FAMILY & HUMAN SERVICES

RESOLUTION NO. 2025050

RE: ACCEPT GRANT FUNDING FROM THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE AND AMEND THE 2025 ADOPTED COUNTY BUDGET AS IT PERTAINS TO THE DEPARTMENT OF COMMUNITY & FAMILY SERVICES

Legislators GARITO, MC HOUL, CASWELL, D'AQUANNI, GORMAN, VERSACI, and KAUL offer the following and move its adoption:

WHEREAS, the Commissioner of Community & Family Services has advised that the New York State Office of Temporary and Disability Assistance (hereinafter "OTDA") has allocated and awarded the County 2024-2025 Shelter Arrears Eviction Forestallment Program (hereinafter "SAEF") grant funds in the sum of $265,086, and

WHEREAS, the SAEF was created to provide vital shelter arrears assistance to help eligible households retain permanent housing, and

WHEREAS, the SAEF will provide services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance ("PA") pursuant to Social Services Law §131-a, and

WHEREAS, it is necessary to amend the 2025 Adopted County Budget to accept and provide funding for the implementation of the SAEF program, now therefore, be it

RESOLVED, that the Commissioner of Finance is hereby authorized, empowered and directed to amend the 2025 Adopted County Budget as follows:

APPROPRIATIONS		
Increase		
A.6010.4635	Emergency Services	$265,086
REVENUES		
Increase		
A.6010.36890.04	Other Social Services NY	$265,086

CA-036-25; VAC/rjw; G-0198-A
03/06/25; Fiscal Impact: See Attached

APPROVED
SUSAN J. SERINO
COUNTY EXECUTIVE
4/9/25

STATE OF NEW YORK
ss:
COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 14th day of April 2025, and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 14th day of April 2025.

DUTCHESS COUNTY SEAL

LEIGH WAGER, CLERK OF THE LEGISLATURE

SUE SERINO
COUNTY EXECUTIVE

SABRINA JAAR MARZOUKA, JD, MPH
COMMISSIONER

DUTCHESS COUNTY GOVERNMENT
DEPARTMENT OF COMMUNITY AND FAMILY SERVICES

MEMORANDUM

Date: 03/04/2025

To: Jess White Budget Director

From: Peter Simon Director of Administrative Services DCFS

RE: Resolution request – SAEF grant

The New York State Budget appropriated $10 million to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a. To distribute these funds, the New York State Office of Temporary and Disability Assistance (OTDA) created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing.

We are seeking a resolution to provide the necessary funding for the implementation of the SAEF program. Thank you for your consideration.

FISCAL IMPACT STATEMENT

☐ NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost $ 265,086

Total Current Year Revenue $ 265,086
and Source

Source of County Funds *(check one)*: ☐ Existing Appropriations, ☐ Contingency,
☐ Transfer of Existing Appropriations, ☑ Additional Appropriations, ☐ Other *(explain)*.

Identify Line Items(s):
A.6010.4635 - Emergency Services
A.6010.36890.04 - Other Social Service NYS SAEF Program

Related Expenses: Amount $ _____

Nature/Reason:
NYS OTDA grant

Anticipated Savings to County: _____

Net County Cost (this year): _____
Over Five Years: _____

Additional Comments/Explanation:
The New York State Shelter Arrears Eviction Forestallment (SAEF) program provided an amount to Dutchess County.

Prepared by: Peter Simon Prepared On: 02/24/2025

NEW YORK STATE | Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	24-LCM-12
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	September 18, 2024
Subject:	New York State Shelter Arrears Eviction Forestallment (SAEF) Program
Contact Person(s):	Temporary Assistance Bureau: 518-474-9344 or tabureau@otda.ny.gov
Attachments:	Attachment A – 2024-2025 Shelter Arrears Eviction Forestallment Program Allocations

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of the New York State Shelter Arrears Eviction Forestallment (SAEF) program and to provide 2024-2025 SAEF program allocations and general program guidance. Consistent with the governing appropriation, allocations are available for all districts other than New York City.

II. Background

The New York State Fiscal Year 2024-2025 Budget appropriated $10 million to provide for services and expenses related to the payment of shelter arrears necessary to retain housing for certain households that are in receipt of or who would be eligible for ongoing or emergency Public Assistance (PA) pursuant to Social Services Law (SSL) §131-a.

To distribute these funds, the New York State Office of Temporary and Disability Assistance (OTDA) created the SAEF program to provide vital shelter arrears assistance to help eligible households retain permanent housing. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program, or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization.

