



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001**

**David A. Paterson  
GOVERNOR**

**Administrative Directive**

**Section 1**

<b>Transmittal:</b>	09-ADM-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	October 23, 2009
<b>Subject:</b>	Temporary Assistance (TA) Policy Implications of Implementation of Electronic Interim Assistance Reimbursement (e-IAR)
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Directors Medicaid Directors Staff Development Coordinators Child Support Enforcement Coordinators Finance Staff Fair Hearing Officers
<b>Contact Person(s):</b>	Temporary Assistance Program Questions should be directed to: Center for Employment and Economic Supports (CEES) Bureau of Temporary Assistance at (518) 474-9344 New York City representatives at (212) 417-4500  Legal questions should be directed to: Arieh Mezoff at (518) 473-7322 or <a href="mailto:Arieh.Mezoff@otda.state.ny.us">Arieh.Mezoff@otda.state.ny.us</a> .  Fiscal questions should be directed to: Regions 1-4: James Carroll at 1-800-343-8859 ext. 4-7549 or (518) 474-7549 <a href="mailto:James.Carroll@otda.state.ny.us">James.Carroll@otda.state.ny.us</a> . Region 5: Michael Borenstein (631) 854-9704 <a href="mailto:Michael.Borenstein@otda.state.ny.us">Michael.Borenstein@otda.state.ny.us</a> . Region 6 : Marian Borenstein (212) 961-8250 <a href="mailto:Marian.Borenstein@otda.state.ny.us">Marian.Borenstein@otda.state.ny.us</a> .  CentraPort questions should be directed to:

	Janet Krak (518) 473-9779 <a href="mailto:Janet.Krak@otda.state.ny.us">Janet.Krak@otda.state.ny.us</a> .  ListServe questions should be directed to: Office for Technology Customer Relations Helpdesk 1-866-789-4638.  Office for Technology Customer Relations Helpdesk: 1-866-789-4638
<b>Attachments:</b>	Attachment A – LDSS- 2425 “Repayment of Interim Assistance Notice” Instructions
<b>Attachment Available On – Line:</b>	yes

## Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
08 ADM-06 08 ADM-05 99 ADM-07 94 ADM-01 93 INF-12 89 ADM-02 88 LCM-16		Part 353		TA Source Book Chapter 9, Section O Chapter 10, Section L	

## Section 2

### I. Summary

The purpose of this Administrative Directive (ADM) is to advise Social Services Districts (SSDs) of the impact of the statewide implementation of the Electronic Interim Assistance Reimbursement (e-IAR) process on Temporary Assistance (TA) Interim Assistance (IA) policy as now required by the Social Security Administration (SSA).

E-IAR is a new project designed, implemented and mandated by the SSA to automate the current Interim Assistance Reimbursement (IAR) paper check process by utilizing a SSA secure website known as Government-to-Government Services Online (GSO). The computerized process allows the SSA to automatically determine the IAR payment due a SSD based on the SSD workers’ reported IA payment information inputted into and transmitted through the secure website. In addition, the new system will retain an electronic record of SSA’s determination for review; automate the SSA notices process with a comprehensive e-mail alert system; and, automatically notify SSD workers via e-mail of the reimbursement determination and payment.

The e-IAR process does not change SSD notification requirements; the actions needed to obtain IAR authorization; the way the SSD determines the IA period; or, how the manner in which the SSD calculates the IAR amount.

As will be discussed more fully below, there is little program impact as the result of the anticipated e-IAR implementation. This ADM outlines highlights of the TA program implications.

## **II. Background**

Section 1631 (g) of the Social Security Act provides that a state may enter into an agreement with the SSA to have the SSA transmit an individual's IAR payment directly to the SSD as reimbursement for IA provided to a Supplemental Security Income (SSI) applicant while a decision upon his/her SSI application is pending. Since 1974, the Office of Temporary and Disability Assistance (OTDA) has had an agreement in effect with the SSA that identifies the required conditions and responsibilities allowing SSA to withhold a SSI recipient's initial, or post eligibility SSI payment, and forward it to a SSD as reimbursement for IA. In light of SSA's transition to an automated process, SSA and OTDA are currently reviewing the existing agreement to determine if amendments are necessary.

