

**DATE:** August 17, 2018

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA, HEAP and SNAP Directors,  
Accounting Supervisors, Employment Coordinators, Staff  
Development Coordinators, Fair Hearing Officers

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

**SUBJECT:** Social Services Districts (districts) Interim Assistance Reimbursement (IAR)  
Responsibilities

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance (TA) Bureau at: (518) 474-9344 or  
[otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov)

The purpose of this message is to remind social services districts (districts) of the required actions that must be performed to comply with the Interim Assistance Reimbursement (IAR) agreement that the New York State (NYS) Office of Temporary and Disability Assistance (OTDA) has with the Social Security Administration (SSA).

Although there have been no policy changes in this area, districts are reminded that they must follow specific steps to ensure reimbursement by the SSA for Interim Assistance (IA) provided to recipients of Safety Net Assistance (SNA) while their Supplemental Security Income (SSI) applications are pending. Steps include but are not limited to the following:

- Obtaining a valid IAR authorization found in the [LDSS-2921](#), [LDSS-3174](#), [LDSS-4887](#) or approved local equivalent.
- Ensuring that applicant/recipient signatures on scanned IAR authorizations are sufficiently readable when retrieved.
- Correctly calculating the IAR amount due to the district and timely submitting accurate information into the SSA Government-to-Government Services Online (GSO) website.
- Providing the completed [LDSS-2425A](#): *Repayment of Interim Assistance Notice*, or approved local equivalent to the recipient. Instructions on completing the form can be found in [09 ADM-18](#), [Attachment A](#). To ensure proper completion of the form, districts are reminded of the following:
  1. The numbers entered in the 'Safety Net Assistance and Other Payments furnished for basic needs calculation' chart on the LDSS-2425A must correspond with the numbers in the 'IA Payment Reported' column on the SSA GSO website. The amounts on both the [LDSS-2425A](#) and the GSO website must reflect all IA payments made for the entire IA period.

2. The amount in the 'TOTAL Interim Assistance' field on the [LDSS-2425A](#) is always the grand total of IA provided to the recipient for the entire IA period. In instances where two pages of the LDSS-2425A are required, the 'TOTAL Interim Assistance' field must be completed, and must be the same amount (the grand total of IA for the entire period), on both pages.
3. The amount in the 'Total Amount of interim assistance reimbursement received from the SSA' field on the LDSS-2425A must match the exact IAR payment amount from the SSA.
4. Provide the completed LDSS-2425A to the recipient within 10 working days of the district receiving the IAR payment from the SSA.
  - a. The notice must include the Fair Hearing language.
  - b. Districts must not date and/or send the notice prior to receiving the IAR payment from the SSA.

Further guidance can be found in the policy documents listed below. There is also an IAR training available on TrainingSpace.

- [08-ADM-11](#): *Interim Assistance Reimbursement (IAR) Consolidated Policy and Procedures*
- [09-ADM-18](#): *Temporary Assistance (TA) Policy Implications of Implementation of Electronic Interim Assistance Reimbursement (e-IAR)*
- [14-ADM-02](#): *The Use, Capture and Reporting of a SSD's Representative's Signature on Interim Assistance Reimbursement (IAR) Authorizations*

If you have any questions, please contact the TA Bureau at: (518) 474-9344 or by email: [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov).