



General Information System (GIS) Message

Section 1

Transmittal:	23DC068 Upstate and New York City
Date:	September 28, 2023
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, WMS Coordinators, HEAP Coordinators
From:	OTDA Employment & Income Support Programs
Subject:	SDX Daily Files Resuming After Delay
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau at: 518-474-9344 or otda.sm.cees.tabureau@otda.ny.gov
	SNAP Questions – SNAP Bureau 518-473-1469 or otda.sm.cees.snap@otda.ny.gov
	HEAP Questions – HEAP Bureau 518-473-0332 or nysheap@otda.ny.gov
	SSP Questions – SSP Bureau 518-474-9322 or otda.sm.ssp@otda.ny.gov
Attachments:	N/A

Section 2

Every quarter, the federal Social Security Administration (SSA) sends OTDA a Reconciliation file to update data in the Welfare Management System (WMS) that was missed on the Daily files. During this process, the Daily SDX files are withheld until the Reconciliation is complete.

Due to this processing period, Daily SDX files were suspended beginning September 19th.

This message is to inform social services districts (districts) that Daily SDX processing will resume this week, with multiple Daily files processed each day until the backlog has been depleted.

On a practical level, this means that districts are likely to experience an increase in new cases opening, cases that require rebudgeting and other case changes related to SDX information being received that may affect all programs. There is anticipated volume increase of more than fifteen thousand records.

We regret any inconvenience the delay in Daily SDX files presents for district offices and are committed to providing whatever assistance and support we can to help you navigate this issue.