Under the current process, once a current or former TA recipient is determined eligible to receive SSI, the SSA notifies the SSD of the individual's initial or post eligibility retroactive SSI amount and the date of initial and ongoing SSI eligibility. The SSD then informs the SSA of the amount of IA paid during the pendency of the SSI application, by manually completing SSA form SSA-8125, "Supplemental Security Income - Notice of Interim Assistance Reimbursement" (SSA-8125). This form is then mailed or faxed by the SSD to the local SSA field office. SSA processes the information and either mails the SSD a check representing the SSI recipient's entire retroactive amount, or mails a check to the SSD that represents the amount of IAR due to the SSD. In addition, the SSD is monthly required to complete form OTDA-3073 "Transmittal of SSA-8125s", and batch and mail the form with supporting SSA-8125s to the Center for Employment and Economic Supports (CEES).

The e-IAR process is a new project designed, implemented and mandated by the SSA to automate the current IAR paper check process by utilizing a SSA secure website known as Government-to-Government Services Online (GSO). The SSA computerized process allows the SSA to determine the payment due to a SSD automatically based on the SSD workers' reported IA payment information inputted into and transmitted through the GSO website. In addition, the system will retain an electronic record of this determination for review; automate the SSA notice processes with a comprehensive e-mail alert system; and, will automatically notify SSD workers via e-mail of the reimbursement determination and payment.

The SSA expects to implement e-IAR throughout the United States in phases beginning in the end of 2009 through 2010. Once the system is in place for SSDs to transmit the IA data electronically, SSA will proceed to the next step entailing a system to transmit payments to SSDs via direct deposit. Once that is in place, SSA will make all IAR payments using the Automated Clearing House (ACH) eliminating the use of paper checks entirely for reimbursement of all IAR.

*Note: As explained in 08 ADM-06, in order for the worker to use the GSO Website, a user account is required. This requires that each individual who will use the system must have a Personal Identification Number (PIN) and password issued and maintained by the SSA.*

## **III. Program Implications**

The SSA's mandated change from paper to an automated e-IAR process does not change the actions needed to obtain IAR authorization, the determination of the interim assistance period, calculation of IAR, or notification requirements.

Once SSA implements the e-IAR system, the SSA will notify a SSD that a TA recipient is eligible to receive an initial SSI benefit by sending an e-mail notification to designated SSD staff. Within ten (10) working days of receiving the notification, authorized SSD staff should log onto the GSO website using a SSA-issued PIN, Password, and State Data Exchange (SDX) Grant Reimbursement (GR) Code. SSD staff must insert the required IA data on the appropriate screen. This data is expected to be similar to the data that is currently being used to complete the "State's Account of Reimbursement Claimed" section of the paper SSA-8125.

If the SSD fails to access the GSO website and transmit the required IA data within 10 working days following the initial e-mail notification, the SSD will have an additional fifteen (15) working days to provide the required information. If the SSD fails to access the GSO and transmit the required IA data within a maximum of twenty-five (25) working days from the date the SSD received the initial e-mail notification, SSA will automatically send the entire initial SSI payment directly to the recipient in accordance with their regulations. In such case, the SSD will not receive any IAR. SSDs can request that the individual repay IA but there is no legal authority to require repayment.

*Note: SSDs are already required to comply within these timeframes under the SSA installment payment method.*

Once the SSA receives the required IA data they will calculate the amount of IAR due to the SSD and send any reimbursement due the SSD by a paper check. After the system is in place for SSA to transmit the IA data electronically, SSA will proceed to the next step establishing the payments to SSDs via direct deposit. Once established, SSA will make IAR payments using the Automated Clearing House (ACH) eliminating the use of paper checks entirely for reimbursement of all IAR.

