



KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Executive Deputy Commissioner

## General Information System (GIS) Message

---

### Section 1

<b>Transmittal:</b>	21 TA/DC076 Upstate and New York City
<b>Date:</b>	November 19, 2021
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, HEAP Coordinators, SNAP Directors, Staff Development Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Updates to the Temporary Assistance Source Book
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Temporary Assistance Bureau at 518-474-9344 or: <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>
<b>Attachments:</b>	Attachment: <a href="#">Temporary Assistance Source Book</a>

---

### Section 2

The purpose of this GIS message is to notify social services districts (districts) of updates to the Temporary Assistance Source Book (TASB). A revised version of the TASB was published on November 16, 2021 on the Office of Temporary and Disability Assistance (OTDA) intranet website. Districts who have CentraPort access will find a link to the TASB on the CentraPort home page under "Resources." It was also published on the OTDA Internet site at: [www.otda.ny.gov/programs/temporary-assistance/TASB.pdf](http://www.otda.ny.gov/programs/temporary-assistance/TASB.pdf).

A highlight of the revisions made to each chapter is below. It is important to note that the changes below do not change current OTDA Temporary Assistance (TA) policy.

References to the Automated Finger Imaging System (AFIS) were removed from the following chapters:

- Chapter 1: Forward
- Chapter 3: Application Processing
- Chapter 5: Initial Eligibility
- Chapter 9: Family Assistance
- Chapter 10: Safety Net Assistance (SNA)
- Chapter 28: Child Care Services

Additional information regarding the elimination of AFIS and photo imaging requirements for purposes of TA is available in [20-ADM-07](#).

The following revisions were made to Chapter 24: Non-Citizen Eligibility:

- A. Background – This section was edited to include various immigration statuses.
- G. Permanently Residing Under Color of Law (PRUCOL) – Special Immigrant Juvenile (SIJ) classification was added to non-citizens who meet the OTDA PRUCOL criteria and who may be eligible for SNA.
- K. Non-Citizen Sponsorship Deeming – This section was revised to include additional immigration statuses, including special immigrant SQ/SI parolees and certain Afghan humanitarian parolees.

References – Several policy documents were added to this section of Chapter 24, including [GIS 21 TA/DC059](#) and [GIS 21 TA/DC071](#).

District staff may subscribe to pertinent OTDA distribution lists and automatically receive important program and system updates, information, correspondence, and notifications. To do so, please visit: <http://otda.state.ny.net/dta/resources/subscribe.asp>. For further guidance on the subscription process, please see [GIS 20 TA/DC064](#).