



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

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### Section 1

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<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, HEAP Coordinators, SNAP Directors, Employment Coordinators, Fair Hearing Officers, Staff Development Coordinators, WMS Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs Linda Glassman, Deputy Commissioner Housing, Refugee Services and Disability Determinations
<b>Subject:</b>	Guidance on Providing Assistance to Ukrainians
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	NYS OTDA 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> NYS OTDA Home Energy Assistance Program Bureau: 518-473-0332 or <a href="mailto:NYSHEAP@otda.ny.gov">NYSHEAP@otda.ny.gov</a> NYS OTDA Supplemental Nutrition Assistance Program Bureau: 518-473-1469 or <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a> NYS OTDA Bureau of Refugee Services: 518-402-3096 or <a href="mailto:bria.contact@otda.ny.gov">bria.contact@otda.ny.gov</a>
<b>Attachment:</b>	Attachment 1 - <a href="#">Fact Sheet – DHS Efforts to Assist Ukrainian Nationals</a>

### Section 2

#### Purpose

The purpose of this GIS message is to provide guidance to social services districts (districts) on meeting the needs of certain Ukrainian individuals and families, or non-Ukrainians who last habitually resided in Ukraine (collectively referred to as “Ukrainians”) who are applying for assistance and/or benefits through Temporary Assistance (TA), the Home Energy Assistance Program (HEAP), the Supplemental Nutrition Assistance Program (SNAP), and Refugee Cash Assistance (RCA). This GIS message also notifies districts that the United States Department of Homeland Security (DHS) Secretary recently designated Ukraine for Temporary Protected Status (TPS).

#### Background

On April 19, 2022, the TPS designation for Ukraine went into effect, due to ongoing armed conflict and extraordinary and temporary conditions in Ukraine that prevent Ukrainians from returning to Ukraine safely. It should be noted that TPS is not automatically granted to non-citizens. To receive TPS, non-citizens must apply for it by submitting the necessary information to the United States Citizenship and Immigration Services (USCIS). USCIS is responsible for making the TPS eligibility determination. If

Ukraine's TPS designation is terminated, the Office of Temporary and Disability Assistance (OTDA) will issue guidance to districts regarding the change.

To further assist Ukrainians, the Additional Ukraine Supplemental Appropriations Act, 2022 was signed into law on May 21, 2022. Section 401 of the Act provides that Ukrainians paroled into the United States (U.S.) between February 24, 2022, and September 30, 2023, are eligible to receive federal benefits, resettlement assistance (except for the initial resettlement program customarily referred to as Department of State's Reception and Placement program), and other benefits available to refugees admitted under section 207 of the Immigration and Nationality Act (INA). Ukrainians are eligible for these benefits until the end of their parole term, unless otherwise extended by law or the individuals gain some other qualifying non-citizen status. These individuals' spouses or unmarried children under the age of 21 who are paroled into the U.S. after September 30, 2023, are also eligible to apply for these benefits. If the Ukrainian is an unaccompanied child, their parents, legal guardians, or primary caregivers paroled after September 30, 2023, may also be eligible for these benefits.

Additionally, on April 21, 2022, the U.S. announced a new program called Uniting for Ukraine. The Uniting for Ukraine program is one mechanism by which Ukrainians may be paroled into the U.S. However, Ukrainians may also be paroled into the U.S. outside of the Uniting for Ukraine program. The Uniting for Ukraine program provides a pathway for Ukrainians and their immediate family members who have been impacted by Russia's invasion of Ukraine and who are outside the U.S. to come to the U.S. and stay temporarily under humanitarian parole for a period of up to two years. Ukrainians participating in Uniting for Ukraine must have a supporter/sponsor in the U.S. who agrees to provide them with financial support for the duration of their stay in the U.S.

### **Program Implications**

Temporary Assistance, Supplemental Nutrition Assistance Program, Home Energy Assistance Program, Refugee Cash Assistance

### *Ukrainians Granted Humanitarian Parole*

Effective May 21, 2022, Ukrainians granted humanitarian parole between February 24, 2022, and September 30, 2023, are eligible for Family Assistance (FA), Safety Net Assistance (SNA), HEAP, and SNAP, if otherwise eligible. These individuals' spouses or unmarried children under the age of 21 who are paroled into the U.S. after September 30, 2023, are also eligible to apply for these benefits. If the Ukrainian is an unaccompanied child, their parents, legal guardians, or primary caregivers paroled after September 30, 2023, may also be eligible for these benefits.

