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NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
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Brian J. Wing  
Commissioner

## Local Commissioners Memorandum

### Section 1

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| <b>Transmittal:</b>                    | 01 LCM 10   |  |
| <b>To:</b>                             | Local District Commissioners  |  |
| <b>Issuing Division/Office:</b>        | Division of Transitional Supports and Policy  |  |
| <b>Date:</b>                           | August 10, 2001   |  |
| <b>Subject:</b>                        | Availability of the "Youth Application for TANF Services" Form  |  |
| <b>Contact Person(s):</b>              | OTDA: Patricia Monks (518) 473-9675<br>ay3880@dfa.state.ny.us<br>DOL: Barbara Guinn (518) 457-1228<br>usbbcg@labor.ny.us.<br>OCFS: Catherine Couse (518) 474-9426<br>AW1130@dfa.state.ny.us |  |
| <b>Attachments:</b>                    |   |  |
| <b>Attachment Available On – Line:</b> | Form LDSS-4770: "Youth Application for TANF Services"   |  |

### Section 2

#### I. Purpose

This LCM introduces the “*Youth Application for TANF Services*” (LDSS-4770) form, which may be used to certify TANF Service for youths under 200% of the federal poverty level. Please note that the 200% of poverty criteria does not apply to those programs that are specifically allowed under State law to be provided without regard to income including Adolescent Pregnancy Prevention and Services (AAPS) and Advantage Afterschool.

#### II. Background

Local districts and agencies with TANF Services Programs have requested a short form to be used for school/youth based projects. This LCM introduces the short form, “*Youth Application for TANF Services*” (LDSS-4770) form.

### III. Program Implications

This form may be used in lieu of the LDSS-4726, “*TANF Services Application/Certification*” under the following circumstances:

- ❑ The program is school based or is a youth program for minors under 18 (or under 19 if still in school), and
- ❑ The program is specifically for the child(ren) and does not include adult family members.

**All** of the following criteria must be met to certify the child as eligible for TANF Services using the school/youth form:

- ❑ The child must be under the age of 18 or under 19 if still in secondary school.
- ❑ The child must be born in the United States.
- ❑ The child must be in receipt of one or more of the following programs: Family Assistance, Safety Net Assistance, Medical Assistance, Food Stamps, School Lunch, the Home Energy Assistance Program (HEAP) and/or Supplemental Security Income (SSI), **and**
- ❑ A child under the age of 10 must be either living with a relative or in foster care with a plan to return home.

If the child does not meet all of the above criteria, the child may still be eligible for TANF Services. However, the LDSS-4726, “*TANF Services Application/Certification*” will have to be completed.

This form can be used effective immediately. Please note that this form will not be supplied by OTDA so districts must photocopy it locally should they choose to use it. Additionally, this form is being translated into Spanish; you will be notified when the Spanish version is available for use.

#### **Issued By:**

**Name:** *Shari Noonan*

**Title:** *Deputy Commissioner*

**Department/Division:** *Office of Temporary and Disability Assistance/Transitional Supports and Policy*

**Name:** *Karen B. Papandrea*

**Title:** *Director*

**Department/Division:** *Department of Labor/ Welfare-To-Work*

**Name:** *Nancy W. Martinez*

**Title:** *Assistant Director*

**Department/Division:** *Office of Children and Family Services/ Strategic Planning and Policy Development*

## Youth Application for TANF Services

This form may be used in lieu of the LDSS-4726, "*TANF Services Plan Application/ Certification*" when the program is a youth program exclusively for minors under 18 (or under 19 if still in school) and **not** for adult family members.

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**Name of Program/200% Service:**

\_\_\_\_\_

**Agency Name:**

\_\_\_\_\_

Name and address of child who will be attending program:

\_\_\_\_\_  
\_\_\_\_\_

Date of birth of this child: \_\_\_/\_\_\_/\_\_\_

If the child is under age 10, is the child:

- Living with a relative?
- In foster care with a plan to return home?

\*Child's Social Security Number: \_\_\_\_\_ If none, check here:

Where was this child born? City: \_\_\_\_\_ State: \_\_\_\_\_  
Country: \_\_\_\_\_

Does this child receive any of the following? Indicate yes by placing a check mark in the corresponding box.

- Family Assistance/Safety Net Assistance
- Medical Assistance
- Food Stamps
- School Lunch Name of School: \_\_\_\_\_
- Home Energy Assistance Program (HEAP)
- Supplemental Security Income (SSI)

\*We are asking for the child's Social Security number because everyone applying for or receiving TANF Services or Assistance must give us his or her Social Security number. This is required under federal law (Section 409(a)(i) of the Social Security Act) and federal regulations 45 CFR 264.10.

We may use the child's Social Security number:

- To do a computer match with other programs to prove the child receives these programs (for example, food stamps).
- To do a computer match to verify other information on the form (for example Social Security received).

*You must sign this form in order for your request for TANF certification to be complete. For children in Foster Care, the Department of Social Services Commissioner or the Commissioner's designee must sign the application.*

I SUBMIT THIS APPLICATION ON BEHALF OF THE ABOVE NAMED CHILD AND GIVE PERMISSION FOR THE CHILD TO PARTICIPATE IN THE PROGRAM.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Relationship to the child:** \_\_\_\_\_

If you disagree with any decisions we make regarding your eligibility to receive TANF services, you may have your certification reviewed by a person at a level above the person who made the first decision.

**Agency Use Only**

In order to certify the child for 200% of Poverty Services using this form, **all** of the following conditions must be met:

- The child must be under age 18 or under 19 if still in secondary school;
- The child must be born in the United States;
- The child must be in receipt of one or more of the following programs: Family Assistance, Safety Net Assistance, Medical Assistance, Food Stamps, School Lunch, the Home Energy Assistance Program, and/or Supplemental Security Income; and
- A child under the age of 10 must either be living with a relative or in foster care with a plan to return home.

**If the child does not meet all of the above criteria, the child may still be eligible for TANF Services. However, the LDSS-4726 "TANF Services Application/Certification" will have to be completed.**

**Decision:**

- Eligible for 200% of Poverty Services
- Need to complete the LDSS "TANF Services Application/Certification"