



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

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Executive Deputy Commissioner

Informational Letter

Section 1

Transmittal:	25-INF-03
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	February 20, 2025
Subject:	Implementation of Administrative Directive 24-ADM-11 – Question and Answers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, Staff Development Coordinators, Fair Hearing Staff, WMS Coordinators
Contact Person(s):	Temporary Assistance Bureau at (518) 474-9344 or tabureau@otda.ny.gov Supplemental Nutrition Assistance Program at (518) 473-0332 or SNAPbureau@otda.ny.gov
Attachments:	Attachment 1 – Questions and Answers

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
24-ADM-11		18 NYCRR 350.2 18 NYCRR 351.6 18 NYCRR 351.20(b) 18 NYCRR 351.21	Social Services Law (SSL) §134-a 45 CFR § 206.10, § 233.40		

Section 2

I. Purpose

The purpose of this informational letter is to provide districts with supplemental information regarding the implementation of [24-ADM-11 - New Temporary Assistance Recertification Periods and Corresponding Verification Requirements for Household Composition and Residence](#). This letter also clarifies incorrect information that was inadvertently included in

the original directive. Specifically, for Supplemental Nutrition Assistance Program (SNAP) applications and recertifications, verification of household composition is only required if questionable. However, SNAP households must verify residence consistent with the requirements described in [12-INF-06](#).

II. Background

On October 11, 2024, the New York State Office of Temporary and Disability Assistance released [24-ADM-11](#) announcing changes to Office regulations 350.2(a) and 351.21(c) that eliminate the semiannual recertification interview for Temporary Assistance (TA) and establish a standard 12-month certification period for all TA cases, excluding non-parent caregiver (NPC) cases, and a 24-month certification period for all NPC cases.

In addition, TA recipients may now attest to household composition and residence for adults and minors in their household as part of recertification, either through the mail-in eligibility questionnaire process or in-person.

III. Program Implications

Please share the attached document, Questions and Answers regarding the implementation of [24-ADM-11](#), with your TA Eligibility staff.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

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