



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #23-62-ELI

PANDEMIC EMERGENCY ASSISTANCE FUND (PEAF) FAMILY ECONOMIC SUPPORT PAYMENT

Date: October 25, 2023	Subtopic(s): PEAF, COVID-19
	<p>The purpose of this policy bulletin is to notify Benefits Access Center (BAC), HIV/AIDS Services Administration (HASA) Center, Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center, and Home Energy Assistance Program (HEAP) staff of an additional Family Economic Support Payment that was made, using the Pandemic Emergency Assistance Fund (PEAF) allocation, to eligible Cash Assistance (CA) households by the Office of Temporary and Disability Assistance (OTDA). Additionally, this bulletin will provide specific guidance on program requirements and necessary staff actions regarding the Family Economic Support Payment. It is informational for all other staff.</p> <p>PEAF was established through the passage of the American Rescue Plan Act of 2021 (ARPA). PEAF provides non-recurring, short-term benefits to assist needy families impacted by the COVID-19 pandemic.</p> <p>Family Economic Support Payment</p> <p>OTDA issued a one-time, non-assistance, cash payment of \$100 on October 14, 2023, to CA households with a child(ren) aged 17 years or under. This payment is intended to defray any remaining costs incurred by these households due to the COVID-19 public health emergency.</p> <p>CA households meeting the following eligibility criteria received a payment of \$100 per household:</p> <ul style="list-style-type: none">• The open CA case contains a child who was active on the case during the month of September 2023; and,• The child is aged 17 years or under at any time during the month of September 2023; and,• The CA case remains open on the date of payment issuance.

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Request a Clearance in [Service NOW](#), or send an e-mail to fiacallcenter2@dss.nyc.gov, or Call 718-557-1313 then press 3 at the prompt followed by 1 or fax to: (917) 639-0298

OTDA issued these payments directly to the Electronic Benefit Transfer (EBT) cash account of the CA case. Households eligible for these one-time, non-assistance payments will receive a letter from NYS OTDA informing them of the payment and of their rights to an OTDA Administrative Review.

PEAF Payments Will:

- Be excluded as income to the CA and SNAP household;
- Be excluded from CA and SNAP resource limits;
- Be excluded from the State sixty-month time limit for CA;
- Be excluded from the CA standard of need;
- Have no effect on the household's eligibility or benefit amounts for CA, SNAP, or HEAP;
- Not be included in Interim Assistance Reimbursement (IAR).
- Not be offset by child support collections;
- Not be part of the regular recurring CA grant;
- Not be subject to overpayment determinations/calculations; and
- Not offset CA or SNAP overpayments;

System Implications

The Family Economic Support Payment was issued to eligible CA households as an unrestricted, one-time single issuance via a Welfare Management System (WMS) mass authorization to recipients on their EBT cards. This payment was issued on October 14, 2023.

Manual Payments:

If staff are reopening a CA case that was closed in error or due to a Fair Hearing going back to September 2023, staff should evaluate whether the CA household would have been eligible for the Family Economic Support Payment (see eligibility criteria on bottom of page 1). If eligible, the benefit must be issued as part of the package of retroactive benefits related to the reopening. Staff must use the Paperless Alternate Module (PAM) to issue the payments with issuance code **WS**. See next page for payment instructions.

Direction for Manual/Automated WS payment to Non-Residential Treatment Center (RTC) Cases:

- PUC Code – **9**
- Authorization number - 20230214
- Issuance code – **WS**
- Payment amount - \$100.00
- Payment Period – 10/01/23 – 10/31/23
- Restriction Indicator – **1**

Direction for Manual WS payment to RTC Cases:

- PUC Code – **1**
- Authorization number - 20230214
- Issuance code – **WS**
- Payment amount - \$100.00
- Payment Period – 10/01/23 – 10/31/23
- Restriction Indicator – **2**

PAM uses issuance code **WS** (General Assistance) for the Family Pandemic Payment. The mnemonic for each issuance code will be PEAFF.

Effective Immediately

Reference:

[23-LCM-17](#)

Related Items:

[PB #22-12-OPE](#)

[PB #22-29-ELI](#)

[PB #22-60-ELI](#)