

**Questions and Answers on [24-ADM-11](#) New Temporary Assistance  
Recertification Periods and Corresponding Verification Requirements for  
Household Composition and Residence**

## Policy

Q1: The changes in the [24-ADM-11](#) were effective on October 11, 2024. How should cases that recertified on November 1, 2024 and were processed prior to the release of this [24-ADM-11](#) be handled? Do districts need to reprocess these cases with the 12-month authorization period?

A1: Districts do not have to go back and extend the authorization period for November 1, 2024 cases that were processed prior to the release of [24-ADM-11](#). These cases will show up on the recert tracker. At the 6-month mark, instead of triggering the system to send out the [LDSS-3174](#), the district will have to manually send those recipients the [LDSS-4887](#) and then authorize the case for the additional 6 months once the [LDSS-4887](#) is returned. While this is unfortunately a manual process for this small subset of cases, it is the only work around that does not burden clients and districts with the full [LDSS-3174](#) recertification packet.

Q2: Would a closure with the M12 code be regarded the same as a failure to recertify? Will a new application be required, or can the case be reviewed for reactivation?

A2: If the recipient does not respond within the 10-day period of the timely notice, the case shall be closed at the end of the 10-day period. Any request for assistance made after a case is closed shall be considered a new application. If the recipient responds to the eligibility questionnaire during the 10-day notice period, the 10-day notice of proposed discontinuance shall be nullified.

Q3: The Medicaid section, starting on Page 4 of [24-ADM-11](#), states:

*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.*

A3: The term “mail-in recertification” should not have been used. The last sentence of the paragraph should read:

*Districts will need to assign a new 12-month TA certification period for NPC cases following the return and processing of the [LDSS-4887 Eligibility Questionnaire](#).*

Q4: When is verification of residence and household composition required?

A4: Verification of residence and household composition is required at the time of application for Temporary Assistance (TA) and Supplemental Nutrition Assistance Program (SNAP) cases. Verification of residence and household composition during the certification period and at recertification is not required unless the

information provided is questionable. For SNAP, verification of household composition is only required if questionable. However, SNAP households must verify residence consistent with the requirements described in [12 INF-06 Food Stamp Program Clarification of Required Documentation/Verification](#).

Q5: Is there a change in the requirement for verifying shelter expense?

A5: No, [24-ADM-11](#) - New Temporary Assistance Recertification Periods and Corresponding Verification Requirements for Household Composition and Residence does not change any program rules for verifying shelter expense.

Q6: Can existing cases be extended to the 12-month certification period if the district sends an eligibility questionnaire?

A6: Only cases opened or authorized after October 11, 2024 (effective date of the regulation change) may have a 12-month authorization period.

Q7: What must the district do if not all members of the household are reported on the recertification or eligibility questionnaire when compared to the household composition documented during the interview?

A7: Follow-up with the household would be needed to get more information on the reason for non-inclusion. This may be a case where the district has reasonable doubt regarding the accuracy of the information, where the client was confused regarding the question, or where the client intended to report a change. The reason for the omission would impact further district actions.

Q8: Do the new authorization periods apply to new case openings only or recertifications as well?

A8: The new authorization periods are for both case openings and recertifications opened or authorized after October 11, 2024.

Q9: For non-parent caregiver (NPC) cases that also receive SNAP, can the [LDSS-4887](#) be used for SNAP recertification or is a separate SNAP recertification required?

A9: The [LDSS-4887](#) serves as the Periodic Report ([LDSS-4310](#)) for the SNAP portion of a TA/SNAP case. The [LDSS-4887](#) is used for information collection, not recertification. The [LDSS-4887](#) cannot be used to recertify SNAP or TA cases. Additionally, the maximum certification period for SNAP for these NPC cases is 12 months. These households are not eligible for and cannot be assigned 24-month certification periods.

Q10: When SNAP is authorized on a TA case at opening, how will the certification periods be aligned?

A10: The district should assign the SNAP certification period to align with the certification end date the TA portion of the case will be assigned upon opening. For example, if the certification period of the TA case will end on December 31<sup>st</sup> upon opening, the SNAP certification period should end on December 31<sup>st</sup>. This is consistent with the requirements in 18 NYCRR 387.17(a)(1) which explains that certification periods, the food stamp certification period will be the same as the TA certification period plus one month, but not more than a total of 12 months.

## Systems

Q11: What action should be taken if the district receives error code 1179 for case types 16, 17 and/or 11 when trying to authorize the case for 12 months?

A11: System edits were in place that restricted certain cases from being authorized over 6 months. The edits have been removed; See [24WMS013 - Deletion of WMS Edits 1179 and 1180](#).

Q12: Must districts remove the Anticipated Future Action (AFA) code Z26 from NPC cases that were authorized prior to the release of [24-ADM-11](#)?

A12: No, a system update has been implemented to ensure the system will only look at cases after October 11, 2024.

Q13: Will there be a Production Hosting Reports & Enterprise Documents (PHRED) report showing the cases that automatically receive the [LDSS-4887](#)?

A13: Yes, the WINR1786 will show these cases.

Q14: What transaction type code should be used if a change is reported on the [LDSS-4887](#)?

A14: Transaction code 05 (change) is used if the recipient reports a change on the [LDSS-4887](#).

Q15: Will the system allow an NPC case to be authorized for 24 months?

A15: The system does not allow for a TA case to be authorized for 24 months. The workers must enter an AFA code of Z60 and store a 12-month authorization period. The system will automatically send out the [LDSS-4887](#) prior to the 12-

month mark. Once received back, the worker must then store a second 12-month authorization period to total 24 months.

AFA code Z60 has been added to the WINR1786 PHRED Report along with new headings for Case Name, Worker (from Office/Unit/Worker), and AFA Code, if it equals Z60. As explained in Q9 above, NPC cases **that also receive SNAP** may only be assigned 12-month certification periods. The maximum certification period for SNAP for these NPC cases is 12 months. These households are not eligible for and cannot be assigned 24-month certification periods unless all adults in the household are aged or disabled.

Q16: Must the Z60 AFA code be entered in the second 12-month authorization period for NPC cases?

A16: Yes. If the Z60 AFA code is not entered, the case will be pulled into the non-NPC TA case list and receive the [LDSS-4887](#) at the 6-month point.

Q17: For an NPC case, can the districts use AFA codes Z60 and 207 simultaneously for the end of the 12-month authorization period?

A17: Nothing prevents a district from using two AFA codes at the same time.

Q18: What happens to cases that will reach their state and federal time limits during the authorization period?

A18: The system will auto convert Family Assistance (CT 11) to Safety Net (CT 17) at the 60-month mark.

Districts should be using the following reports to track case time limits:

- WINR 8112 Time Limit Tracking Report – On a monthly basis, a “milestone” report will be produced, including cases that have reached significant milestones toward the cash safety net assistance or State 60-month limit.
- WINR 8113 PA Caseload Tracking Report – This monthly report provides specific case – related details for all active cases.
- WINR 5263 60 Month Conversion Eligible Report - The purpose of this report is to inform workers of which of their cases reached the 60-month limit on TANF Assistance, Case Types 11 or 12 and were automatically converted to Safety Net, Case Types 16 or 17.

As a reminder, districts should make use of AFA codes as a reminder to review cases.

Q19: Will there be a system change to allow cases that have direct child support to be authorized beyond six months?

A19: The system allows cases receiving direct child support to have a 12-month authorization period. The system will not allow the case with direct child support to have a budget exceeding six months. System changes will not be made, as the intent is for child support to be assigned and redirected to the district as soon as possible.