Generally speaking, there is little TA program impact as the result of the anticipated e-IAR implementation. Outlined below are highlights of program implications.

1. SSDs will no longer be required to disburse an individual's initial SSI payment in accordance with the SSA's direct payment method. Therefore, SSDs will no longer receive a TA recipient's entire initial or post eligibility SSI payment by check, calculate and retain the IAR amount, and disburse any remaining balance to the TA recipient within ten working days of receiving the individual's initial direct SSI payment from the SSA.
  - (a) The SSD IAR reporting timeframes. In all circumstances, when the SSD receives an e-mail notification from SSA that IA data is required the SSDs must provide SSA with the information within a maximum of 25 working days from the date the SSD received the e-mail notification. Ideally, SSDs should provide SSA with the required IA data within 10 working days of receiving an e-mail notification. If SSDs fail to comply within the 10 working day timeframe, an additional 15 working days will be provided. If the SSD fails to provide the SSA with required IA data within a maximum of 25 working days from the date the SSD received an e-mail notification, the system will automatically send the entire initial SSI payment directly to the recipient in accordance with SSA rules and the SSD will not receive any IAR.

2. SSDs will no longer receive a reminder from SSA if they fail to provide IAR data to the SSA within required timeframes. SSDs will receive only one e-mail notification that IA data is required to be sent to the SSA via the GSO. If the SSD fails to provide the SSA with the required IA data within a maximum of 25 working days from the date the SSD received e-mail notification, the system will automatically send the initial SSI payment directly to the recipient in accordance with SSA rules and the SSD will not receive any IAR.
3. SSA will no longer require SSDs to complete and return the SSA-8125 form, or the SSA-8125-F6 “IAR Payment Pending Case State Due Payment” form. The SSA will receive all required data via the GSO website. In addition, SSDs will no longer be required to monthly batch and mail completed SSA-8125s or SSA-8125-F6s to CEES.
4. SSDs will no longer be required to manually complete and submit the OTDA-3073 “Transmittal of SSA-8125s” to CEES on a monthly basis because the SSA will receive all required data via the GSO website. Once e-IAR is implemented in NYS, the OTDA-3073 will be obsolete and must not be used.
5. SSDs will report IA statistical data electronically to CEES via e-Reporting found on CentraPort. The instructions for e-Reporting are found in section VI.A of this ADM.
6. The LDSS-2425 “Repayment of Interim Assistance Notice” (LDSS-2425) has been revised to delete reference to the direct payment method because when the automated system is operational SSDs will no longer be required to disburse an individual’s initial SSI payment in accordance with the SSA’s direct payment method. SSD must continue to provide each TA recipient whose initial SSI payment was transmitted to the SSD for IAR with a LDSS-2425 within **10 working** days of the SSD receiving the IAR payment from the SSA.
7. The SSD must determine if, during the IA period, multiple SSDs provided IA to the same individual. If so, the SSDs must follow the instructions in section V.A.4 of this ADM.
8. SSDs must continue to maintain accurate accounting records for each individual the SSD receives IAR for from SSA (but the data elements have changed). These records **must** at a minimum include the following information:
  - a. The amount of the IAR payment received from SSA
  - b. The amount of IA paid to the individual
  - c. The date the IAR payment was received by the SSD from SSA
  - d. Documentation to support the amount of IA recovered

The records must be available for inspection by OTDA and by SSA.

9. SSDs must continue to immediately reevaluated and take appropriate action including, if necessary, reducing or discontinuing assistance when the SSDs are notified of an individual’s eligibility for SSI. SSDs may continue to use electronic or non-electronic

notification from the SSA as documentation that a TA applicant or recipient has been determined eligible for SSI.