III. Program Implications

A. Program Activities and Services

Assistance provided through the SAEF program must not exceed a total of six months of arrears per household. However, the six months of arrears payments do not have to be consecutive or paid all at once; payments may be issued partially (less than six months of arrears assistance needed) or in full (all six months paid at once).

Prior receipt of shelter arrears payments through the Emergency Assistance to Families (EAF) or Emergency Safety Net Assistance (ESNA) programs does not impact SAEF program eligibility. Households who previously received six months or more of shelter arrears assistance through EAF or ESNA, may receive additional payments via the SAEF program, not to exceed six months, if otherwise eligible for the SAEF program. SAEF program payments will not be limited by the shelter allowance amount set forth in SSL §131-a and will not be part of the standard of need pursuant to SSL §131-a, and therefore would not be considered by the Automated Budgeting and Eligibility Logic (ABEL) when computing financial eligibility for PA. SAEF program payments are not countable as income or as a resource for PA, Home Energy Assistance Program (HEAP) or Supplemental Nutrition Assistance Program (SNAP) eligibility or budgeting purposes. Additionally, SAEF program payments will not be subject to recoupment or repayment unless the application submitted was fraudulent, or otherwise identified as ineligible.

B. Participant Eligibility

Districts must establish and maintain local policy governing eligibility for SAEF payments. While districts have flexibility regarding SAEF program eligibility requirements, the governing statute outlines some minimum requirements for eligibility as follows:

- Eligible households are individuals and/or families, with or without children, who have shelter arrears and require assistance to retain permanent housing;
- Households must first apply for shelter arrears assistance under EAF or ESNA, and if they are found ineligible through both programs, they should be assessed for SAEF program eligibility;
- Households must meet the PA (Family Assistance (FA) or Safety Net Assistance (SNA)) citizenship/non-citizen status eligibility requirements;
- Households must meet the EAF or ESNA income eligibility requirements. OTDA issues guidance annually regarding changes in the federal poverty guidelines.

Financial eligibility for EAF is determined by the gross income immediately available to the household on the date of application. The household is financially eligible for EAF if the available income is at or below 200% of the Federal Poverty Level Guidelines for the household size. The following guidelines for EAF are effective April 1, 2024, through March 31, 2025:

200% of 2024 Federal Poverty Level Guidelines
EAF Gross Available Test
By Family Size (Adjusted Annually)

Household Size	Annual	Monthly
1	$30,120	$2,510
2	$40,880	$3,407

3	$51,640	$4,303
4	$62,400	$5,200
5	$73,160	$6,097
6	$83,920	$6,993
7	$94,680	$7,890
8	$105,440	$8,787
Additional	$10,760	$897

Financial eligibility for ESNA is determined by the household's gross monthly income on the date of application, which may not exceed 125% of the Federal Poverty Level Guidelines for the household size. The following income guidelines are effective April 1, 2024, through March 31, 2025:

ESNA 125% of 2024 Federal Income Poverty Level Guidelines (Adjusted Annually)

Household Size	Annual	Monthly
1	$18,825	$1,569
2	$25,550	$2,129
3	$32,275	$2,690
4	$39,000	$3,250
5	$45,725	$3,810
6	$52,450	$4,371
7	$59,175	$4,931
8	$65,900	$5,492
Additional	$6,725	$560

Households that are determined income eligible for the SAEF program under EAF or ESNA are not required to meet certain PA eligibility requirements for shelter arrears payments. Unlike traditional PA shelter arrears requirements, households eligible for the SAEF program:

- May have foreseen the occurrence or situation giving rise to the need for shelter arrears assistance;
- May be unable to reasonably demonstrate an ability to pay future shelter expenses, including any amounts in excess of the appropriate agency maximum monthly shelter allowance;
- May have already received a shelter arrears payment within the prior five years; and/or
- May not be current on a shelter repayment agreement from a prior shelter arrears payment.

Households that qualify for the SAEF program under the ESNA income eligibility requirement are not subject to a repayment agreement. In addition, receipt of PA is not a requirement for determining eligibility for the SAEF program.

Districts must make sure they have policies and procedures in place to:

- Establish that the SAEF program recipient is the primary tenant/homeowner (e.g., require a lease or other documentation);

- Establish the shelter arrears amount due for the SAEF program household;
- Ensure that the SAEF program payment will be accepted to prevent eviction for a specified timeframe;
- Take reasonable steps to prevent the duplication of benefits;
- Issue a determination letter stating the amount approved, or a denial letter with the reason for denial;
- Establish a process for handling fraudulent applications, including a procedure for recovering funds, if necessary; and
- Establish a process for reviewing and considering appeals of applications that are denied.

