



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY DIRECTIVE #09-20-ELI *(This Policy Directive Replaces PD #04-28-ELI)*

DISTRICT OF FISCAL RESPONSIBILITY

Date: May 6, 2009	Subtopic: Temporary Assistance
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AUDIENCE This policy directive is for all staff at Job Centers and the Office of Project Support (OPS). It is informational for all other staff.

REVISIONS TO THE PRIOR DIRECTIVE This policy directive is being revised to:

- update the language;
- add brief summaries of the various types of cases at issue;
- provide more detailed information on District of Fiscal Responsibility (DFR) policy as it applies to Cash Assistance (CA) and Food Stamp (FS) cases;
- make corrections to the DFR rules applicable to infants residing with incarcerated mothers and inmates released on medical parole;
- add new information on procedures to be followed for DFR inquiries from New York State (NYS) counties regarding New York City (NYC) applicant(s)/participants(s)
- add new examples illustrating various DFR scenarios;
- add a section listing related procedures.

POLICY Each Social Services District within the State of New York is financially responsible for providing public benefits to eligible applicants who legally reside within its boundaries. This includes, in some instances, residents who are temporarily or permanently residing in another district and who apply for public benefits in that district.

This policy directive applies to intrastate cases within the State of New York only.

When CA/FS participants move on their own to another district within

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send an e-mail to *FIA Call Center*

the State of New York and continue to be eligible for benefits, the “move from” district continues to provide CA and FS benefits during the month of the move and the month following the month of the move.

CA households must continue to receive CA benefits from the “move from” district under DFR for reasons of medical facility, placement, or temporary absence rules, but the “move from” district is not required to continue to provide FS benefits to these households.

BACKGROUND

Under DFR rules, a social services agency is financially responsible for meeting the needs of applicant(s)/participant(s) who are legal residents of its district but are actually residing in another district within the same state, and apply for public benefits in that district, as follows:

Medical Facility rule

- The Medical Facility rule applies to a resident who is admitted into a medical facility (e.g., a hospital, Veterans Administration [VA] hospital, nursing home) or inpatient residential treatment facility in another district. However, residential treatment facilities such as psychiatric centers and inpatient alcoholism treatment programs are only considered medical facilities for DFR purposes if Medicaid (MA) pays for some medical treatment and room and board.

New information

Example

A Suffolk County resident who is in receipt of CA/MA checks himself into a NYC hospital for ongoing chemotherapy. MA covers part of the expense of his treatment as well as the cost of room and board, while Suffolk County remains responsible for meeting the individual’s personal and other needs.

Placement rule

- The Placement rule applies to residents who have been placed in a formal or licensed residential treatment facility in another district by any county agency or governmental entity (including courts, probation departments, mental health agencies, etc.) of any county. The financial responsibility of the “move from”, or District of Legal Residence (DLR), in the two instances listed above, continues until the participant has a break in CA and/or MA for at least one calendar month, regardless of whether or not the individual is still residing in the facility.

Example

A Westchester County resident has been placed in a residential

treatment center in NYC by a Westchester social services agency. Upon completion of the treatment program, the individual remains in NYC to receive outpatient services related to the treatment. According to the Placement rule, Westchester County continues to be responsible for providing benefits to this individual indefinitely or until there is a break of one month in the need for CA and/or MA. (This is true even if the individual has no intention of ever returning to Westchester County.)

Temporary Absence rule

- The Temporary Absence rule applies to an eligible individual that leaves the DLR temporarily for a specific purpose and explicitly intends to return to his/her home district after the purpose is completed.

Example A

A Suffolk County resident comes to NYC to make arrangements for her ailing mother to be transferred from a hospital to a hospice but intends to return home to Suffolk County as soon as the arrangements have been completed. If the daughter applies for benefits while she is temporarily living in NYC, Suffolk County is still financially responsible for this individual.