10. SSDs must continue to provide an adequate notice when an individual's SSI income changes a TA recipient's grant amount or results in ineligibility for TA.
11. SSDs must continue to maintain all IAR case processing records, such as SSA forms, application/recertification forms, and SNA payment records, for at least six years. The SSA will not maintain a database of information provided by the SSD to the SSA via the GSO website; therefore, SSDs inquiry capabilities will be limited by SSA user rules. The SSA will inform the users of the GSO website of such user rules prior to implementation.

### **III. Required Action**

#### **A. Actions Which Social Services Districts Must Perform when E -IAR is implemented by SSA:**

1. SSDs must continue to calculate the amount of IAR due the SSD in accordance with the instructions provided in 08 ADM-11, Section V.C. This includes that any interim assistance payments issued via the Benefit Issuance Control System (BICS) with check date(s) that fall within the IA period must be used to calculate the IAR due to the SSD.
2. The SSD must discontinue using the paper IAR processes as soon as e-IAR is operational. SSDs do not have the option of continuing the paper check process. For more information, see 08 ADM-06.
3. When the SSD receives an e-mail notification from SSA that IA data is required, SSDs must provide SSA with the information within a maximum of 25 working days from the date the SSD received the initial e-mail notification. SSDs should provide SSA with the required IA data within 10 working days of receiving an e-mail notification. If SSDs fail to comply with the 10 working day time frame an additional 15 working days will be provided. If the SSD fails to provide the SSA with required IA within a maximum of 25 working days from the date the SSD received the initial e-mail notification to provide IA data, the system will automatically send the entire initial SSI payment directly to the recipient in accordance with SSA regulations and the SSD will not receive any IAR.
4. SSD must report IA data to CEES via the e-Reporting "Monthly IAR E-Report". CEES must collect reporting data that is necessary for statistical recordkeeping. Instructions on how to access and use the "Monthly E-IAR E-Report" are found in section VI.A of this ADM.
5. When more than one SSD provided IA during the IA period, the SSA must send the IAR e-mail notification and any IAR to the SSD that has a valid IAR authorization in SSA's computer file. Therefore, the SSA will distribute an SSI recipient's entire IAR reimbursement to only one SSD and that SSD must calculate and distribute any other SSD's share of the IAR amount. The SSD that receives the SSA e-mail notification must research and review the individual's SSI eligibility period to determine if the SSI recipient was eligible to receive SSI benefits prior to, or beyond, the time the district provided IA. If so, the SSD must review WMS inquiry to determine if any other SSD is entitled to IAR.

For example, if an SSD received an SSA e-mail notification for an individual who lived in their district and the individual received Safety Net Assistance (SNA) benefits for two months but the initial SSI eligibility period is for 12 months, the SSD must review WMS to determine if any other SSD issued IA to the recipient during the SSI eligibility period.

The SSD that receives the SSA e-mail notification is the SSD that must provide the required IA data to the SSA for all SSD(s) that provided IA to the recipient during the IA period. Accordingly, the original district must contact the other SSD(s) and instruct them to provide the total IA amount paid during the IA time period in enough time to meet the prescribed SSA reporting time frame. If the original district fails to research and/or notify other SSD(s) that IA information is needed to correctly calculate the amount of IAR to be requested from the SSA, the other SSD(s) will not receive any IAR and will not have any recourse from the original SSD or the TA recipient to collect IA. If the SSD requesting the information does not receive the information from the other SSD(s) in enough time to process the IA data, the SSD(s) that failed to comply with the prescribed timeframe will not receive their share of IAR.

