



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

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| Transmittal: | 24-INF-05 |
| To: | Social Services District Commissioners |
| Issuing Division/Office: | Employment and Income Support Programs |
| Date: | July 16, 2024 |
| Subject: | Release of Informational Flyers about the New Public Assistance Earned Income Disregards |
| Suggested Distribution: | Temporary Assistance Directors and Staff, SNAP Directors, Employment Coordinators, HEAP Coordinators, Staff Development Coordinators, WMS Coordinators, Fair Hearing Staff, Medicaid Staff |
| Contact Person(s): | Employment and Advancement Services Bureau at: (518) 486-6106 or EASBureau@otda.ny.gov Temporary Assistance Bureau at: (518) 474-9344 or tabureau@otda.ny.gov |
| Attachments: | Attachment 1 - Pub-5263 - "Work Pays: Start a Job, Increase Your Income, Keep Your Benefits" Attachment 2 - Pub-5264 - "Work Pays: Learn, Earn, and Keep Your Benefits" |

Filing References

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|--------------------|--------------------|-----------------|-----------------------------------|-------------|------------|
| 23-ADM-10 | | 352.20 385.9 | SSL 131-a (8) SSL 336-a | | 24-LCM-04 |

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to introduce social services districts (districts) to new publications designed to increase awareness of income disregards available to Public Assistance (PA) recipients. These resources include:

- Pub-5263: "Work Pays: Start a Job, Increase Your Income, Keep Your Benefits"

- Pub-5264: “Work Pays: Learn, Earn, and Keep Your Benefits”

These publications are intended to be used by stakeholders who interact and work with low-income households, such as districts, career center partners, government agencies, community-based organizations (CBO’s), employers, and employer associations. Districts are strongly encouraged to share these resources with their local partners as appropriate.

II. Background

On December 22, 2023, the Office of Temporary and Disability Assistance (OTDA) issued [23-ADM10](#) to advise districts about two new earned income disregard (EID) measures for PA recipients that were enacted in the State Fiscal Year (SFY) 2023-24 New York State Budget:

- A disregard from PA budget calculations on all income a PA recipient earns from a new job entry for a maximum of six consecutive months, once per lifetime, provided that the individual’s overall income does not exceed 200% of the FPL for their household size.
- A disregard on all earned income that a PA recipient derives from participation in a qualified work activity or training program, provided that the individual’s overall income does not exceed 200% of the Federal Poverty Level (FPL) for their household size.

Both EID measures went into effect on December 29, 2023. The charts showing 200% of FPL based on household size are updated annually and go into effect each year on June 1. The most recent chart can be viewed here: [24DC004](#). Using simple language and graphics, the publications present basic information about the new disregards and are designed to raise awareness about these income supports.

III. Program Implications

A. Overview of the Publications

Pub-5263 “Work Pays: Start a Job, Increase Your Income, Keep Your Benefits” outlines the financial gains PA recipients can experience when they get a new job and receive the one-time 100% disregard for all their earnings for six months.

Pub-5264 “Work Pays: Learn, Earn, and Keep Your Benefits” encourages PA recipients to explore training opportunities that may lead to increased earning power and demonstrates how combined income from paid training and PA benefits can help recipients become more financially secure.

B. Use of the Publications

Districts can determine how to best use these publications to promote work within their client flow. OTDA recommends the use of these publications at the following points of contact with district clients:

- Orientation
- Assessment and re-assessment
- Employment plan development
- Job placement and retention
- Recertification
- Client mailing and/or outreach
- Case management or follow-up meetings

In addition, these publications should be shared across all program lines (i.e., PA, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Home Energy Assistance Program (HEAP), etc.)

and with community stakeholders such as career center partners, government agencies (i.e., County Employment and Training, BOCES, etc.), CBOs that assist low-income households, local businesses, and employers. By sharing these resources and relevant program information with local partners, districts can foster stronger partnerships and facilitate effective referrals among partners.

Districts may also find it helpful to use these publications in conjunction with [Book 1 - What You Should Know About Your Rights and Responsibilities - LDSS-4148A](#) and [Book 2 - What You Should Know About Social Services Programs - LDSS-4148B](#), which contain more detailed information on reporting requirements and transitional benefits.

C. Forms

The above-referenced publications are Web Only documents and are available for downloading at [Publications | OTDA \(ny.gov\)](#) by districts for reproduction locally; therefore, they are only available online and are not available in hard copy from OTDA. Questions concerning Web Only documents should be directed to BMS Document Services at (518) 474-9522.

Issued By:

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