As of April 2022, the primary process for Ukrainians fleeing Russia's invasions and seeking parole into the U.S. is the Uniting for Ukraine program. Under the Uniting for Ukraine program, Ukrainians and their immediate family members who have a supporter/sponsor in the U.S. may be considered for humanitarian parole, on a case-by-case basis, for a period of up to two years. Once granted parole, Ukrainians are eligible to apply for employment authorization in the U.S. However, Ukrainians may also be paroled into the U.S. outside of the Uniting for Ukraine program and, if paroled into the U.S. between February 24, 2022 and September 30, 2023 are also eligible for FA, SNA, HEAP, and SNAP, if otherwise eligible. For any individual paroled into the U.S. prior to February 24, 2022, districts must consult the [LDSS-4579](#): "Non-Citizen Eligibility Desk Aid" to determine eligibility.

When determining TA, HEAP, and SNAP eligibility, Ukrainian humanitarian parolees will be coded Welfare Management System (WMS) Alien Citizenship Indicator (ACI) code "R," and if otherwise eligible, may receive federal benefits. Additionally, singles and childless couples who are Ukrainian humanitarian parolees can be claimed to RCA. Ukrainian humanitarian parolees who entered the U.S. between February 24, 2022 and May 21, 2022, have a date of status (DOS) of May 21, 2022. If they

entered or will enter the U.S. after May 21, 2022, their DOS is their date of parole. These Ukrainian

humanitarian parolees are exempt from sponsor deeming requirements. Sponsor income, resources and contributions are not to be considered when determining benefit eligibility for Ukrainian humanitarian parolees.

Ukrainian humanitarian parolees can obtain a copy of their electronic Form I-94, Arrival/Departure Record, from the U.S. Customs and Border Protection (CBP) website at: [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov). The following is a list of USCIS documents that may be presented to districts by Ukrainians, to verify they were granted humanitarian parole:

- Evidence of being a Ukrainian citizen or national, or documentation to indicate last habitual residence was in Ukraine, and one of the following:
  - Form I-94, Arrival/Departure Record, noting humanitarian parole (per INA section 212(d)(5) or 8 U.S.C. § 1182(d)(5))
  - Form I-94, Arrival/Departure Record, stamped/coded with a Ukrainian Humanitarian Parole (UHP) class of admission (COA); or
  - Foreign passport with DHS/ CBP admission stamp noting “DT”, or “PAR”, or “Uniting for Ukraine”, or “U4U”, or “UHP” COA; or
  - Form I-765, Employment Authorization Document (EAD) receipt notice, with a C11 category; or
  - Form I-766, EAD, with a C11 category; or
  - Any other authoritative USCIS document indicating UHP granted.

### *SNAP Implications*

Section 401 of the Additional Ukraine Supplemental Appropriations Act, 2022 provides that Ukrainians who are granted parole between February 24, 2022, and September 30, 2023, are eligible to receive resettlement assistance, entitlement programs (including SNAP), and other benefits available to refugees admitted under section 207 of the INA.

These individuals are not subject to a waiting period and are immediately eligible for benefits, as long as they meet all other SNAP financial and non-financial eligibility requirements. These individuals are exempt from sponsor deeming requirements. As long as they continue to meet all other SNAP eligibility requirements, these individuals are able to receive assistance so long as they remain in parole status or another eligible immigration status.

Additionally, the spouses and children of such individuals, as well as parents, legal guardians, and primary caregivers of such individuals who were unaccompanied minors, are eligible for SNAP benefits even if they are granted parole after September 30, 2023, as long as they meet all other SNAP income and eligibility requirements.

Ukrainian parolees who previously applied and were denied for SNAP under regular rules for parolees may reapply for SNAP to have their eligibility determined under the provisions of the Act from the date of reapplication. For any individual paroled into the U.S. prior to February 24, 2022, districts must consult the [LDSS-4579](#): “Non-Citizen Eligibility Desk Aid” to determine eligibility.

### *Social Security Numbers (SSNs) for Ukrainians Granted Humanitarian Parole or TPS*

Ukrainians granted humanitarian parole are eligible to apply for discretionary employment authorization from USCIS, and individuals granted TPS may also have employment authorization. Non-citizens with employment authorization are able to receive an SSN and may have been provided one by the Social Security Administration. Districts are reminded to follow the guidance included in [07-INF-01](#): “Social Security Numbers for Aliens without United States Citizenship and Immigration Services (USCIS) Work Authorization,” when determining eligibility for non-citizens who have not received employment authorization from USCIS.

