



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC029 Upstate and New York City
Date:	April 10, 2020
To:	Subscribers
Suggested Distribution:	Commissioners, SNAP Directors, TA Directors, WMS Coordinators, Medicaid Directors
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	COVID-19 Emergency Allotments to SNAP Households
Effective Date:	Immediately
Contact Information:	Supplemental Nutrition Assistance Program (SNAP) Questions – SNAP Bureau 518-473-1469 or otda.sm.cees.snap@otda.ny.gov
Attachments:	Attachment 1: Public Notices Attachment 2: Families First SNAP Supplement Attachment 3: Social Media Announcement

Section 2

The purpose of this GIS is to advise social services districts (districts) that Emergency Allotments (EA) will be issued to some Supplemental Nutrition Assistance Program (SNAP) recipient households that received benefits for the months of March 2020 and/or April 2020. The allotments were authorized by the Families First Coronavirus Response Act of 2020 and are being issued in accordance with the terms of the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) memorandum of March 20, 2020.

The EA benefits will be issued as supplements only to SNAP households that have not or will not receive the maximum household benefit, based on the household's size, for March and for April 2020. The supplement for each month will be the difference between the amount of SNAP benefits the household received for the month and the maximum benefit amount for the household's size.

Only SNAP households that did not receive the maximum benefit for the size of the household for March or April or for both months are eligible for the EA supplement. This includes households that received a pro-rated, partial issuance for either of the months for which the supplements are being issued.

SNAP Households that received the maximum benefit, based on their household's size, for March and for April 2020 are **not** eligible for an EA supplement.

Below is a chart of the maximum monthly benefits by household size.

HOUSEHOLD SIZE	MAXIMUM ALLOTMENT
1	\$ 194
2	\$ 355
3	\$ 509
4	\$ 646
5	\$ 768
6	\$ 921
7	\$1,018
8	\$1,164
For each additional member	\$ 146

Based on the most recent data available, approximately 48% of currently-active SNAP households statewide are receiving less than the maximum monthly benefit for their household's size, and likely qualify for and will receive the EA supplement. Approximately 52% of all SNAP households receive the maximum benefit for the size of their household and are not eligible for any supplement.

A spreadsheet is attached, broken down by district, showing the approximate number of households and estimated monthly dollar value of EA supplements to be issued to currently-active SNAP cases. **Please note that the dollar figures on the spreadsheet represent one-month worth of benefits.** The total value of supplements issued will be approximately double the amount on the spreadsheet.

The EA supplements will be issued automatically by OTDA. An Exception Report listing those cases that were unable to be automatically issued the EA supplements will be generated for district action. The initial supplemental issuance will be provided to currently active and closed SNAP cases that received benefits less than the maximum amount based on the household's size for the months of March and/or April 2020. Subsequent "clean-up" issuances will be run to issue benefits to newly-approved SNAP cases that received benefits for March and/or April 2020 that were less than the maximum benefit for the household's size.

Please Note: Only EA supplements will be automatically issued by OTDA. Districts must continue to process cases and issue regular SNAP benefits for March and April as usual.

The mass issuance of EA supplements for both March and April 2020 will be issued on staggered schedules as described below.

New York City

The EA supplements will be issued in ten cohorts, based on the case toe-digit, from 4/14/2020 through 4/18/2020, and from 4/21/2020 through 4/25/2020. The supplement will be issued using Payment Type Codes 20 and 22, and a unique authorization number.

- The supplements will be issued using single issuance code **20** Daily Retroactive Benefit (PA) for PA/SNAP cases.
- The supplements will be issued using single issuance code **22** Daily Retroactive Benefit (NPA) for SNAP-only cases.
- The unique authorization number for these payments is 20200113.

Rest of State

The EA supplements will be issued in ten equal cohorts, divided on a random basis across each district's caseload, from 4/13/2020 through 4/17/2020 and from 4/20/2020 through 4/24/2020. In

other words, each district's caseload will be randomly divided into ten groups, and the first group will get the supplemental issuance on 4/13, the second group on 4/14, and so forth.

For Upstate, the supplements will be issued using Payment Type Code 97 with a J in the Claim Code field. An Upstate Systems GIS will be issued providing further details.

OTDA will provide further information about the schedule of “clean-up” runs at a later date.

Notices

Federal regulations do not require individual notice regarding the issuance of the EA supplements. Therefore, districts should immediately post the attached public notice in English and Spanish regarding issuance of EA supplements for March and April 2020. The posters must be displayed in certification offices, issuance locations, and other sites frequented by certified households until April 30, 2020 to ensure households are informed of the change. OTDA will not be printing and drop shipping copies of the posters.

Districts are encouraged to either post the link to OTDA's COVID-19 SNAP informational webpage <http://otda.ny.gov/SNAP-COVID-19/> or add the poster directly to their district's website.

FAQs

OTDA has prepared a set of FAQs for SNAP households. The FAQs may be accessed at this link: <http://otda.ny.gov/SNAP-COVID-19/Frequently-Asked-Questions.asp>.

Districts are encouraged to print and post the FAQs and to post the link to the FAQs to their district website. In addition, attached is a social media announcement that districts may use to help with messaging.