



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

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## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	20 TA/DC019 Statewide - Upstate and New York City
<b>Date:</b>	March 24, 2020
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, SNAP Directors, WMS Coordinators, Medicaid Directors
<b>From:</b>	Jeffrey Gaskell, Deputy Commissioner, EISP
<b>Subject:</b>	COVID-19 Certification Periods Extension
<b>Effective Date:</b>	Immediately
<b>Attachments:</b>	<a href="#">LDSS-5165 (Rev. 3/20): "Notice to All Recipients of Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance Cash Benefits (TA w/Medicaid) MA"</a> <a href="#">LDSS-5165-SP (Rev. 3/20): "Notice to All Recipients of Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance Cash Benefits (TA w/Medicaid) MA"</a>
<b>Contact Information:</b>	Temporary Assistance (TA) Questions – TA Bureau 518-474-9344 or <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a> Supplemental Nutrition Assistance Program (SNAP) Questions – SNAP Bureau 518-473-1469 <a href="mailto:otda.sm.cees.snap@otda.ny.gov">otda.sm.cees.snap@otda.ny.gov</a>

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### Section 2

The purpose of this GIS is to advise social services districts (districts) that the certification periods for Temporary Assistance (TA)/Medicaid (MA) and Supplemental Nutrition Assistance Program (SNAP) cases with certification periods expiring at the end of March, April and May 2020 will be automatically extended for three months.

This extension is being granted because of the impact that the COVID-19 pandemic may have had on the ability of households and local social services districts (districts) to complete the recertification process for these cases. Extending certification periods will ensure that households unable to comply with recertification requirements or whose recertifications could not be processed timely due to the effects of COVID-19 do not lose access to TA/MA and SNAP benefits. The extension also will ease the administrative burden faced by these districts in recovering from this pandemic. **Note:** this guidance does not apply to MA only cases, including MA separate determinations for individuals who lose TA/MA eligibility. The Department of Health will issue separate guidance on Medicaid eligibility changes to address this public health emergency.

**Also, please note that additional extensions of certification periods may be forthcoming. OTDA will issue further guidance as necessary.**

As a reminder, as indicated in [GIS 20 TA/DC018](#), social services district offices provide essential services and are exempt from the in-person work restrictions. Districts must have staff available during core business hours to address and meet the needs of individuals and families who are applying for or receiving benefits and/or assistance through TA, SNAP, HEAP and Child Support services, regardless of county-wide mandates to close county government offices.

### **New York City**

NYC WMS will run mass extensions of certification for TA/MA/SNAP and SNAP-only cases that are due to expire at the end of March, April and May 2020. Cases with certification periods ending in March or April for which recertifications were processed or that were closed in March due to failure to recertify or for any other reason for which a closing action already had been taken, such as excess income, failure to provide required documentation, etc., are not eligible for an automatic extension. The mass extension will allow districts to recertify, by June 30, 2020, any case that originally was scheduled to be recertified by March 31, 2020. Any case originally scheduled for recertification by April 30, 2020 must be recertified by July 31, 2020. Any case originally scheduled for recertification by May 31, 2020 must be recertified by August 31, 2020. Any household whose certification period has been extended must be allowed to recertify before the end of the extension period even if they did not attempt to do so before their previous certification period would have expired.

**The extensions for cases due to expire in March and April 2020 will be processed by March 27, 2020. The extensions for cases due to expire in May 2020 will be processed by April 3, 2020.**

### **Rest of State**

WMS will run mass extensions of certification for SNAP-only, SNAP/TA and SNAP/TA/MA cases that were due to expire at the end of March, April and May 2020. Cases with certification periods ending in March or April for which recertifications were processed or that were closed in March due to failure to recertify or for any other reason for which a closing action already had been taken, such as excess income, failure to provide required documentation, etc., are not eligible for an automatic extension. The mass extension will allow districts to recertify, by June 30, 2020, any case that originally was scheduled to be recertified by March 31, 2020. Any case originally scheduled for recertification by April 30, 2020 must be recertified by July 31, 2020. Any case originally scheduled for recertification by May 31, 2020 must be recertified by August 31, 2020. Any household whose certification period has been extended must be allowed to recertify before the end of the extension period even if they did not attempt to do so before their previous certification period would have expired.

**The rest of state mass extensions for cases due to expire in March, April and May 2020 will occur on March 28, 2020.**

### **Notices**

Federal regulations do not require individual notice regarding the extension of the certification period when it is done as part of a mass change. Therefore, districts should immediately post the attached public notice in English and Spanish regarding the extension of certification periods. The posters must be displayed in certification offices, issuance locations, and other sites frequented by certified households until May 31, 2020 to ensure households are informed of the change. OTDA will not be printing and drop shipping copies of the posters.