

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

September 26, 2014

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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, SNAP Directors, WMS Coordinators,
Training Coordinators, Accounting Supervisors , Adult Services Directors

FROM: Phyllis D. Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Direct Deposit Banking Information for SSP Recipients

EFFECTIVE DATE: October 1, 2014

CONTACT PERSON: CEES State Supplement Program (SSP) Bureau at 518-408-4757

The purpose of this GIS is to advise local social services districts (SSDs) of a change in the file format that will be used to transmit State Supplement Program (SSP) payments to banks, and to recommend that you contact your bank to ensure that you receive the information that you need to match these payments with the recipients for whom you act as the representative payee.

As you are aware, on October 1, 2014, responsibility for the administration of SSP will transfer from the Social Security Administration (SSA) to New York State OTDA. At that time, NYS, instead of SSA, will issue the SSP benefit. Nearly 95% of all SSI/SSP recipients receive their monthly payments via direct deposit. If the SSD serves as the payee for many beneficiaries, the agency may be receiving these payments into a collective account. While NYS will mirror the payment file structure currently used by SSA, it will differ in one important way. The federal government provides the 9 digit social security number (SSN) of each beneficiary in the Automated Clearinghouse (ACH) Entry Detail Record and in the Entry Detail Addenda Record. For confidentiality reasons, NYS will provide only the last four digits of the SSN on the Entry Detail Addenda Record. NYS understands that many financial institutions rely on the 9 digit SSN on either the ACH Entry Detail Record or the Entry Detail Addenda Record to provide certain depositors with the beneficiary distribution information. Since NYS is only sending the last 4 digits of the SSN, it is expected that some reprogramming may be needed on the part of the financial institutions that draw information from the Entry Detail Addenda Record to accept and identify these deposits. An example of the Entry Detail Addenda Record that will be used for SSP payments is shown below. The format is identical to that used by SSA, but, as noted above, will not include the full SSN. This same information has been shared with banks across NYS.

We regret any problems this change causes, but hope you understand our need to help protect the privacy of our beneficiaries. If you have any questions, please call the SSP

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Customer Support Center at 1-855-488-0541. Additional information on the State Supplement Program may be found at OTDA's website at: www.otda.ny.gov/programs/ssp.

More Information for Payees

Payees for recipients of direct deposit payments from the New York State SSP may need identifying information to reconcile their client account records. In order to include this information with all direct deposit payments sent to representatives, NYS is using the prearranged payment and deposit (PPD+) file format. The information is included in the ACH Input File Structure, Record 7 - Entry Detail Addenda Record and is based on American National Standards Institute coding for Electronic Data Interchange (ANSI X12) syntax. The Entry Detail Addenda Record will contain the first 22 characters of each of the representative payee's name and beneficiary's name, as well as the beneficiary's partial Social Security Number with 5 zeroes followed by the last four numbers of the SSN, to ensure identifying information is provided.

Example of information included in the PPD Addenda Record Format for payments to a representative:

705N1*LA*JOHN SMITH[SPACES]\N1*BE*JANE
JOHNSON[SPACES]*34*000004321\[SPACES]00011234567

Position	Data Element Type	Length	Contents
01-01	RECORD TYPE CODE	1	'7'
02-03	ADDENDA TYPE CODE	2	'05'
04-05	ANSI X12 DATA SEGMENT IDENTIFIER	2	'N1' — PARTY IDENTIFICATION
06-06	ANSI X12 DATA ELEMENT DELIMITER	1	**
07-08	ANSI X12 ENTITY IDENTIFIER CODE	2	'LA' — ATTORNEY/REPRESENTATIVE
09-09	ANSI X12 DATA ELEMENT DELIMITER	1	**
10-31	ANSI X12 NAME	22	REPRESENTATIVE NAME
32-32	ANSI X12 DATA SEGMENT DELIMITER	1	'\'
33-34	ANSI X12 DATA SEGMENT IDENTIFIER	2	'N1' — PARTY IDENTIFICATION
35-35	ANSI X12 DATA ELEMENT DELIMITER	1	**
36-37	ANSI X12 ENTITY IDENTIFIER CODE	2	'BE' — BENEFICIARY
38-38	ANSI X12 DATA ELEMENT DELIMITER	1	**
39-60	ANSI X12 NAME	22	BENEFICIARY NAME
61-61	ANSI X12 DATA ELEMENT DELIMITER	1	**
62-63	ANSI X12 IDENTIFICATION CODE QUALIFIER	2	'34' — SOCIAL SECURITY NUMBER
64-64	ANSI X12 DATA ELEMENT DELIMITER	1	**
65-73	ANSI X12 IDENTIFICATION CODE	9	BENEFICIARY'S Partial SSN 00001234
74-74	ANSI X12 DATA SEGMENT DELIMITER	1	'\'
75-83	FILLER	9	SPACES
84-87	ADDENDA SEQUENCE NUMBER	4	'0001'
88-94	ENTRY DETAIL SEQUENCE NUMBER	7	LAST 7 DIGITS OF TRACE NUMBER FROM ENTRY DETAIL RECORD

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Note: Some field lengths under ANSI X12 standards may actually exceed the lengths indicated above. NYS SSP has limited the data, however, to the maximum number of characters indicated in the record layout shown above.