Applications are to be accepted on a first come, first-served basis according to the eligibility parameters above and set forth at the local level. While districts have flexibility in determining the overall design of their local SAEF program, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Although receipt of PA is not an eligibility requirement to receive payments through the SAEF program, operators are encouraged to refer SAEF program applicants to apply for applicable benefit programs, such as PA, HEAP, SNAP, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

SAEF program payments will **not** be issued through the Welfare Management System (WMS). SAEF program payments must be made directly to the landlord/property owner on behalf of the tenant. Tenants, landlords, and/or property managers must be notified of SAEF program assistance provided on behalf of any SAEF program recipient.

Notifications regarding eligibility determinations (e.g., approvals and denials) must be maintained in the case record for a minimum of six years following submission of the program end summation report. Further information on the report can be found under section D. below.

C. Allocations

A total of $10 million is available to support the SAEF program. The 2024-2025 SAEF program allocations are listed in Attachment A and have been determined based on ROS 2023 eviction rates as reported by the New York State Unified Court System. The program period for related expenditures is October 1, 2024, through September 30, 2025.

D. Reporting Requirements

As part of their participation in the SAEF program, districts must keep data about each household that participates in the program. Household-payment records, to be made available on audit, must include at a minimum:

Landlord EIN
Landlord name or business name
Landlord address
Primary tenant name

Primary tenant DOB
Primary tenant race/ethnicity
Tenant address
Date of SAEF program payment
Months with arrears covered by SAEF program payment
Total SAEF program payment
Primary tenant has open PA case at time of payment yes/no
Number of children in household at time of payment (0-N)
Number of adults in household at time of payment (1-N)

Households whose landlords receive multiple payments on their behalf covering more than one period will have multiple records, one for each household/payment.

Using data above, districts will be required to submit a program end summation report to OTDA that includes the criteria used to determine eligibility, number of households served, the dollar value of arrears issued under the SAEF program, and basic demographic information on the households served. Demographic information must include:

Number of households served
Number of households served for multiple periods
Number and % of households with/without children
Number and % of households with open PA case Age distribution of primary tenant
Distribution of the number of children
Distribution of total payment amount
Distribution of race/ethnicity

Districts are encouraged to track and include other characteristics of landlords and tenants in their report. Districts must submit this information to the OTDA Temporary Assistance (TA) Bureau by October 31, 2025, via email at: tabureau@otda.ny.gov.

The goal of reporting is to ensure the terms of the SAEF program are met in accordance with State legislation and to assess districts' emergency shelter arrears needs moving forward. It is the responsibility of the district to monitor any subcontracts. Districts must ensure the confidentiality of records concerning all SAEF program participants.

E. Claiming Instructions

Expenditures for the SAEF program should be claimed through the RF-17 claim package for special project claiming for the month(s) that the expenditures were made. These costs are first identified on the RF-2A claim package as F17 functional costs and reported in the F17 column on the LDSS-923 "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the LDSS-2347 "Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program." After final accepting the RF-2A, the individual project costs are then reported under the project label "SAEF Program SFY2025" on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the LDSS-4975A "RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs" while overhead costs are automatically brought over from the

RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time for the SAEF program must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on page 1 of the LDSS-923B "Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Program costs should be reported as object of expense code 37 – Special Project Program Expense on page 2 of the LDSS-923B "Summary - Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Total project costs should be reported on the LDSS-4975 "Monthly Statement of Special Project Claims Federal and State Aid (RF-17)" as 100% state share excluding central services costs which are local share. Actual reimbursement will be based upon each district's allocation.
Claims for the period October 1, 2024, through September 30, 2025, must be final accepted in the Automated Claiming System (ACS) by February 13, 2026.

Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF-17 claim package are found in Chapters 4, 7, and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at: https://intranet.otda.ny.gov/bfdm/finance/.

Any claiming questions should be directed to: Justin Gross at 518-474-7549 or otda.sm.field_ops.i-iv@otda.ny.gov.

IV. Reimbursement Structure and Allowable Costs

District allocations will be paid as claims are submitted to substantiate payment.

SAEF program funding is made available for districts to provide vital shelter arrears assistance to eligible households and as such, it is expected that a minimum of 90% of the funds will be used toward shelter arrears assistance in accordance with the guidelines outlined herein.

OTDA has set a 10% spending limitation on administrative costs. Agencies should limit the amount of administrative costs necessary to operate the SAEF program to maximize both the amount of funds available to pay shelter arrears and the number of households enrolled. The use of SAEF program funds for administrative purposes must be directly related to the provision of shelter arrears to eligible households. For districts opting to assign all or a portion of their SAEF program allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the SAEF program allocation.