Example B

New information

A nine-year-old child who lives with his mother in Buffalo is sent to live with his maternal grandmother in Brooklyn after his mother is diagnosed with a serious illness that requires her to be hospitalized for an indeterminate period of time. The boy's grandmother has a modest retirement income and does not receive public benefits; however, the added financial burden of supporting her grandson necessitates that she apply for benefits for her grandson in Brooklyn. Job Center staff contact OPS requesting a DFR determination. Once OPS verifies the circumstances surrounding the boy's move to Brooklyn, it determines that under the Temporary Absence rule, Erie County is fiscally responsible for providing benefits to the boy, since he is still considered an Erie County resident.

Transitional rule

- The Transitional rule applies to individuals or families in receipt of public benefits who move from one district to another. In this instance, the former district is financially responsible, if the applicant(s)/participant(s) remain(s) eligible during the month of the

move and the month following the month of the move.

Example

New information

A nine-year-old child living with his mother, who receives public benefits for herself and her son in Buffalo, NY, becomes the subject of a custody battle during divorce proceedings. An Erie County Court awards legal custody to the boy’s father, a NYC resident. In March 2009, the boy moves to NYC to live with his father, who receives CA and now seeks to add his son to his case. Although NYC will accept and process the father’s application to add his son to his case, Erie County is fiscally responsible for providing benefits to the child until May 31, 2009.

Homeless individual/family placed in emergency temporary housing in another district

- If a homeless individual/family has been placed in emergency temporary housing in another district by the DLR, the DLR will be responsible for providing assistance and care, as well as addressing the emergency needs of the individual/family, as long as the individual/family resides in emergency temporary housing. When the individual/family leaves the temporary housing, the DLR is responsible for CA for the month of the move and the month following the month of the move.

Example

New information

Rockland County arranges with NYC to have a family placed in emergency temporary housing in NYC in January 2009. Rockland County is financially responsible for this family as long as the family stays in the emergency temporary housing. In May 2009, the individual/family leaves the homeless shelter and moves in with relatives in NYC. Rockland County is responsible for meeting the needs of the individual/family through June 2009.

Individual/family enters a domestic violence shelter in another district

- If an individual/family enters an approved residential program for victims of Domestic Violence (DV) in another district, the DLR at the time of the DV incident is the district responsible for payment of the residential DV program stay. This is true even when it is likely that the individual/family will not return to that district. The financial responsibility continues until the individual/family leaves the DV shelter or reaches the maximum allowable stay, whichever comes first. (In most individual cases, the maximum stay is 90 days; in family cases, the maximum stay is 135 days.)
If the individual/family reaches the maximum stay and decides to remain in the county where the residential DV program is located, the DLR will be responsible for food and other needs only, and the new (or “Where-found”) District is responsible for the cost of a

Revised

New information

homeless shelter in the event such accommodations become necessary. However, if the individual/family moves into permanent housing in the county where the residential DV program is located or chooses not to return to the DLR, then the individual/family is considered to have moved and the financial responsibility of the DLR continues for the month that the family leaves the residential DV program and the following month.

Example A

New information

A Broome County family consisting of a DV individual and her two children entered a DV residence in NYC on March 2, 2009. Broome County is financially responsible for paying the DV shelter cost as well meeting this family’s food and other needs during the family’s stay in the DV shelter. On July 14, 2009, after staying the maximum length of time (135 days) in the DV residence, the family moves into a NYC homeless shelter. Broome County continues to be responsible for meeting the family’s food and other needs, while NYC is responsible for the cost of housing the family in the homeless shelter. (However, if Broome County or an agency acting on its behalf, placed the family in the NYC homeless shelter, then Broome County’s responsibility for the shelter expense and the family’s food and other needs would continue for as long as the family resides in the shelter, as well as for the month the family moved out of the shelter, and the month following the month of the move.)

Example B

A DV individual from Putnam County entered a residential DV program in NYC on January 15, 2009. The individual leaves the DV residence on April 9 and moves into an apartment in Brooklyn. Putnam County is financially responsible for this DV individual through May 31, 2009.