*Note: To determine the IAR contact for a SSD, the original district may contact the TA/IM director of any other SSD that must provide IAR data. A SSD's TA/IM director contact information is available on CentraPort.*

When the first SSD receives the required information from the other SSD(s), the first SSD must, in the time periods prescribed:

- a. Calculate the total amount of IA the TA recipient received from all SSD(s) during the IA period.
- b. Calculate the amount of IAR each SSD is to receive.
- c. Timely access the e-IAR SSA website and input all required IAR data.
- d. Disburse the IAR received by the SSA to all SSD(s) that are due IAR by sending a check in the amount each district is due with a copy of a completed LDSS-2425 "Repayment of Interim Assistance Notice".
- e. Complete and send one LDSS-2425 to the TA recipient designating how the SSD calculated IAR. The "remarks" section of the form can be used to notify the recipient of the name of any other SSD(s) that provided IA, the IA period that any other SSD(s) provided IA, and the amount of IA provided by other SSD(s).

*Note: Each SSD is responsible to include all IAR amounts received from another SSD(s) in its calculations when completing the "Monthly IAR E-Report".*

6. Within **10 working** days of the SSD receiving the IAR payment directly from the SSA, the SSD must provide an LDSS-2425 "Repayment of Interim Assistance Notice", to every TA recipient whose initial SSI payment was used to reimburse a SSD for IA paid to the individual. The purpose of this notice is to notify the TA recipient of the following:
  - a. Initial date of eligibility for SSI
  - b. The period of time that IA was provided
  - c. The total amount of IA provided
  - d. Monthly accounting of IA benefits paid

- e. The total amount of IAR received from the SSA
- f. Date SSD received IAR from the SSA
- g. The recipient's right to a fair hearing

The revised LDSS-2425 "Repayment of Interim Assistance Notice" deletes any reference to the direct payment method. Instructions for completing the form are found in Attachment A of this ADM. This notice is available using Intelligent Auto Fill (IAF).

- 7. Once e-IAR is operational, SSDs will receive all IAR payments directly from the SSA. Consequently, question 4 on page 34, found in the LDSS-4148B "Book 2 What You Should Know about Social Services Programs" is obsolete. To communicate the correct information to TA applicants and recipients, the following questions and answers have been developed.
  - a. Q. How is interim assistance repaid to the Local Department of Social Services District?
    - A. The Social Security Administration (SSA) will reimburse the interim assistance owed directly to the SSD from any retroactive SSI benefits you are eligible to receive.
  - b. Q. How will I receive any balance from my retroactive SSI payment?
    - A. After the SSA reimburses the SSD for interim assistance owed, any balance from your retroactive SSI payment you are due will be distributed directly from the SSA according to their rules. For questions about how or when you will receive any balance from your retroactive SSI payment, contact your local SSA office or call 1-800-772-1213.

As soon as e-IAR is implemented in New York State (NYS) the above questions and answers will be added to the LDSS- 4148(D) "New Information about Temporary Assistance and Food Stamps" that SSDs must distribute at application and recertification.

SSDs will be notified of the revised 4148(D) with the required IAR information by an Informational Letter (INF).

- 8. SSDs must contact Naomi Diamond, SSA field representative, when a SSD employee with access to the GSO website has left the SSD's employment. Ms. Diamond can be contacted via e-mail at [Naomi.Diamond@ssa.gov](mailto:Naomi.Diamond@ssa.gov), or by mail at:

Social Security Administration  
Center for Programs Support  
26 Federal Plaza, Room 4060  
New York, New York 10278  
ATT: Naomi Diamond



## V. Systems Implications

### A. The Monthly IAR E-Report Instructions

SSDs must electronically report IA statistical data to CEES via e-Reporting found on CentraPort. The following are instructions on how to access e-Reports and submit data via the Monthly IAR E-Reports application.

1. Access e-Reports from CentraPort by completing the following steps:
  - a. From the CentraPort home page, click the “Applications” link
  - b. From the Applications link, scroll down and select the link for “e-Reports”
  - c. From the e-Reports Main Menu, select “Monthly IAR E-Report”

Note: To access e-Reports from CentraPort the user must have a user ID and password plus permission to access e-Reports.

