

**DATE:** June 14, 2018

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** TA Directors, WMS Coordinators, Staff Development Coordinators, Employment Coordinators

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Non-Assistance Payment Types for Authorization of Temporary Assistance (TA) Emergency or Immediate Needs

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** TA Bureau at: 518-474-9344

The purpose of this GIS is to clarify the use of non-assistance payment type codes 52 - *Emergency Allowance to Forestall Eviction/Foreclosure*, E8 - *Emergency Shelter Payment* and N1 - *Emergency Non-Utility Fuel Payment*.

Payment type code 52 must be used when authorizing an emergency payment to forestall an eviction or prevent foreclosure and can be used prior to and after the date of TA eligibility. Payment type code 52 must not be used for any other emergency shelter payments. For additional information on this payment code see [GIS 06TA-DC034](#).

Payment Type Code E8 must be used for all emergency shelter placement payments such as hotel/motels authorized prior to the determination of TA eligibility. Payment type E8 must not be used to authorize an emergency shelter payment to forestall an eviction or prevent foreclosure.

Payment type code N1 must be used for all emergency non-utility (other than electric or natural gas) fuel payments authorized prior to the determination of TA eligibility. Districts must authorize emergency utility (electric or natural gas) payments using payment type code 60 – *Emergency Utility Payment to Prevent Shut-Off or Restore Service*. For additional information on payment codes E8 and N1 see GIS 07TA/WMS006 and WMS/CNS Coordinator letter dated January 22, 2007.