

October 29, 2014

DAL: 14-23
Change in SSP Payment Source

Dear Administrator:

This letter is to inform you of two significant changes to the administration of the New York State (NYS) portion of residents' Supplemental Security Income (SSI) payments, known as the State Supplement Program (SSP). The NYS Office of Temporary and Disability Assistance (OTDA) will be overseeing the SSP, instead of the Social Security Administration (SSA).

- 1) Currently Enriched Housing Programs notify the Department of Health of admissions and discharges to their programs in order for their residents to receive Level 3 SSI payments. **Effective October 1, 2014, operators of both Adult Homes (AH) and Enriched Housing Programs (EHP) must submit OTDA – Congregate Care Change Report Form (attached) when residents are admitted or discharged from their facilities, or have an income or resource change.** This must be done within ten (10) days of the admission or discharge. The form must be sent to OTDA as well as SSA. OTDA is developing a portal to electronically transfer recipient information from the facility to the SSP bureau, which is planned to be available in early 2015. Until then, the form may be submitted by any of following methods:
 - a) mailed to SSI Supplement Program, PO Box 1740, Albany, NY 12201; or
 - b) faxed to (518) 486-3459; or
 - c) sent via e-mail to otda.sm.ssp@otda.ny.gov and
 - d) mailed to the local Social Security Administration Field Office.
- 2) Currently the State pays SSA to administer the SSP, at a significant cost to the State. Effective October 1, 2014, OTDA will oversee the administration of the SSP, and will be responsible for providing the payments. SSA will continue to administer the federal portion of the SSI payments, and the rest of the Social Security program, including Social Security benefits.

All recipients of SSI have received letters from OTDA and SSA in August and September 2014 explaining the change in the administration of the SSP payments. In August 2014, the SSP Customer Support Center and toll free number was activated.

The amount of the total monthly benefits will remain the same.

The SSP will be deposited electronically to the residents' bank accounts, or mailed on or before the first of the month. If the resident has a Representative Payee, that person will receive the state SSP benefits and notices on the resident's behalf.

Program Implications:

Residents must be provided case management services, including assistance with completion of applications for public benefits. All changes to residents' circumstances affecting their financial status must be reported to OTDA as well as SSA.

An application for SSI will serve as an application for SSP. Applications that are determined to be ineligible for SSI due to income will be considered by OTDA for SSP eligibility. SSA will continue to determine disability for all SSI and SSDI recipients. OTDA will determine disability for the few SSP recipients who are not eligible for SSI or SSDI.

Contacts:

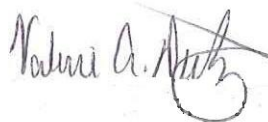
Refer to the SSP website at OTDA for further information and forms to use. The website will be updated on an ongoing basis, and the notices to the residents will be posted there:
<http://otda.ny.gov/programs/ssp/>

All contact regarding SSP will be handled by telephone, fax or mail **to OTDA**. The SSP Customer Support Center is available during normal business hours, Monday through Friday, toll free, at 1-855-488-0541. The address is NYS OTDA State Supplement Program, PO Box 1740, Albany, NY 12201.

Anyone who has trouble reading the notices from OTDA due to visual impairments may contact OTDA to obtain the notices in another format. The website content and the notices are available in several languages. The OTDA Language Assistance Services may also be contacted at 1-518-402-3096.

The Social Security Administration may be reached at 1-800-772-1213, for questions and concerns about SSP.

Sincerely,



Valerie A. Deetz, Director
Division of ACF and Assisted Living Surveillance

Attachments:

Sample recipient notice of change re: receipt of SSP only, and SSP and SSA
OTDA – Congregate Care Change Report Form (DSS-5023)