



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	22 TA/DC046 Upstate and New York City
Date:	May 24, 2022
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, WMS Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Pandemic Emergency Assistance Fund (PEAF) Exception Report Processing - Family Pandemic Payment
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau (518) 474-9344 PEAF@otda.ny.gov
Attachments:	Attachment 1 - LDSS-5204 - PEAFF Family Pandemic Payment Notice Attachment 2 - LDSS-5204SP - PEAFF Family Pandemic Payment Notice

Section 2

The purpose of this General Information System (GIS) message is to advise social services districts (districts) of the method for reviewing and processing Temporary Assistance (TA) cases on the exception lists for the Pandemic Emergency Assistance Fund (PEAF) Family Pandemic Payment where eligibility could not be determined at the time of the May 14, 2022, mass authorization.

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 Coronavirus Disease 2019 (COVID-19) pandemic as outlined in [22-LCM-01](#) and [22-LCM-07](#)

Cases not authorized for benefit issuance due to any of the exception reasons outlined below for upstate will require district review to determine if a one-time manual issuance may be required by the district.

Exception Reason as Listed on Report

Definition for PEAFF 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

District staff should review all cases on the exception lists to determine which cases meet all the following eligibility criteria, for a one-time benefit to be issued by the district:

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

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

Instructions for case processing of the PEA Family Pandemic Payment may be found in [22 TA/WMS021](#), issued on May 5, 2022. Additional instructions specific to the processing of manual payments for New York City cases will be forthcoming. The Client Notice System (CNS) is not available to inform an eligible household of this benefit. The attached Family Pandemic Payment notice, [LDSS-5204](#), (Attachment A) must be used to notify recipients of the Family Pandemic Payment issuance. The case name, address, case number, notice date, and the amount of the manual payment being issued must be worker entered in the header of this notice. The return address for notices should be the district address, also in the header of the attached notice.