



NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo  
Governor

Kristin M. Proud  
Commissioner

September 8, 2014

Dear Congregate Care Agencies and Providers:

New York State will assume responsibility for the administration of the SSI State Supplement Program (SSP) in October 2014. At that time New York State (NYS), rather than the Social Security Administration (SSA), will be responsible for the monthly payment of the SSP benefit. The purpose of this letter is to share with you the instructions that need to be followed for reporting changes for SSI/SSP recipients in congregate care.

As you are aware, the monthly benefit received by most SSI recipients from SSA includes federal and State funds. Beginning in October 2014, the State portion of this benefit will be issued by NYS instead of SSA. Recipients will continue to receive the same amount of benefits, but will receive the federal and State benefits separately. Enclosed is additional information about the NYS takeover of the SSI State Supplement Program.

With this change come new reporting requirements for Congregate Care Facility providers. Since the SSP benefit level is dependent upon the recipient's State Living Arrangement, it is important that NYS be informed of when SSI/SSP recipients enter, exit or transfer between a congregate care setting. In order for NYS to make the correct payment and direct it to the correct provider each month, the timely and accurate reporting of this information is critical.

Enclosed are the new Congregate Care reporting instructions and a listing of the forms/processes that can be used to inform the necessary State, federal and local agencies.

We appreciate your help and cooperation. Our priority in converting SSP from federal to State administration is to minimize any adverse impact on those we serve or on the agencies that care for this vulnerable group. Please call toll-free (855) 488-0541 or email [otda.sm.ssp@otda.ny.gov](mailto:otda.sm.ssp@otda.ny.gov) with any questions.

Sincerely,

/s/ JH 9/8/14  
John Haley, Director  
SSI State Supplement Program

Enclosures

## SSI State Supplement Program Congregate Care Reporting Instructions

### Who Needs To Be Notified

1. OTDA – to ensure that the correct State Supplement Program benefit amount is directed to the right provider agency.
2. Social Security Administration District Office – to ensure that the correct federal SSI benefit amount is directed to the right provider agency.
3. Local Department of Social Services (DSS) – as a certifier of family type homes (Congregate Care Level 1), the local DSS needs to be notified when an SSI recipient enters or leaves this type of home. Please note that some State agencies use the on-line SDX process to update recipient information on WMS. While this practice can continue, it does not replace the separate reporting requirements set forth below.

### Reporting Methods

Congregate Care providers must report each admission, discharge, transfer or death of an SSI/SSP resident. In addition, changes in recipient income and resources are to be reported. Congregate Care providers have three reporting options:

- Congregate Care Change Report Form – this form has been developed by OTDA as part of SSP takeover. It captures specific client and provider information, the nature of the change that could impact the federal and/or State Living Arrangement, and includes other information needed to effectuate any change in eligibility and benefit amount in a timely manner.
- BPR-572 – this form is currently being used by OMH and may continue to be used to notify OTDA and SSA of congregate care related changes.
- RSFO-572 – this form is currently being used by OPWDD. It may be used to notify OTDA and SSA, but must be accompanied with the following additional information:
  - Facility ID
  - Complete recipient case and agency information

### Reporting Deadlines

Congregate Care providers should report these changes immediately, but no later than 10 days after the State Living Arrangement, income or resource change.

## Forwarding Instructions

The Congregate Care Change Report Form, the BPR-572 or the BRO-570 may be sent to OTDA and SSA through one of the following communication options:

| Mail   | E-Mail   | Fax            |
|--|--|----------------|
| SSI State Supplement Program<br>PO Box 1740<br>Albany, NY 12201  | <a href="mailto:otda.sm.ssp@otda.ny.gov">otda.sm.ssp@otda.ny.gov</a> | (518) 486-3459 |
| Social Security Administration Field Office<br><a href="http://ssofficelocations.com/New-York/">http://ssofficelocations.com/New-York/</a> |  |                |

## Other Reporting Responsibilities

A State Living Arrangement change may also result in a change in the manner in which individuals receive their SSI and SSP benefits. For example, banking changes or the assignment of a new Representative Payee/Designated Representative may be needed.

### Representative Payee and Designated Representative

- Changes to a SSI/SSP recipient's Representative Payee status must continue to be processed through SSA. Once notified by SSA, NYS will update its records for SSP purposes.
- For those recipients who receive **only** SSP benefits, a Designated Representative for an individual in congregate care can be established. Similar to SSA's Representative Payee, the Designated Representative can be selected to help manage the recipient's benefit while in congregate care. Any agency/provider that plans to act as a recipient's Designated Representative must complete the form that will soon be located at the link provided below.

### Direct Deposit Form

- The SSP Direct Deposit form should be used when the SSP only recipient has had a change in his/her own banking information or when transferring the assignment of funds from the recipient to a Designated Representative or to a new Designated Representative. This form will also be available at the link below prior to October 1<sup>st</sup>.

<http://otda.ny.gov/programs/ssp/>