Districts are required to submit all claims for reimbursement through the ACS regardless of whether they elect to operate the program in-house or transfer the administration to another entity. SAEF program claims must be for services provided between October 1, 2024, and

September 30, 2025, and must be claimed by February 13, 2026, per the instructions above.

Issued By:

Name: Valerie T. Figueroa
Title: Deputy Commissioner
Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance

Attachment A

District	2024-2025 Shelter Arrears Eviction Forestallment Program Allocations
Albany	$549,520
Allegany	$13,581
Broome	$245,099
Cattaraugus	$47,149
Cayuga	$69,443
Chautauqua	$86,739
Chemung	$96,733
Chenango	$20,628
Clinton	$52,146
Columbia	$30,109
Cortland	$43,818
Delaware	$17,425
Dutchess	$265,086
Erie	$1,540,922
Essex	$13,069
Franklin	$14,734
Fulton	$57,271
Genesee	$33,056
Greene	$25,112
Hamilton	$5,000
Herkimer	$30,493
Jefferson	$94,170
Lewis	$5,000
Livingston	$27,418
Madison	$23,575
Monroe	$1,065,471
Montgomery	$43,690
Nassau	$585,394
Niagara	$225,625
Oneida	$256,118
Onondaga	$592,569
Ontario	$79,821
Orange	$298,783
Orleans	$29,596
Oswego	$90,967
Otsego	$18,962
Putnam	$13,837
Rensselaer	$244,331
Rockland	$132,351
Saratoga	$171,172
Schenectady	$250,480
Schoharie	$7,303
Schuyler	$5,000
Seneca	$18,578
St. Lawrence	$45,612
Steuben	$46,893
Suffolk	$884,561
Sullivan	$95,067
Tioga	$16,784
Tompkins	$51,890
Ulster	$116,464
Warren	$46,509
Washington	$33,440
Wayne	$54,196
Westchester	$1,059,193
Wyoming	$7,047
Yates	$5,000

Family and Human Services Committee Roll Call

District	*Name*	*Yes*	*No*
District 7 - Hyde Park and Pleasant Valley	Truitt*	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston*		
District 3 - LaGrange	Polasek*		
District 16 - Fishkill and Beacon	Valdés Smith*		
District 9 - City of Poughkeepsie	Atkins*	Absent	
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 8 - City and Town of Poughkeepsie	Brendli		
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney		
District 17 - Town and Village of Fishkill	McHoul (VC)	Absent	
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago		
District 22 - Beekman and Union Vale	Garito (C)		

Present: 10
Absent: 2
Vacant: 0

Resolution: ✓
Motion: ____

Total : 10 Yes 0 No
Abstentions: ____

2025050 ACCEPT GRANT FUNDING FROM THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE AND AMEND THE 2025 ADOPTED COUNTY BUDGET AS IT PERTAINS TO THE DEPARTMENT OF COMMUNITY & FAMILY SERVICES

APRIL 10, 2025

Roll Call Sheets

District	Last Name	YES	NO
District 7 - Hyde Park and Pleasant Valley	Truitt	✓	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Houston		
District 3 - LaGrange	Polasek		
District 16 - Fishkill and Beacon	Valdés Smith		
District 9 - City of Poughkeepsie	Atkins		
District 1 - Town of Poughkeepsie	Gorman		
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Travelpiece		
District 4 - Hyde Park and Town of Poughkeepsie	Lawler		
District 5 - Town of Poughkeepsie	D'Aquanni		
District 6 - Town of Poughkeepsie	Kaul		
District 8 - City and Town of Poughkeepsie	Brendli		
District 10 - City of Poughkeepsie	Johnson		
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney		
District 12 - East Fishkill	Metzger		
District 13 - East Fishkill and Wappinger	Paoloni		
District 14 - Wappinger and Town of Poughkeepsie	Versaci	Absent	
District 15 - Wappinger	Faust		
District 17 - Town and Village of Fishkill	McHoul	Absent	
District 18 - City of Beacon and Fishkill	Page	Absent	
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago		
District 20 - Red Hook, Tivoli, and Rhinebeck	Munn		
District 21 - East Fishkill	Caswell		
District 22 - Beekman and Union Vale	Garito		
District 23 - Pawling, Beekman and East Fishkill	Rolison		
District 24 - Dover and Pawling	House	Absent	

Present:	21	**Resolution:**	✓	**Total :**	21	0
Absent:	4	**Motion:**			**Yes**	**No**
Vacant:	0			**Abstentions:**	0	

2025050 ACCEPT GRANT FUNDING FROM THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE AND AMEND THE 2025 ADOPTED COUNTY BUDGET AS IT PERTAINS TO THE DEPARTMENT OF COMMUNITY & FAMILY SERVICES

APRIL 14, 2025