



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	24DC036 Upstate
Date:	July 2, 2024
To:	Subscribers
Suggested Distribution:	Commissioners, Temporary Assistance Directors, Finance Directors
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Rental Supplement Program Allocation Reminder
Effective Date:	Immediately
Contact Information:	Temporary Assistance (TA) Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov Finance Bureau Regions 1-5 at: (518) 473-9164 or otda.sm.FieldOps.I-IV@otda.ny.gov

Section 2

The purpose of this General Information System (GIS) message is to remind social services districts (districts) that the New York State Rental Supplement Program (RSP) allocations included in 24-LCM-02 went into effect on April 1, 2024, and are immediately available to all districts that operated a 2023-24 RSP. While districts were required to submit a 2024-25 Rental Supplement Program Plan (Attachment B of 24-LCM-02) indicating changes from their prior approved RSP Plan, OTDA approval of a 2024-25 RSP Plan is not required prior to submitting 2024-25 claims.

Districts can receive reimbursement for both administrative and program related costs for the period beginning April 1, 2024 through March 31, 2025. All claims for expenditures of Rental Supplement Program 2024-25 must be final accepted in the Automated Claiming System (ACS) by July 1, 2025. Districts are reminded that supplements must continue uninterrupted for eligible households transitioning from the 2023-24 RSP program year to the 2024-25 RSP program year.

RSP supplements are to be provided until a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end. A forecasting tool to assist with budgeting 2024-25 RSP allocations is highly recommended.

For any questions, or for assistance creating a forecasting tool, please contact the Temporary Assistance Bureau at (518) 474-9344 or email tabureau@otda.ny.gov.