### *Ukrainians Granted TPS*

Districts are reminded that per [GIS 16 TA/DC053](#), OTDA recognizes non-citizens with TPS as Permanently Residing Under Color of Law (PRUCOL) for the purposes of SNA eligibility. If otherwise eligible, non-citizens with TPS can receive SNA. When determining eligibility, these non-citizens will be coded WMS ACI code "O." Further guidance can be found in [GIS 18 TA/DC042](#) and on the [LDSS-4579](#): "Non-Citizen Eligibility Desk Aid." Non-citizens granted TPS are ineligible for FA, HEAP and SNAP, unless in some other qualifying non-citizen status.

The following is a list of USCIS documents that may be presented to districts by Ukrainians, to verify they were granted TPS:

- Form I-766, EAD, with a category code of A12, or
- Form I-797, Notice of Action, that shows the approval of an EAD with a category code of A12, or
- Form I-797, Notice of Action, indicating the approval of Form I-821, Application for Temporary Protected Status, or
- Any other authoritative USCIS document indicating TPS granted.

For information from USCIS regarding TPS, districts may visit:

<https://www.uscis.gov/humanitarian/temporary-protected-status>, or call the USCIS TPS Hotline at: (202) 272-1533.

For non-citizens who may need assistance with acquiring TPS, districts may refer those non-citizens to the New York State Office for New Americans (ONA), which provides free services to all non-citizens in New York State. Districts may provide non-citizens with the ONA Hotline: 1-800-566-7636.

### *Verifying Immigration Documentation*

As a reminder, in accordance with [13-ADM-07](#), when determining TA eligibility, districts must use the Systematic Alien Verification for Entitlements (SAVE) system to verify non-citizens' immigration documentation. Benefits must not be delayed, denied, reduced, or terminated, pending verification of non-citizens' documentation through the SAVE system. If all other factors of eligibility have been established and the non-citizens are otherwise eligible, benefits must be granted while awaiting responses from the SAVE system.

Based upon information from the Ukrainians' Form I-94, Arrival/Departure Record, or other documentation noted above under the *Ukrainians Granted Humanitarian Parole* section, the SAVE system will provide an initial verification response of Parolee with a UHP COA or a general parole COA such as DT or PAR.

The initial response may also include employment authorization information if the parolee has an EAD. Additional verification may be required in limited circumstances, such as when the applicant information submitted by the district does not match federal immigration records.

In the future, it is possible that the DHS Secretary could extend the TPS designation for Ukraine. If this were to occur, DHS may issue a blanket automatic extension of the expiring EADs for TPS beneficiaries of Ukraine in order to allow time for EADs with new validity dates to be issued. Due to the complexity of the rules regarding TPS document extensions, if the "EAD Expiration Date" field of the initial SAVE response does not indicate that the non-citizen's TPS has been extended beyond the date on their document, the district must initiate a second step additional SAVE verification. If the results of the second step additional verification do not indicate an extension has been granted, the district must call SAVE Customer Service at: (877) 469-2563 to confirm whether the non-citizen still has TPS. All three steps must be taken prior to the district taking any negative action on the TA application/case. These actions must also be noted in the non-citizen's case record.

### **Guidance and Questions**

Further information on DHS's efforts to assist Ukrainians can be found in the attached [USCIS Fact Sheet](#). In accordance with this DHS Fact Sheet, districts are reminded that there are several ways in which Ukrainians may enter the U.S. or remain in the U.S., including but not limited to applying for asylum or refugee status. When determining TA eligibility for these non-citizens, districts should refer to the [LDSS-4579](#): "Non-Citizen Eligibility Desk Aid."

OTDA will be revising the [LDSS-4579](#): "Non-Citizen Eligibility Desk Aid", to include Ukrainian humanitarian parolees. For questions or further information on determining TA eligibility for Ukrainians or other non-citizen questions, please contact the OTDA TA Bureau for assistance by calling: 518 474-9344 or emailing: [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov).

HEAP eligibility questions regarding Ukrainians should be directed to the OTDA HEAP Bureau by calling: 518-473-0332 or emailing: [NYSHEAP@otda.ny.gov](mailto:NYSHEAP@otda.ny.gov).

SNAP eligibility questions regarding Ukrainians should be directed to the OTDA SNAP Bureau by calling: 518-473-1469 or emailing: [otda.sm.cees.snap@otda.ny.gov](mailto:otda.sm.cees.snap@otda.ny.gov).

For questions pertaining to RCA, districts should contact the OTDA BRS by calling: 518-402-3096 or emailing: [bria.contact@otda.ny.gov](mailto:bria.contact@otda.ny.gov).