

BARBARA C. GUINN Commissioner

RAJNI CHAWLA Executive Deputy Commissioner

# **Informational Letter**

Section 1				
Transmittal:	25-INF-03 Social Services District Commissioners			
То:				
Issuing Division/Office:	Employment and Income Support Programs			
Date:	February 20, 2025			
Subject:	Implementation of Administrative Directive 24-ADM-11 – Quest and Answers			
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, Staff Development Coordinators, Fair Hearing Staff, WMS Coordinators			
Contact Person(s):	<b>con(s):</b> Temporary Assistance Bureau at (518) 474-9344 or <u>tabureau@otda.ny.gov</u> Supplemental Nutrition Assistance Program at (518) 473-0332 c <u>SNAPbureau@otda.ny.gov</u>			
Attachments:	Attachment 1 – Questions and Answers			

## **Filing References**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
24-ADM-11		18 NYCRR 350.2 18 NYCRR 351.6 18 NYCRR 351.20(b) 18 NYCRR 351.21	Social Services Law (SSL) §134- a 45 CFR § 206.10, § 233.40		

# Section 2

#### I. Purpose

The purpose of this informational letter is to provide districts with supplemental information regarding the implementation of <u>24-ADM-11 - New Temporary Assistance Recertification</u> <u>Periods and Corresponding Verification Requirements for Household Composition and</u> <u>Residence</u>. This letter also clarifies incorrect information that was inadvertently included in

the original directive. Specifically, for Supplemental Nutrition Assistance Program (SNAP) applications and recertifications, verification of household composition is only required if questionable. However, SNAP households must verify residence consistent with the requirements described in <u>12-INF-06</u>.

#### II. Background

On October 11, 2024, the New York State Office of Temporary and Disability Assistance released <u>24-ADM-11</u> announcing changes to Office regulations 350.2(a) and 351.21(c) that eliminate the semiannual 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.

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

#### **III. Program Implications**

Please share the attached document, Questions and Answers regarding the implementation of <u>24-ADM-11</u>, with your TA Eligibility staff.

### Issued By:

Name: Valerie T. Figueroa Title: Deputy Commissioner Division/Office: Employment and Income Support Programs/NYS Office of Temporary and Disability Assistance