

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**September 10, 2014**

Page: 1

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, SNAP Directors, WMS Coordinators,  
Staff Development Coordinators, Financial Directors

**FROM:** Phyllis Morris, Deputy Commissioner  
Center for Employment and Economic Supports

**SUBJECT:** State Supplement Program (SSP) Updates

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** CEES SSP Bureau at 518-408-4757

The purpose of this GIS is to inform Social Services Districts (SSDs) of two developments related to the upcoming takeover of the State Supplement Program (SSP) by the New York State (NYS) Office of Temporary and Disability Assistance.

As way of background, the Social Security Administration (SSA) currently administers the Supplemental Security Income (SSI) program and, under contract with New York State, the State Supplement Program (SSP). The single monthly benefit received by most SSI recipients includes the federal SSI benefit and the state funded SSP benefit. Effective October 1, 2014, responsibility for the administration of the State Supplement Program will transfer from SSA to NYS. At that time, NYS, rather than SSA, will issue the SSP benefit. Recipients will continue to receive the federal portion from SSA.

**SSP Brochure/Palm Card Information**

A brochure and a palm card have been developed to provide information about the State Supplement Program to be administered by OTDA. SSDs may find it helpful to share these publications with staff, and with program recipients or other community members who inquire about SSP.

The brochure, PUB-5036, "*New York State Supplement Program (SSP) Program Overview*" is available in print in both English and Spanish. In addition, the brochure can be viewed and downloaded from the OTDA website in the following languages: English, Arabic, Chinese, Haitian-Creole, Italian, Korean, Russian and Spanish.

The palm card, PUB-5042, is available in print in English only with language access information on the reverse side of the card in the following languages: English, Arabic, Chinese, Haitian-Creole, Italian, Korean, Russian and Spanish. The palm card can also be downloaded from the OTDA website.

**GENERAL INFORMATION SYSTEM**  
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**September 10, 2014**

Page: 2

Both publications may be ordered by completing and submitting either the OTDA 876EL (DOC) or OTDA 876 EL (PDF), which can be found at:  
[http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm).

Publications may also be ordered through the Social Services Districts (SSDs) online forms ordering system at: <http://formorders/>.

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

More detailed information on the impact of the takeover will be provided shortly.

**State On-line Query Information**

Information on SSP benefits issued by NYS on and after October 1, 2014 will no longer be reported by SSA through the State On-line Query (SOLQ) System. SSD staff will be able to find SSP benefit information on the Welfare Management System (WMS).

- Upstate WMS

SSP benefit information can be viewed by selecting option # 17 (Time Limit Tracking Inquiry) from the Upstate WMS main menu and then selecting option "K" – SDX-SSI Individual Status. The Client Identification Number (CIN) or Social Security number must then be entered to access the desired information.

- New York City WMS

SSP benefit information can be viewed by selecting option # 7 (SDX Inquiry) from the NYC WMS Inquiry menu (NQRY00). The SDX case name or Social Security number must be entered to access the desired information.