



Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-19
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	December 2, 2024
Subject:	Supplemental Guidance on the New York State Shelter Arrears Eviction Forestallment (SAEF) Program
Contact Person(s):	Temporary Assistance Bureau: 518-474-9344 or tabureau@otda.ny.gov
Attachments:	Attachment 1 - SAEF Program Application Template Attachment 2 - SAEF Program Notice of Determination Letter Template Attachment 3 - SAEF Program Summation Report Template Attachment 4 - Questions and Answers on the SAEF Program

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide social services districts (districts) with supplemental guidance regarding the implementation of [24-LCM-12: New York State Shelter Arrears Eviction Forestallment \(SAEF\) Program](#). As a reminder, allocations are available for all districts other than New York City.

II. Background

On September 18, 2024, the New York State Office of Temporary and Disability Assistance (OTDA) released 24-LCM-12 announcing that the New York State Fiscal Year 2024-2025 Budget appropriated \$10 million to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a.

To distribute these funds, OTDA created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

OTDA is committed to supporting districts with the implementation of their SAEF programs, and as part of these efforts, held a WebEx meeting on October 8, 2024, that was open to all Rest of State (ROS) districts to discuss their questions.

In response to feedback that was submitted following the release of [24-LCM-12](#), OTDA developed Attachment 1 - *SAEF Program Application Template* and Attachment 2 - *SAEF Program Notice of Determination Template*, which may be used by districts to guide implementation of the program and alleviate administrative concerns. These templates are optional and districts may alter them to fit their program design. Districts are reminded that a separate SAEF program application is not a requirement for SAEF program eligibility determinations.

In addition, OTDA has included Attachment 3 - *SAEF Program Summation Report Template*. Districts are required to use this template when reporting information to OTDA. The reporting elements included in the template provided replace certain parts of the reporting components included under Section III. D. of 24-LCM-12. The template includes information that must be reported to OTDA, along with criteria that is optional for reporting purposes. Districts are still required to maintain the household-payment records outlined under Section III. D. of 24-LCM-12. As a reminder, districts must submit the required reporting information to the OTDA Temporary Assistance (TA) Bureau by October 31, 2025, via email at: tabureau@otda.ny.gov.

OTDA has included Attachment 4 - *Questions and Answers on the SAEF Program* in response to common questions that have been submitted by districts following the release of 24-LCM-12.

Following the release of this LCM, a mandatory survey will be distributed to districts to determine how they are utilizing the flexibilities provided to them in the implementation of their SAEF programs as outlined in 24-LCM-12. The survey will include questions regarding: parameters set forth by the district and/or other public agency, contractor, or local nonprofit organization; prioritization of specific populations; why households are eligible to receive SAEF program funds, but not Emergency Assistance to Families (EAF) or Emergency Safety Net Assistance (ESNA); and any contractual agreements for administering the program.

Issued By:

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