2. Monthly IAR E-Reports Reporting Elements. The Monthly IAR E-Report supports the reporting of the following data elements:
  - Forms
  - Dollar amount of Interim Assistance granted
  - Dollar amount of Interim Assistance Reimbursement received from SSA
  - Dollar amount of Interim Assistance not recovered from SSA
  - Number of Cases Pending IA Calculation

The following chart represents the “Monthly IAR E-Report” reporting elements and a description of the reporting elements.

Report Heading	Description
County	This field is system generated
Month and Year	This field is system auto filled
Forms	This field represents the number of individuals the SSD submitted IAR calculations to the SSA for the report month.
Dollar amount of Interim Assistance Granted	Total amount of IA paid out for the report month
Dollar amount of Interim Assistance Reimbursement received from SSA	Total amount of IAR received from the SSA for the report month.
Dollar amount of Interim Assistance	This line is system calculated. It represents

not recovered from SSA	Interim Assistance Granted – Amount of IAR Received from the SSA.
Number of cases pending Interim Assistance calculation	This line represents the total number of cases pending IA calculation
Signature	Identified by user access

### 3. Instructions for Using the Monthly IAR E-Report Web Page.

Report Date: Select one of the Report Dates from the dropdown list. If a report date is followed by an asterisk, it means that the report for that month has not been submitted.

Find Button: After selecting a Report Date, click the *Find* button. If the selected report has already been submitted, it will appear in a read-only format. If the report has not been submitted, then the report form will be shown with 4 empty data fields that you can fill in

Enter Data: A number must be entered in each of the empty fields. If an invalid value is entered into a field, red asterisks will appear next to the field. If you click the *Submit* button when invalid data fields are present (noted by a red asterisk), a list explaining the invalid fields will appear, and the form will not be submitted. You must correct the fields in error and then click the submit button again.

#### Data Fields:

- Lines 1 and 4 must contain only a whole number from 0 to 9999.
- Lines 2 and 3 must contain only a whole number from 0 to 9999999
- Line 3 must not be greater than Line 2.

If a report is updated after the day on which it was first submitted, the values of the fields may not be reduced. If a reduction is necessary, contact OTDA.

Submit Button - After numbers have been entered click the *Submit* button. The report will re-appear as a read-only page, along with the message “**Entered data was successfully stored.**” Click the *Update Mode* button if you want to change numbers entered into the report.

Update Mode Button: Click this button to update the displayed report.

All Social Services Districts (SSDs) must submit the “Monthly IAR E-Report” with IA data that represents the previous month’s activity by the 15<sup>th</sup> of the next month. For example, if the report month is March 2009 the “Monthly IAR E-Report” must be submitted by April 15, 2009.

Email reminders will automatically be sent to designated representatives of districts that have not timely submitted a “Monthly IAR E-Report” by the 25th of the month the report is due. For example: The report month is September 2009. The SSD should submit the completed report by October 15, 2009. If a report is not received an email reminder will be sent October 25, 2009 to the SSD’s designated IAR contact.

If a SSD does not receive any IAR for a report month then the district must submit a “Monthly IAR E-Report” with zeros input into all appropriate fields.

SSDs must submit all of their reports for a calendar year by the end of February of the next calendar year. An overall reminder email will be sent on January 25 of each year to notify SSDs of any outstanding reports. For Example: Report year end date is December 31, 2009. An email reminder for any outstanding December 31, 2009 report would be sent to SSDs January 25, 2010. The last date to submit the December 2009 “Monthly IAR E-Report” or any other outstanding reports for calendar year 2009 would be February 28, 2010. An e-mail reminder will be sent to SSDs with outstanding 2009 report(s) on January 31, 2009.

SSDs will not be able to reduce any of the numbers when updating a previously submitted report. Designated CEES staff will have the ability to make corrections, including reductions. If you need to correct a previously submitted report contact Lorraine Curry-Reed at (518) 473-4409, or e-mail [Lorraine.Curry-Reed@otda.state.ny.us](mailto:Lorraine.Curry-Reed@otda.state.ny.us) .