Infant(s) residing with an incarcerated mother

- If an infant resides with an incarcerated mother, the infant is the financial responsibility of the mother’s DLR. If the infant is removed from the prison facility, then the DLR’s financial responsibility will continue during the month in which the infant is removed and the following month.

Example

A pregnant NYC resident gave birth on April 16, 2008 while incarcerated in Albany County. The infant remained with the mother

until April 2009, at which time the baby’s grandparents removed the child from the prison facility to raise the child with them in Nassau County. NYC is financially responsible for the infant from birth until May 31, 2009.

Prison inmate released on medical parole

- If an inmate is released on medical parole, the inmate is the financial responsibility of the district in which he/she was residing at the time of conviction and sentenced to the custody of the Department of Correctional Services, until there is a break of at least one month in need for CA and/or MA.

Example A

A NYC resident was convicted of a crime in Dutchess County. After serving part of the sentence in Dutchess County, the resident was released on medical parole. The resident remained in Dutchess County and applied for public benefits. Although Dutchess County will take the application, NYC is financially responsible for this individual until there is a break in need for benefits of one month.

New information

Note: The usual DFR guidelines do not apply to paroled individuals released from prison (e.g., sex offenders and drug/alcohol parolees) who are mandated by the State Department of Parole (DOP) to reside in a particular district until the conditions of parole are completed. In these cases the DFR is the district where the individual was residing at the time of the arrest.

Example B

A NYC resident is arrested in Brooklyn for possession of an illegal controlled substance and is charged with felony drug possession. The resident is convicted in a NYC criminal court and sentenced to a prison term of four years, to be served in Elmira, NY. After serving two-and-one-half years of the sentence, the individual is paroled to a halfway house in Syracuse that has a substance abuse program. NYC is the DFR in this instance, and as such, is responsible for meeting this individual’s needs for public benefits during the mandated 18-month stay in Syracuse.

Example C

Mr. Jacobs resided in Nassau County prior to his incarceration. For several reasons, including the public nature of Mr. Jacob’s offense, DOP determined that it is unwise for Mr. Jacob to return to the district of residence at the time of incarceration.

DOP locates an apartment in Kings County and mandates that Mr. Jacob reside there upon his release on parole. Nassau County is the DFR, as Mr. Jacob was a resident of Nassau County at the time of his arrest and the DOP mandate makes it impossible for Mr. Jacob to exercise intent about where he wants to live.

If not for his arrest while residing in Nassau County, under normal DFR procedures Mr. Jacob would not be the fiscal responsibility of Nassau County, for two reasons:

1. DOP is not an entity that is considered to be acting on behalf of the district of residence; and
2. The “placement” is not one that qualifies under the placement rule; it is not a formal residential program providing room and/or board and other non-medical specialized services or care which has been licensed, certified or approved by an authorized New York State agency.

The “Where-found” District

The “Where-found” District is the district where the individual/family is found to be residing. “Where-found” districts are responsible for the emergency needs of an individual/family found to be residing in their district even if another district is responsible for their ongoing needs, except when another district placed the individual/family in temporary housing (see page 3).

Therefore, when an individual who is a legal resident of a NYS county other than NYC applies for public benefits in NYC, NYC becomes the Where-found District. In these instances, NYC will take a “courtesy application” and:

- register the application via the Paperless Office System (POS);
- conduct an interview, as per standard procedure;
- obtain all necessary documentation;
- determine the applicant’s DFR;
- contact the social services agency of the district fiscally responsible for the applicant in order to ascertain the current public benefit status;
- conduct a DV screening; and
- complete the finger imaging process and child support referrals.

Upon completion of the above steps, if the DFR has accepted responsibility for the case, NYC will reject the pending case and forward the application package to the DFR. If the DFR refuses to accept fiscal responsibility and both NYC and another county agree to resolve the interdistrict jurisdictional dispute through NYS mediation, NYC may request NYS mediation using the DFR Mediation Resolution Form ([LDSS-4734](#)), and/or initiate a request for a NYS Fair Hearing.

The DFR is the district financially responsible for the individual/family.

Until the dispute is resolved, NYC must process and accept the application if the individual is found to be eligible for public benefits.

If an individual chooses to remain in the district in which he/she was temporarily residing, then the DLR’s responsibility for that individual will end at the appropriate time, as detailed in the examples on pages 1 to 4.

REQUIRED ACTION

Currently, form **LDSS-4733** is only available in English. If an applicant cannot read English, refer to [PD #09-14-OPE](#) for information on accessing translation services to assist the applicant in completing form **LDSS-4733**.

To assist the Agency with identifying applicants who may be another district’s financial responsibility, the public assistance application kit includes the DFR Legal Residence Statement (**LDSS-4733**) form, which must be completed and submitted by all applicants. The JOS/Worker must review form **LDSS-4733** using the District of Fiscal Responsibility (DFR) Desk Guide (**LDSS-4731**). If, based on the guidelines provided in form **LDSS-4731**, the JOS/Worker determines that the applicant may be another district’s responsibility, the JOS/Worker must:

- complete the District of Fiscal Responsibility (DFR) Worksheet (**LDSS-4732-B**);
- inform the Center’s Designated Liaison of the situation while the applicant is in the Center;
- forward form **LDSS-4733** and the completed **LDSS-4732-B** form to the Center’s Designated Liaison; and
- continue to process the application according to standard procedure; however, the JOS/Worker must not take any action to place the case on recurring assistance until the Center’s Designated Liaison provides instructions on how to proceed.

Center’s Designated Liaison

Upon receipt of the above forms, the Center’s Designated Liaison must:

The Center’s Designated Liaison must call OPS, preferably while the applicant is in the Center.

- immediately contact OPS at (212) 331-5806 or (212) 331-5794;
- forward form **LDSS-4733** and the completed **LDSS-4732-B** form to OPS; and
- after discussing the case with OPS staff, provide the JOS/Worker with instructions received from OPS on how to proceed on a specific DFR case.

Office of Project Support (OPS)

OPS is responsible for investigating applications for CA/MA benefits in NYC by residents (or former residents) of NYS counties, in order to ascertain DFR responsibility. If it is determined that the applicant/participant is the fiscal responsibility of another district, OPS

will:

- contact the DFR in question and send forms **LDSS-4732-B**, **LDSS-4733**, and the DFR Cover Letter And Response Form (**LDSS-4732-A**) by fax/mail;
- provide the Center's Designated Liaison with instructions on how to proceed with the case, as follows:
 - DFR accepts fiscal responsibility:
 - The applicant's case must be denied/closed using CA Rejection Code **E61** or CA Closing Code **G61** (not a resident of the district).
 - The entire application packet is then forwarded to OPS, which will forward it to the DFR.
 - DFR refuses fiscal responsibility:
 - The applicant's case must be accepted, if eligible, and processed, as per current procedure;
 - OPS may initiate a request for a Fair Hearing on behalf of NYC against another district and represent the Agency at the Fair Hearing;
 - If the DFR agrees to resolve the interdistrict jurisdictional dispute through nonbinding mediation, OPS may request NYS mediation using form **LDSS-4734**.

New information

For moves outside of NYS see [PD #05-09-ELI](#).

See [PD #03-04-ELI](#) for detailed instructions on how to process requests for moving expenses.

For moves within NYS, JOS/Workers must inform participant(s) that under DFR rules their case will remain active in NYC during the month of the move and the month following the month of the move, whereupon the case will be closed. JOS/Workers must process cases involving a move within NYS as follows:

- Process requests for a moving allowance and/or security deposit per current procedure;
- Close the case using Closing Code **G61** once NYC's DFR responsibility ends.

If Job Center staff receive a DFR inquiry from a NYS district regarding a NYC resident in an upstate medical facility, DV shelter, etc., Job Center staff must advise the representative of the NYS district to contact OPS at (212) 331-5806/5794 or fax (212) 331-4279, and OPS will process the DFR inquiry/request as follows:

- If OPS determines that NYC is responsible for meeting the individual's/family's public benefit needs under DFR guidelines, OPS will act as the liaison to facilitate delivery of benefits.
- If OPS determines that NYC is the DFR for NYC residents who do not have an active CA case, OPS will advise the NYS district to accept a courtesy application, which will then be forwarded to OPS for processing, as per standard procedure.
- If OPS determines that an applicant's/participant's DLR is a NYS district other than NYC, it will refuse DFR responsibility.
- In the event of an interdistrict jurisdictional DFR dispute, OPS may request non-binding NYS mediation using form [LDSS-4734](#) if the NYS district consents to such mediation, and/or initiate a request for a NYS Fair Hearing.

PROGRAM IMPLICATIONS

Paperless Office
System (POS)
Implications
Food Stamp
Implications

The forms used in this procedure must be manually completed and scanned into the POS browser.

If an applicant is unable to produce a closing notice or claims that he/she is not actually receiving appropriate FS benefits from the former district, it is the responsibility of the new district to contact the former district to ascertain the current status of the applicant.

When the applicant applies for FS benefits in the new district before benefits from the former district cease, the new district must accept and process the FS application within the normal timeframe. If the new district determines that the applicant is eligible before FS benefits from the former district have ceased, the new district must open the case effective with the date that benefits from the former district are scheduled to end and cannot issue FS on an expedited basis while the applicant is still receiving FS benefits from the former district.

Example

A family receiving FS in Orange County, New York, moves to NYC on June 1, 2009. The family is scheduled to receive their final FS allotment from Orange County for the month of June 2009. The family applies for benefits in NYC on June 2 and is found to be eligible for FS. Although NYC will process the application, as per current procedure, the family will not receive any FS benefits in NYC until July 1, 2009.

Medicaid Implications An applicant must comply with eligibility requirements for MA; failure to do so may result in a denial of Medical Assistance. The determination of which district is financially responsible does not in any way affect the applicant’s responsibility to comply with all eligibility requirements as a condition of public benefits.

LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING-IMPAIRED IMPLICATIONS

For Limited English-Speaking Ability (LESA) and hearing-impaired applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #09-14-OPE](#) and [PD #08-20-OPE](#).

FAIR HEARING IMPLICATIONS

Avoidance/Resolution Applicants are entitled to request a Fair Hearing if they believe that their case was inappropriately rejected. Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants must receive adequate notification of all actions taken on their case.

Conferences

An applicant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. However, in instances of financial responsibility, there should be no adverse action(s) taken if the applicant is otherwise eligible.

If an applicant comes to the Job Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate the applicant’s complaint. After reviewing the case file and discussing the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker’s Supervisor, he/she will determine if the action taken was correct. If the determination is that the action taken is correct, the FH&C AJOS/Supervisor I will explain the reason for the Agency’s action(s) to the applicant. If the explanation is accepted, no further action is necessary. The AJOS/Supervisor I must complete a Conference Report ([M-186a](#)).

If the determination is that the action taken was incorrect or correct but lacking the supporting documentation, the FH&C AJOS/Supervisor I will Settle in Conference (SIC), enter detailed case notes in New York City Work, Accountability and You (NYCWAY) and forward all verifying documentation submitted by the applicant, to the appropriate JOS/Worker for corrective action to be taken. In addition, if the adverse case action still shows on the **Pending (08)** screen in WMS, the AJOS/Supervisor I must prepare and submit a Fair Hearing/ Case Update Data Entry Form ([LDSS- 3722](#)). Form [M-186a](#) must also be prepared.

Evidence Packets

Should the applicant choose to continue his/her appeal by requesting or proceeding to a Fair Hearing, already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

All Evidence Packets must include the application; forms **LDSS-4732-B** and **LDSS-4733**; Action Taken On Your Application: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage And Services Part A (NYC) ([LDSS-4013A NYC](#)); Action Taken On Your Application: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC) Part B ([LDSS-4013B NYC](#)); and any other documentation relevant to the action(s) taken, including copies of NYCWAY **Case Notes** screen and all relevant Welfare Management System (WMS) screen printouts.

RELATED ITEMS

[PD #03-04-ELI](#)
[PD #05-09-ELI](#)

REFERENCES

[Food Stamp Source Book](#)
 Social Services Law 62
[18 NYCRR 311.3\(c\)](#)
[06 INF-22](#)
[00 INF-19](#)
[97 INF-6](#)
[95 ADM-4](#)
[01 ADM-1](#)

ATTACHMENTS

🖨 Please use Print on Demand to obtain copies of forms.

LDSS-4731	District of Fiscal Responsibility (DFR) Desk Guide (Rev. 4/01)
LDSS-4732-A	DFR Cover Letter and Response Form (Rev. 8/00)
LDSS-4732-B	District of Fiscal Responsibility (DFR) Worksheet (Rev. 4/01)
LDSS-4733	DFR Legal Residence Statement (Rev. 8/00)
LDSS-4734	DFR Mediation Resolution Form (Rev. 8/00)

DISTRICT OF FISCAL RESPONSIBILITY (DFR) DESK GUIDE

DFR RULES (APPLY IN THE ORDER PRESENTED)

1. **Medical Facility Rule:** An individual who leaves his/her home district and goes into a medical facility in a **different** district, (or who goes into a Title XIX OMH/OMRDD facility located in the home district or in another district), and is in need of assistance while in the facility or immediately thereafter, is the fiscal responsibility of the from-district.

(To distinguish between a residential treatment facility that IS a medical facility and one that is not, look at who pays the bill. If Medicaid pays for some treatment while the individual is in the facility, but not the room and board, then that is NOT a medical facility. For example, a Congregate Care Level II substance abuse residential treatment facility is NOT a medical facility.)

A Veteran's Administration hospital is also considered a medical facility for the purpose of DFR. A VA Domiciliary facility is NOT a medical facility.)

2. **Placement Rule:** The applicant/recipient is the fiscal responsibility of the district of legal residence if:

the applicant/recipient is in a formal or licensed residential care facility; **AND**,

a social services district, either the original district or any other district, was directly or indirectly involved in placing the eligible person. Social services district involvement means involvement by any county agency or official governmental entity of **any** county including courts, mental health, probation departments, etc.

ONCE A DISTRICT'S RESPONSIBILITY IS ESTABLISHED UNDER EITHER THE MEDICAL RULE (#1) OR THE PLACEMENT RULE (#2), THAT RESPONSIBILITY CONTINUES NO MATTER HOW MANY MOVES BETWEEN COUNTIES HAS OCCURRED SINCE THE RELEASE FROM THE MEDICAL OR RESIDENTIAL FACILITY (UNLESS THE TA/MA INDIVIDUAL HAS A BREAK IN NEED OF LEAST ONE CALENDAR MONTH). IF NEITHER #1 NOR #2 APPLY, CONSIDER ONE OF THE FOLLOWING.

3. **Temporary Absence:** An individual who is a legal resident of one county entered a new district for a specific purpose and intends to return to the county of legal residence after the purpose is completed.
4. **Transition Rule:** The former district is responsible for Temporary Assistance and Food Stamp Benefits (if Food Stamp Benefits were authorized on that Temporary Assistance case) for the recipient who moves for the month of the move and the month following **IF** the recipient remains eligible for Temporary Assistance. For Medical Assistance only cases, the former district is responsible for the recipient, the month of the move and may continue assistance for the month following the month of the move.

SPECIAL SITUATIONS

EMERGENCY NEEDS: When the individual has an emergency need in the where-found district, the where-found district is fiscally responsible for meeting that need. This is true unless a homeless individual was placed into emergency housing by another district in NYS. Then, the district (*) responsible for the placement is also responsible for the emergency needs.

Note: "Homeless" - For the purpose of DFR, the definition of Homeless is a person or family who is undomiciled, has no fixed address, lacks a fixed regular night time residence, resides in a place not designed for or ordinarily used as a regular sleeping accommodation for human beings, resides in a shelter, or resides in a hotel/motel on a temporary basis."

DOMESTIC VIOLENCE RESIDENTIAL PROGRAM: Social Services Law 62.5(f) provides that the social services district where the victim of domestic violence was residing at the time of the alleged domestic violence shall be responsible for the cost of shelter and care provided to such victim and his or her children at a residential program for victims of domestic violence located in another district. This is true if the victim was receiving public assistance at the time of entry to the program or applies for public assistance and care while residing in such program and is found eligible. The district's responsibility continues for the transition period, if appropriate (for the month the victim leaves the residential program and the following month). If ineligible for Temporary Assistance the district must consider Title XX or 50 State/ 50 local funding to pay for the residential program.

County Name and Address

TO: _____

FAX#: _____

FROM: _____

FAX #: _____

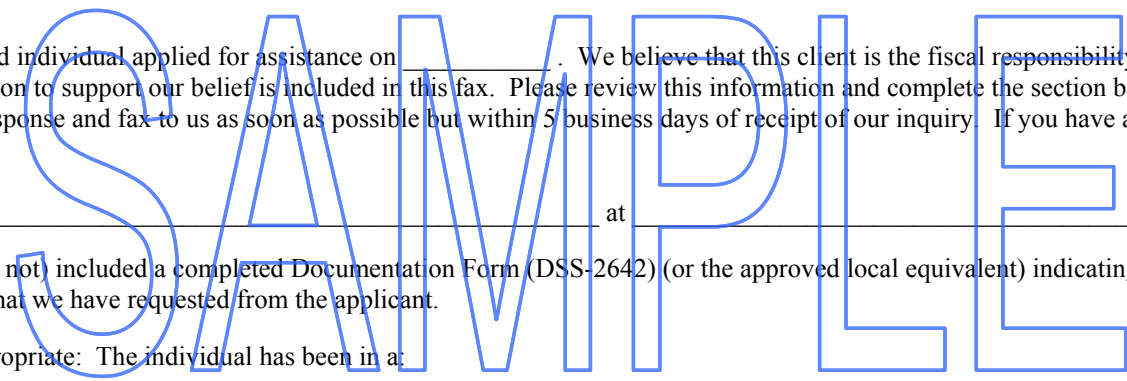
TEL.#: _____

CASE NAME: _____

DOB: __/__/__

SS#: _____

The above named individual applied for assistance on _____. We believe that this client is the fiscal responsibility of your district. The documentation to support our belief is included in this fax. Please review this information and complete the section below indicating your district's response and fax to us as soon as possible but within 5 business days of receipt of our inquiry. If you have any questions, please contact:



_____ at _____

We (have) (have not) included a completed Documentation Form (DSS-2642) (or the approved local equivalent) indicating the eligibility documentation that we have requested from the applicant.

Complete if appropriate: The individual has been in at:

medical facility non-medical residential facility

Facility Name: _____ Address: _____

We, _____ County, agree to accept fiscal responsibility for the above named individual.

Please complete the eligibility determination and forward the application and documentation to:

We do not agree to accept fiscal responsibility for this individual. The reason for this decision is:

Please contact _____ at _____ if you have any questions.

SIGNED: _____

DATE: _____

DISTRICT OF FISCAL RESPONSIBILITY (DFR) WORKSHEET

COMPLETE TO DETERMINE DFR

1. A. Was the individual released from a hospital or other medical facility immediately prior to application? OR
- B. Was the individual in a hospital or other medical facility immediately prior to (or during) a period of uninterrupted (*) receipt of assistance prior to this application?
- Yes to either A. or B. : ____ When: (_____) No: ____
- C. If Yes, what was the individual's address and county of legal residence at the time of entry into the hospital or other medical facility? _____
- Is the medical facility located outside the district of legal residence? Yes ____ No ____
- If Yes, the district noted in C. is the district of fiscal responsible.

