Eligibility Questionnaire”) as a substitute for one of the two mandatory semi-annual TA face-to-face, telephone or digital recertification eligibility interviews. Additionally, districts had the option to request a waiver that would allow one face-to-face, telephone or digital TA recertification every 24 months for NPC cases.

IV. Program Implications

The use of 12 and 24-month certification periods will now be standard practice for TA and NPC cases statewide, with a mail-in eligibility questionnaire required at the 6 and 12-month points. District staff must accept the attestation of household composition and residence as indicated on the [LDSS-4887](#) and must not require documentation to verify household composition or residence for any household member active on the TA case, **unless the information provided is questionable**. The information is considered questionable when either documentary evidence or information provided by the household during the initial interview conflicts with the information provided on the [LDSS-4887](#). If household composition or residence are deemed questionable, the case record must be updated to

include the specific documentation requested as well as details regarding the reason attestation was not sufficient.

For Non-TA Supplemental Nutrition Assistance Program (SNAP) applications and recertifications, verification of household composition and residence are currently only required if questionable.

For TA recertifications conducted at the 12 and 24-month periods via the [LDSS-3174](#) “New York State Recertification Form for Certain Benefits and Services”, verification of household composition and residence is no longer required unless the information has changed or is considered questionable.

The new 12 and 24-month certification periods **do not** change the requirement that recipients must report changes in income, resources and all other circumstances which may affect the amount of the TA grant to districts within 10 days after each change.

Districts are reminded that in accordance with [06-INF-12](#), attendance in high school or the equivalent level of vocational or technical training of 18 year olds must be confirmed at recertification.

V. Required Action

Beginning October 11, 2024, districts must authorize all TA cases (other than NPC cases) for 12 months with a 6-month mail-in eligibility questionnaire requirement, regardless of household income. Districts must authorize all NPC TA cases for 24 months with a 12-month mail-in eligibility questionnaire requirement.

Districts must use the [LDSS-4887](#), or an OTDA-approved local equivalent form, in place of the formerly mandatory face-to-face semi-annual recertification eligibility interview. Recipients are only required to submit documentation to support changes they indicate on the [LDSS-4887](#). The district must accept attestation for household composition and residence and document within the case record how these eligibility factors were verified, including by attestation. SNAP households with certification periods longer than 6 months are required to submit completed Periodic Reports ([LDSS-4310](#)) at the midpoint of their certification period, and the [LDSS-4887](#) serves as the Periodic Report for the SNAP portion of the TA/SNAP case.

Districts with a waiver for a 12-month recertification period previously needed to input Anticipated Future Action (AFA) Code Z26 on Screen 3 of WMS. This triggered the system to generate a file containing all active TA cases authorized for 12 months, and automatically send the [LDSS-4887](#) to cases marked with the Z26 AFA code and approaching 7 months from their recertification end date. Under the updated process, districts no longer need to input the Z26 AFA Code for the [LDSS-4887](#) to be sent out automatically.

NPC TA cases normally will not have SNAP authorized through them. **However, in the event that SNAP is issued on an NPC TA case, the SNAP portion of the case would not be eligible for the 24-month certification period.** The district must assign the appropriate SNAP authorization period for the household circumstances. SNAP households must continue to report required changes within the 10-day timeframe for change reporting, and simplified reporters must still receive the [LDSS-4310](#) at the 6-month point in their SNAP certification period. This report must be completed to maintain benefits. Districts

should refer to the [LDSS-4908 SNAP Change Reporting Desk Aid](#) to determine the household's SNAP reporting requirements.

For Medicaid purposes, districts will not be able to assign a 24-month TA certification period to NPC cases on WMS. Medicaid requires that certification periods be limited to 12 months. Districts will need to assign a new 12-month TA certification period for NPC cases following the return and processing of the mail-in recertification.

VI. Systems Implications

Although the system no longer requires the Z26 AFA Code, cases with this code will still be part of the updated automated process. NPC cases, which will all have a 24-month authorization period, must receive the [LDSS-4887](#) at the 12-month point. To accommodate this requirement, a new AFA Code, Z60-Non-Parent Caregiver Cases (NPC), has been established. Districts must input Z60 on Screen 4 of WMS to exclude NPC cases from the automated process. Districts will continue to use the Recertification Tracker or CNS to manually send out the [LDSS-4887](#) with Reason Code Z26 for NPC cases.

In order to assist districts in tracking cases where a [LDSS-4887](#) "Eligibility Questionnaire" is due, a new Production Hosting Reports & Enterprise Documents (PHRED) report titled "Auto-Recert Cases Selected" (WMS Report WINR1786) will be available for all districts on October 11, 2024. This report will list TA cases that were automatically mailed the [LDSS-4887](#) at the 6-month mark of their 12-month authorization period. The system selection job, which identifies eligible cases, will run monthly on the Saturday following the second Friday of the month. Notices for the identified cases will be released over the following ten business days. The PHRED report will include all cases that receive the [LDSS-4887](#) each month.

VII. Effective Date

October 11, 2024

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