



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-119-OPE

### SPECIAL MAILING OF JIGGETTS REDUCTION NOTICES

<p><b>Date:</b> August 25, 2006</p>	<p><b>Subtopic(s):</b> Jiggetts</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p>The State notice regarding this correction does not carry Fair Hearing rights.</p> <p><input type="checkbox"/> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin is to inform all Job Center staff of a special mailing conducted by the New York State (NYS) Office of Temporary and Disability Assistance (OTDA) to inform certain households of a reduction in the amount of <u>Jiggetts</u> shelter supplement they will receive each month. This reduction is due to an edit in the Welfare Management System (WMS) that limits the amount of rent payable to the actual amount approved by the State. The reduction will begin with the September A cycle. This policy bulletin serves as information for all other staff.</p> <p>As the change to the <u>Jiggetts</u> shelter supplement is not administered by the Human Resources Administration (HRA), if the participant has questions regarding the reduction or notice (see <b>Attachment A</b>), staff should direct the participant to the legal services provider or organization which last assisted him/her in applying for <u>Jiggetts</u> or to one of the certified community-based organizations listed on the notice for assistance. Staff is not authorized to make changes to the participant's shelter supplement unless a new approval letter is issued by OTDA.</p> <p><i>Effective Immediately</i></p> <p><b>Attachment:</b></p> <p><b>Attachment A</b> NYS OTDA <u>Jiggetts</u> Reduction Notice</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

## Attachment A

### **PUBLIC ASSISTANCE GRANT:**

You are currently receiving a rent supplement under the Jiggetts intervention process. The Jiggetts rent supplement is a special payment over your public assistance shelter allowance as a result of pending litigation in Jiggetts v. Dowling (Sup. Ct, N.Y. County).

There was an error in the issuance of your Jiggetts rent supplement. We are therefore correcting your Jiggetts rent supplement to the amount you should receive based on the information that we have on file concerning your rent, household composition and income.

You were previously contacted about your Jiggetts rent supplement, and this correction is a result of the information received regarding your case or because of failure to respond to the previous notice.

Beginning \_\_\_\_\_ the total amount of rent that we will send to your landlord is \$ \_\_\_\_\_.

**You must pay your landlord the difference between your actual rent (rent amount on your lease) and the amount paid by HRA.**

**MEDICAL ASSISTANCE:** Your Medical Assistance will continue unchanged.

**FOOD STAMPS:** Your food stamps might increase based upon this change.

### **PUBLIC ASSISTANCE GRANT**

These special supplements are not handled by HRA. If you disagree with the correction to your rent supplement described in this letter you should immediately contact the last organization which helped you apply for Jiggetts or one of the four organizations listed at the end of this letter to schedule an appointment. These organizations can help you submit an application to OTDA to change your Jiggetts rent supplement. Your HRA Job Center is not authorized to make changes to your rent supplement unless a new approval letter is issued by OTDA after an application by a legal services program or a certified community based organization. Bring this letter with you to a legal services program or certified community based organization, along with information about your prior Jiggetts approvals, your leases since you were last approved, the income of everyone who lives in your home, your public assistance budget and any papers you have received from your landlord or your HRA Job Center.

Organizations that can help you submit an application to change your Jiggetts rent supplement in addition to the legal services provider or organization that may have last helped you:

Catholic Charities Communities Services  
1011 First Avenue, 6<sup>th</sup> Floor  
New York, New York 10022

Forest Hills Community House  
108-25 62<sup>nd</sup> Drive  
Forest Hills, New York 11375

**Attachment A**

(212) 666-8406

Citizens Advice Bureau  
1130 Grand Concourse  
Bronx, New York 10460  
(718) 293-0727

(718) 592-5757

CAMBA  
1720 Church Avenue  
Brooklyn, New York 11226  
(718) 287-0010

SAMPLE