



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-15
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	November 26, 2025
Subject:	Mailing of the LDSS-4887 Eligibility Questionnaire for Non-Parent Caregiver Cases
Contact Person(s):	Public Assistance Bureau: 518-474-9344 or tabureau@otda.ny.gov

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) informs local social services districts (districts) that the mailing of the [LDSS-4887 - Eligibility Questionnaire](#) for non-parent caregiver (NPC) Public Assistance (PA) cases at the 12-month mark will no longer be an automated process.

II. Background

As part of the new standard 24-month authorization period for NPC PA cases introduced in [24-ADM-11 - New Temporary Assistance Recertification Periods and Corresponding Verification Requirements for Household Composition and Residence](#) and further detailed in [25-INF-03 - Implementation of Administrative Directive 24-ADM-11 – Question and Answers](#), the system was programmed to automatically mail out the [LDSS-4887 - Eligibility Questionnaire](#) prior to the 12-month mark for NPC PA cases. The automated process is being discontinued for NPC PA cases due to the system's inability to distinguish between the first or second 12-month authorization period, resulting in the system incorrectly, but automatically, issuing the [LDSS-4887 - Eligibility Questionnaire](#) every 12 months.

III. Program Implications

Effective December 1, 2025 the system has been updated and will no longer automatically mail out the [LDSS-4887 - Eligibility Questionnaire](#) for NPC PA cases. Districts must

manually mail out the [LDSS-4887 - Eligibility Questionnaire](#) prior to the 12-month mark for NPC PA cases.

Districts must track NPC PA cases by using the Z60 Non Parent Caregiver Cases Anticipated Future Action (AFA) code and manually issue the [LDSS-4887 - Eligibility Questionnaire](#) prior to the 12-month mark for NPC PA cases.

NPC PA cases will no longer be visible on the WINR-1786 Auto Recert Cases Selected report in Production Hosting Reports and Enterprise Documents (PHRED). A new PHRED report is being developed for cases that have an AFA code Z60 and are 3 months prior to the end of their auth-to-date. Guidance will be forthcoming once the report is available.

In preparation for the use of this new report, the AFA code Z60 will now have an optional date field. Entering the date into this field will help workers know whether to send the [LDSS-4887 - Eligibility Questionnaire](#) or the [LDSS-3174-EN, New York State Recertification Form](#).

Any NPC households in receipt of Supplemental Nutrition Assistance Program (SNAP) benefits must have a separate Non-Public Assistance (NPA) SNAP Case Type 32, as not everyone in the SNAP household receives PA and the certification period for these SNAP cases cannot exceed 12 months. These SNAP households must recertify, including completing a recertification interview at least once every 12 months, consistent with regular SNAP requirements.

Districts should continue to use the recertification tracker in myWorkspace to issue the [LDSS-3174-EN, New York State Recertification Form](#) at the 24-month mark for NPC PA cases.

Issued By:

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Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance