



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC050 Upstate Only
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To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, HEAP Directors, WMS Coordinators, Medicaid Directors
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	COVID-19 Special Claiming Code
Effective Date:	Immediately
Contact Information:	Temporary Assistance (TA) Questions – TA Bureau at 518-474-9344 or otda.sm.cees.tabureau@otda.ny.gov

Section 2

The purpose of this GIS is to inform social services districts (districts) that individuals who are eligible for temporary housing assistance (THA) and require special accommodations due to COVID-19 should be tracked using the special claiming code “J”.

The special claiming code must be used for any Temporary Assistance (TA) applicant or recipient who identifies as needing THA and who requires special accommodations to their temporary housing placement due to COVID-19. This may include placements where districts would ordinarily house people in group settings but must now house them separately due to COVID-19. It may also include homeless households where one member of the household must be housed separately due to COVID-19. For example, if a three-person household needs THA and one individual must be housed separately due to COVID-19, the TA authorized for the individual housed separately must be tracked with special claiming code “J”. The TA granted to the other household members must not be tracked with this code.

Note: TA/THA funds cannot be used to cover the costs of housing for individuals who are applying because they are quarantined due to COVID-19 unless the individual is homeless. An individual with permanent housing cannot be considered temporarily homeless only because they are quarantined.

Special claiming code “J” applies to all categories of emergency assistance including Emergency Assistance to Needy Families (EAF), Emergency Safety Net Assistance (ESNA) and Emergency Assistance for Adults (EAA).

Systems Implications

For TA cases (case types 11, 12, 16, 17, 18 and 19) each applicant or recipient who is eligible for THA and requires special accommodations due to COVID-19 must be identified by entering

code "J" in the FAP Indicator (FAP CD) field on WMS Screen 3. The FAP CD field on screen 3 of the LDSS-3209 is currently unlabeled and is located between the fields labeled "CAT CD" and "EMP CD".

Additionally, for assistance authorized for "J" coded COVID-19 applicants or recipients, each COVID-19 housing related emergency payment line written on Screen 6 of the LDSS 3209 must have special claim code "J" entered on the pay line in the "SPC CLM" field. This coding must also be used when authorizing Diversion Payments on MA and FS cases and on PA Denial situations.

If a pay line has a "J" special claim code present, at least one case member must have a "J" in the FAP Indicator field on WMS Screen 3. Failure to meet this requirement will generate Error #1619: "SPC CLM CD J REQUIRES AT LEAST ONE FAP CODE J".

Tracking

Districts are encouraged to track non-THA COVID-19 related expenditures that cannot be identified with special claiming code "J". As there is no way to track these expenditures systematically, districts are encouraged to track these expenditures manually.

Additional Information

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) recognizes that non-congregate sheltering may be necessary in this Public Health Emergency to protect public health and save lives. Federal funding from FEMA may be available for governmental entities and certain private non-profit entities. Submission of the Request for Public Assistance (RPA) form is the first step for participation in the Public Assistance Program. Districts that wish to apply must complete a Request for Public Assistance (RPA) form. Additional information may be found at:

<http://www.dhSES.ny.gov/recovery/public/active-declarations.cfm>.