



## Local Commissioners Memorandum

### Section 1

Transmittal:	24-LCM-04-T
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	May 30, 2025
Subject:	Implementation of Administrative Directive 23-ADM-10 - Questions and Answers
Contact Person(s):	Employment and Advancement Services Bureau at: (518) 486-6106 or <a href="mailto:otda.sm.eisp.eas@otda.ny.gov">otda.sm.eisp.eas@otda.ny.gov</a> Temporary Assistance Bureau at: (518) 474-9344 or <a href="mailto:tabureau@otda.ny.gov">tabureau@otda.ny.gov</a>
Attachments:	<a href="#">Attachment 1 – Questions and Answers Regarding the Implementation of Administrative Directive 23-ADM-10</a>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide social services districts (districts) with supplemental information regarding the implementation of [23-ADM-10 - Temporary Assistance Budgeting: New Earned Income and Training Disregard Measures Authorized in the SFY 2023-24 State Budget](#). The LCM is being reissued to replace Attachment 1 – *Questions and Answers Regarding the Implementation of Administrative Directive 23-ADM-10*. The revised Attachment 1, which is a list of questions and answers on the 100% Earned Income Disregards (EIDs) for Public Assistance (PA) recipients, has added a new Question 5 that addresses the issue of the 100% EID eligibility for qualified non-citizen parents or legally responsible relatives on a separate Safety Net PA case from their child(ren)'s Family Assistance case. The new Attachment 1 also revises hypothetical dates in Question 11 so that the timeline for the 100% EID eligibility described in the example scenario is accurate.

#### II. Background

On December 22, 2023, the Office of Temporary and Disability Assistance (OTDA) issued 23-ADM-10 to advise districts about two new EID measures for PA recipients enacted in the State Fiscal Year (SFY) 2023-24 New York State Budget:

- A disregard from PA budget calculations on all earned income a 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 Federal Poverty Level (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, also provided that the individual's overall income does not exceed 200% of the FPL for their household size.

Both new EID measures went into effect on December 29, 2023.

23-ADM-10 presented guidance for districts on implementing the new EIDs, including instructions for manual budgeting, tracking, and client notices for the interim period while systems enhancements are being developed to assist with these procedures. Throughout the process of developing this guidance, OTDA worked to solicit district feedback and incorporate local eligibility staff input. The attached document, *Questions and Answers Regarding the Implementation of Administrative Directive 23-ADM-10*, reflects questions and case-specific scenarios that district supervisors and staff raised throughout this process. The responses to these questions provide further guidance that should be of interest to all districts.

### III. Program Implications

Please share the attached document, *Questions and Answers Regarding the Implementation of 23-ADM-10* with your PA/SNAP Eligibility and Employment staff.

---

### Issued By:

**Name:** Valerie T. Figueroa

**Title:** Deputy Commissioner

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