2. A. Is/was the individual in a formal or licensed non-medical residential facility and in need of assistance? OR
- B. Was the individual in a formal or licensed residential care facility during a period of uninterrupted (*) receipt of assistance prior to this application.
- If Yes A. or B. : ____ When: (_____) No: ____
- If yes, who referred the individual or was involved in the placement of the person in the residential care facility? _____
- If the referral/placement was done by an agent(**) of the district of legal residence, that is the district that is fiscally responsible.
- ** **Agent** means someone acting on behalf of the district of residence, For example, the LDSS, the County Mental Health Department or a court even if located in another district.

3. Did the individual temporarily enter this county for a specific purpose (school, rehabilitation, training, other)? Yes: ____ No: ____
- If yes, for what purpose? _____
- What is the individual's county of legal residence? _____
- Does the individual intend to return to that district after completing the purpose? Yes ____ No ____
- If Yes, that district is fiscally responsible.

4. If TA/MA benefits were received in another county within the past 2 calendar months, (or if Medicaid only was received within the last month) why was the case closed?
- a. Should TA/MA have been continued by former district for the month of the move and the month thereafter? Yes: ____ No: ____
- b. Should TA/FS have been continued by the former district for the month of the move and the month thereafter? Yes: ____ No: ____
- c. Should MA have been continued?
- ____ Yes (until the end of the month of the move)
- ____ Yes (for children under Continuous Save provisions, until new DFR determines eligibility)
- ____ No
- If yes at a, b or c, that district is fiscally responsible for the appropriate continuation and time.

5. Special Situations:
- a. Was the individual placed into a homeless shelter in this district by another district? Yes ____ No ____ If Yes, what district? _____. That is the district that is fiscally responsible while the person remains in emergency housing. After that, other DFR rules as appropriate (for example, the Transition rule) would apply.
- b. If the individual is in a residential program for victims of domestic violence, and is a resident of another district, that district is fiscally responsible while the individual is in the DV shelter (and for the transitional period once the stay in the DV shelter ends.)

NOTE: For individuals/families in DV shelters, the DFR for TA is also the DFR for Food Stamp Benefits.

PLEASE USE CAUTION IN EXCHANGING INFORMATION ABOUT VICTIMS OF DOMESTIC VIOLENCE. CHECK WITH YOUR SUPERVISOR OR THE DOMESTIC VIOLENCE LIAISON TO DETERMINE HOW INFORMATION SHOULD BE EXCHANGED.

* **Uninterrupted** For both Temporary Assistance and Medicaid, a break in need is defined as one calendar month without financial eligibility.

THE WHERE-FOUND DISTRICT MUST NOT DENY AN APPLICATION SOLELY BECAUSE ANOTHER DISTRICT IS BELIEVED TO BE RESPONSIBLE FOR THE INDIVIDUAL. ASSISTANCE MUST BE PROVIDED TO AN OTHERWISE ELIGIBLE PERSON.

DFR LEGAL RESIDENCE STATEMENT

Please tell us about where you have lived. Start with where you now live and tell us where you lived before that. If you were homeless, please write "homeless" and tell us the name of the county where you were homeless.

DATES						Paid Rent?	Agency Use
From	To	Street Address	City	State	County		

SAMPLE

2a. Please tell us why you came to this County:

2b. If you came to this County to participate in a substance abuse treatment program, who referred you?

3. Do you intend to stay in this County? _____

Client's Signature: _____ Date: _____

FAX

DFR Mediation Resolution Form

Date:

To:

District:

Phone #:

Fax #:

From:

State Agency:

Phone #:

Fax #:

I have reviewed the facts and documentation involving the case of (enter case name and number). This case is involved in a DFR dispute between (enter district) and (enter district). Based upon this information, I have determined that (enter district) is fiscally responsible for (enter Temporary Assistance or Medicaid) benefits for this case. The reason for this decision is:

The legal basis for this decision is: _____

If you disagree with this decision you may request an interjurisdictional dispute fair hearing in accordance with 97 INF-6.