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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	04-INF-10
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	April 21, 2004
Subject:	List of Out of State Contacts
Suggested Distribution:	Temporary Assistance Directors; Food Stamp Directors; Staff Development Coordinators; Transitional Opportunities Program Coordinators; Child Assistance Program Coordinators
Contact Person(s):	Central Team at 1-800-343-8859, extension 4-9344.
Attachments:	List of Out of State Contacts
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		369.4(d)(4)		TASB-Chapter 9 - Section K, page 26	98 LCM-45

Section 2

I. Purpose

The purpose of this Informational Letter is to provide local Social Services Districts (SSDs) with the current list of contacts (phone, fax and addresses) for use in documenting TANF-funded assistance received in other states. It is also to remind districts of the importance of inquiring whether an applicant has received TANF-funded assistance while residing in another state at any time since December 2, 1996. If an applicant has received TANF-funded assistance in another state, that time has to be manually added to the WMS Tracking System.

II. Background

Federal welfare reform law created a national 60-month time limit for TANF-funded assistance. All TANF-funded assistance a family receives from any state is included in the family's 60-month time limit. TANF-funded assistance may continue beyond 60 months only if the adults in the household qualify for a time limit exemption under a state's definition of hardship. Substantial federal penalties can result if families are allowed to receive TANF-funded assistance beyond 60 months and do not have time limit exemptions. These penalties would be passed on to local districts. NYCRR 369.4(d) (4) included TANF-funded assistance received in other states in the State 60-month time limit.

If someone applies for assistance and states that he or she has received TANF-funded assistance in another state since December 2, 1996, SSDs should verify receipt from the other state by using the attached list of contacts. If an applicant's prior address is determined to be in another state since 1996, it should be determined if the applicant received temporary assistance in that state. If the answer is yes, the local district must contact that state and document the period of calendar months that TANF-funded assistance was received. This documentation must be retained in the case record.

The following information must be documented:

- the period of time that the applicant/recipient received TANF-funded assistance in the other state;
- the effective date of TANF-funded assistance in that state, item #3 - "TANF START DATE" – in the attached contact list.

This documentation can then be used to manually input the out of state months so they are reflected in the time limit count for the individual. If an SSD cannot document the out of state period of TANF-funded assistance by direct contact with the other state, the recipient's statement of the period and type of assistance should be used to make necessary updates to the tracking time limit counts for the individual(s). TANF-funded assistance from other states must be manually entered into the WMS Tracking System via the Override Function. Districts must add the total months of assistance from the other state(s) to the State Count (ST) and TANF (TF) on the Tracking System. The procedure for a Tracking System Override is outlined in the Time Limits Tracking Manual.

III. Program Implications

In using the contact list, when specified, SSDs should use the specific medium requested by the other state, whether mail, phone, or fax number.

The contact list will be included in the next update of the Temporary Assistance Source Book (TASB) for worker reference. SSDs should notify the Division of Temporary Assistance, Central Team at 518-474-9344 when new contact information is received from another state so the TASB can be kept current.

Note that in item "2." (TANF TIME LIMIT) in the attached list, the entry is made in months or years as specified by the responding state – for example, "60 months" or "5 years."

If local districts are contacted by other states for information on TANF-funded assistance paid to a former New York State recipient, they may direct these inquiries for response to OTDA at:

**New York State Office of Temporary & Disability Assistance
Division of Temporary Assistance
Out of State Inquiry Unit
40 North Pearl Street
Albany, New York 12243-0001
FAX: 518-474-8090**

All inquiries from other states must be made on their official letterhead and contain the full name, date of birth, and Social Security Number of the individual, with a brief statement of the reason for the request. New York State can only respond to written inquiries. Callers from other states should be advised to fax their requests in writing on their office letterhead to (518) 474-8090.

Issued By:

Name: Patricia A. Stevens
Title: Deputy Commissioner
Division/Office: Division of Temporary Assistance