



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #22-29-ELI

PANDEMIC EMERGENCY ASSISTANCE FUND (PEAF) FAMILY PANDEMIC PAYMENTS

<p>Date: May 23, 2022</p>	<p>Subtopic(s): Pandemic Emergency Assistance Fund, COVID-19</p>
	<p>The purpose of this policy bulletin is to inform Job Center and HIV/AIDS Services Administration (HASA) staff of additional payments that were made using the Pandemic Emergency Assistance Fund (PEAF) to Cash Assistance (CA) households with a child(ren) aged 17 years or under. This payment is intended to assist with costs incurred by these households due to the COVID-19 public health emergency.</p> <p>PEAF was established with the passage of the American Rescue Plan Act of 2021 on March 11, 2021. PEAFF provides non-recurring, short-term benefits to assist needy families impacted by the COVID-19 pandemic.</p> <p>Program Implications</p> <p>The Office of Temporary and Disability Assistance (OTDA) issued a one-time non-assistance cash payment on May 14, 2022, to CA households with a child(ren) aged 17 years or under.</p> <p>CA households that meet all of the following eligibility criteria received a payment of \$250 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 April 2022; • The child is aged 17 years or under at any time during the month of April 2022; and • The CA case remains open on the date of payment issuance. <p>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 the Pandemic Emergency Assistance - Family Pandemic Payment (LDSS-5204) notice from New York State (NYS) OTDA informing them of the payment and of their rights to an OTDA Administrative Review.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

PEAF payments will:

- have no effect on the household’s eligibility or benefit amounts for CA, Supplemental Nutrition Assistance Program (SNAP), or Home Energy Assistance Program (HEAP);
- not be part of the regular recurring CA grant;
- be excluded from the CA standard of need;
- 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;
- not be offset by Child Support Collections;
- not offset CA or SNAP overpayments;
- not be subject to overpayment determinations/calculations; and
- not be included in Interim Assistance Reimbursement (IAR).

The Family Pandemic Payment was issued to eligible CA households as an unrestricted one-time single issuance via mass authorization to recipients on their EBT cards. The Paperless Alternate Module (PAM) uses issuance code **WS** (General Assistance) for the Family Pandemic Payment. This payment was issued on May 14, 2022.

Exceptions Report Processing and Manual Payments

Staff must review and process CA cases on the exception lists for the PEAF Family Pandemic Payment where eligibility could not be determined at the time of the May 14, 2022 mass authorization.

Below are the exception lists:

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

Staff must review all cases on the exception lists to determine which cases meet all of the following eligibility criteria, for a one-time benefit to be issued:

- There was an active child on the CA case who was age 17 or younger during the month of April 2022; and
- The CA case remained open on the date of benefit issuance, May 14, 2022

If the above criteria are met, staff must issue a one-time manual payment in the amount of \$250 per household.

As a reminder, if staff are reopening a CA case and the CA household would have been eligible for the PEAFF payment, staff must process the PEAFF payment using PAM and issue the **LDSS-5204** notice.

Effective Immediately

References:

[22-LCM-07](#)
[22 TA/DC 046](#)

Related Item:

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

Attachment:

LDSS-5204 PANDEMIC EMERGENCY ASSISTANCE-FAMILY
PANDEMIC PAYMENT (Rev. 4/22)

**PANDEMIC EMERGENCY ASSISTANCE-
FAMILY PANDEMIC PAYMENT**

Date:

Case Number:

Amount of Payment: \$

Dear Recipient:

This notice is to tell you that you are getting a one-time cash payment to help with the added costs caused by the COVID-19 pandemic. This payment is equal to \$250 per household currently in receipt of Public Assistance (PA) benefits. The household must contain a child who is under the age of 18 and in receipt of PA benefits.

This payment is intended to help your family deal with the tough economic times resulting from the COVID-19 pandemic. The American Rescue Plan Act of 2021 established the Pandemic Emergency Assistance Fund to assist families economically impacted by the COVID-19 pandemic. These funds are enabling New York State to make these payments to assist families affected by the pandemic in meeting their basic needs.

What can I use the money for?

This payment can be used to assist your household in dealing with added expenses related to the COVID-19 pandemic.

How will I be paid the money?

Your money has been paid directly into your EBT cash account. This payment can be withdrawn through an ATM or, it can be spent at retail locations where EBT cards are accepted. If your EBT card is damaged and fails to work at the ATM or store, you will need to contact your case worker at your local department of social services and request a replacement card. You may request that the replacement card be mailed directly to your home.

Please note if you do not use your cash account for a period of 90 consecutive days, any cash benefit remaining in the account that is at least 90 days old will be expunged (removed) from the account. You should check your cash balance so you can use this benefit before it expires. You may check your cash balance free of charge at an ATM, on the Internet at www.connectebt.com or by calling the EBT Helpline number on the back of your card.

Is this just a one-time payment?

Yes. The Family Pandemic Payment for your household is a one-time payment.

Will this money affect my SNAP Benefits, Medical Assistance, PA or other benefits?

No. This one-time payment will not affect your eligibility for the benefits you are currently receiving.

How can I find out about other benefits that I might be eligible for – like cash assistance or help with emergency needs?

If you are in need of assistance and reside outside the New York City area, you may go to www.mybenefits.ny.gov to check your eligibility for other benefits such as cash assistance, the Home Energy Assistance Program, help with rent arrears, and various tax credits that might help you make ends meet during these difficult economic times. New York City residents may go to ACCESS NYC (www.nyc.gov/accessnyc) for assistance.

LDSS-5204 (Rev. 4/22)

What do I do if I think the amount of the Payment is incorrect?

Please refer to the Agency Administrative Review page on the bottom of this page.

You should be aware that there is limited money available for Pandemic Emergency Assistance Fund payments. Once the available money is exhausted, no payments will be issued.

Who can I contact if I have questions about this notice or want to request a conference?

You may call the Office of Temporary and Disability Assistance at 1-800- 342-3009 if you have questions about this payment or want to request a review.

AGENCY ADMINISTRATIVE REVIEW – DO YOU THINK WE ARE WRONG?

If you think this decision is incorrect, you can request an administrative review to have the decision reviewed. If you want to request a review, you must do this within thirty (30) days of the date on the letter. To request a review, please call 1-800-342-3009.