The e-Reporting contact person is Lorraine Curry-Reed. Ms. Curry-Reed is available to answer questions at 518-473-4409, or by e-mail at [Lorraine.Curry-Reed@otda.state.ny.us](mailto:Lorraine.Curry-Reed@otda.state.ny.us) .

## VI. Other Information

### A. Forms Ordering Information

- The revised English version of the [LDSS-2425](#): “*Repayment of Interim Assistance Notice*” and the [LDSS-2425-SP \(Spanish\)](#) are printed forms that will be available to SSDs as soon as e-IAR is implemented.
- The above-referenced documents are also posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and will be available for downloading by local districts for reproduction locally.
- SSDs will be notified when all previous versions of the “*Repayment of Interim Assistance Notices*” can be **destroyed** and replaced with the revised 2/09 version.
- Once e-IAR is operational, any future written requests for master camera ready copies of the English and Spanish versions of the documents, should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

Office of Temporary and Disability Assistance  
BMS Documentation Services and Operational Support  
PO Box 1990  
Albany, NY 12201

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Once e-IAR is operational, master camera ready copies of the documents may be ordered through Outlook. To order a master camera ready copy you must obtain an OTDA-876

electronically by going to the OTDA Intranet Website at <http://otda.state.ny.net/> then to Division of Operations and Program Support page, then to PSQI E-forms page (this page contains the electronic OTDA-876).

- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us) .
- For a complete list of available forms, please refer to the OTDA Intranet site: [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) .

## **B. Training**

The SSA is expected to provide training to SSDs on the use of the GSO website.

## **VII. Effective Date**

This ADM is effective as soon as the SSA implements e-IAR in New York State (NYS).

SSA plans on implementing e-IAR in phases. The first phase is scheduled to occur during the weekend of November 21, 2009. During this phase, SSDs will be e-mailed communication from the SSA to the e-mail addresses listed on each districts certificate of authority and to each district's ListServe distribution list. Once the first phase is complete SSA will implement the collection of IAR data via the website, and the last phase will be the direct deposit of IAR into a district's bank account. The dates for the implementation of the remaining phases have not been announced. SSDs will be notified of additional implementation date(s) via a communication from CEES.

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### **Issued By**

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports

## Attachment A

### Instructions for Completing: LDSS-2425 – Repayment of Interim Assistance Notice

1. Complete the top portion of the notice with the required information:
  - Notice Date:
  - Case Number:
  - CIN Number:
  - Case Name and Address:
  - Office No.:
  - Unit No:
  - Worker No:
  - Unit or Worker Name:
  - Telephone number (worker):
  - Name and Address of LDSS:
  - LDSS General Phone Number:
  - Agency Conference telephone number
  - Fair Hearing Information and Assistance telephone number:
  - Record Access telephone number:
  - Legal Assistance Information telephone number:
2. Complete the Safety Net Assistance and Other payments furnished for basic needs calculation section. Include the following:
  - Identify the year/ Example 20 becomes 2008
  - In the appropriate monthly box input the total amount of IA paid to a TA recipient for that month.
  - In the “Total” box input the sum of all the IA paid for all of the months of an identified year
  - In the “Total Interim Assistance” box input the grand total of IA paid to a TA recipient during the entire IA period.
  - If there is more than five years of payment history, complete a second form. In the “remarks section of both forms list that a second form is attached. Send both forms to the TA recipient at the same time.
3. Add the totals for each year and place the Grand Total dollar amount in the Total Interim Assistance box
4. Specify in the appropriate box
  - Total Amount of IA reimbursement received from the SSA
  - Date Office received IAR from the SSA
  - Date of Initial SSI eligibility.
5. Add any remarks in the “Remarks” box.
6. Sign and Date the form

Note: If there are more than five years of payment history complete a second notice. In the remarks section of both notices write that a second notice is attached and the time period that that “other” notice references. Attach and send both notices to the TA recipient.