



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

DANIEL W. TIETZ
Acting Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC018 Upstate and New York City
Date:	March 02, 2022
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, WMS Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Pandemic Emergency Assistance Fund (PEAF) Exception Report Processing
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau (518) 474-9344 PEAF@otda.ny.gov
Attachments:	Attachment A - PEAf Recipient Diaper Letter

Section 2

The purpose of this General Information System (GIS) message is to advise social service districts (districts) of the method for reviewing and processing cases on the exception lists for the Pandemic Emergency Assistance Fund (PEAF) diaper benefit where eligibility could not be determined at the time of the February 12, 2022 mass authorization.

PEAF was established with the passage of the American Rescue Plan Act of 2021 on March 11, 2021. PEAf provides non-recurring, short-term benefits to assist needy families impacted by the Coronavirus Disease 2019 (COVID-19) pandemic as outlined in [22-LCM-01](#).

Cases not authorized for benefit issuance due to any of the exception reasons outlined below will require district review to determine if a one-time manual issuance may be required at the district level.

Exception Reason as Listed on Report	Definition for PEAf Purposes
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APPLICATION STATUS	Case in Pending Status
NO AVAILABLE PAYLINE	No Available Payline
CAP CASE	Closed Case
INV FS BDGT or INV TA BDGT	No Current Budget
FS AUTH DATE or INV TA AUTH	Expired Authorization to Date

For cases on the exception lists, district workers should review the case to determine if all the following eligibility criteria are met in order for a benefit to be issued:

- There is a child on the case who was under the age of three at any time during the month of January 2022;
- The child was active on either an open TA or SNAP case during the month of January 2022; and,
- The TA or SNAP case remained open on the date of issuance, February 12, 2022.

If the above criteria are met, the district must issue a one-time manual payment in the amount of \$140 per eligible child.

Instructions for case processing of the PEAFF diaper benefit may be found in [22 TA/WMS007](#), issued on February 8, 2022. The Client Notice System (CNS) is not available to inform an eligible household of this benefit. The attached notice (Attachment A) must be used to notify recipients of the diaper benefit issuance. The recipient's name, address, case number, notice date, and the amount of the manual payment being issued must be worker entered in the header of this notice. The return address for notices should be the address for OTDA, also in the header of the attached notice.