



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	05-INF-21
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports
Date:	November 7, 2005
Subject:	Revision to the LDSS-3814: "Temporary Assistance Additional Allowances and Other Help" flyer
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Food Stamp Bureau - (518) 473-1469 Cash Assistance - (518) 474-9344 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 474-8749
Attachments:	LDSS-3814: "Temporary Assistance Additional Allowances and Other Help" flyer
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.
90 ADM-41 89 ADM-06	87 ADM-18			TASB Ch.3, H.;Ch. 6, B.; Ch.16 all	

Section 2

I. Purpose

The purpose of this release is two fold:

1. To inform local districts that the LDSS-3814: "Temporary Assistance Additional Allowances and Other Help" flyer has been revised, primarily, to update the fair hearing information. (9/05 copy attached)
2. To remind local districts that they are required to display this flyer in client waiting areas.

II. Background

The LDSS-3814: "Temporary Assistance Additional Allowances and Other Help" flyer was introduced in 1987 (87 ADM-18). At that time, local districts were instructed to display the flyer (LDSS-3814) in client waiting areas, provide it to all public assistance applicants and/or recipients and to make the flyer available for local community groups upon request.

With the advent of the Client Information Books in 1990 (90 ADM-41) and the inclusion of the flyer information into Book 2, the need to provide this flyer to applicants and/or recipients was eliminated. However, although the LDSS-3814: "Temporary Assistance Additional Allowances and Other Help" flyer is no longer mandated to be distributed to all applicants and to recipients at recertification, the form must continue to be displayed in client waiting areas and be readily available to local community groups upon request.

III. Forms Ordering Information:

- Requests for printed copies of the 9/05 version of the LDSS-3814 should be submitted on OTDA-876 "Request For Forms or Publications", and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- Documents also may be ordered through Outlook. To order the forms you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then to Division of Program Support & Quality Improvement page and then to PSQI E-Forms page to Bureau of Management Services section (this section contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving email, the Internet email address is: gg7359@dfa.state.ny.us. For a complete list of available forms, please refer to OTDA Intranet site: http://sdssnet5/otda/ldss_eforms.

Issued By _____
Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Division of Employment and Transitional Supports

TEMPORARY ASSISTANCE ADDITIONAL ALLOWANCES AND OTHER HELP

The two major temporary assistance programs in New York State are: Family Assistance (FA) and Safety Net Assistance (SNA). These programs may provide you with temporary assistance to help you buy food and clothing and pay rent or mortgage and fuel costs.

In addition, you may be eligible for more temporary assistance if you have a special need or situation.

DO ANY OF THESE SITUATIONS APPLY TO YOU?

MEALS

- If you cannot prepare meals in your own home because you are sick or do not have cooking equipment, you may be eligible for:
 - a restaurant allowance,

or

 - an allowance to pay for home-delivered meals.

PREGNANCY

- If you are at least 4 months pregnant, and if you give Social Services a medical note, signed and dated by a medical professional, verifying your pregnancy and the date you are expected to give birth, you will be eligible for an additional \$50 per month in your temporary assistance grant to cover, extra expenses resulting from your pregnancy. This \$50 per month pregnancy allowance cannot be given for any time before you give the medical note to Social Services.

HOUSING AND SHELTER RELATED ITEMS

- If you must move from your current housing, you may be eligible for any of the following under certain conditions:
 - payment of moving expenses,
 - payment of a rent security deposit or provision of a security agreement,
 - payment of brokers' or finders' fees,
 - payment for storage of furniture and personal belongings.
- If essential household items that you own such as heating equipment, stove or refrigerator need repair, you may be eligible for payment of the repair or replacement.

HOUSING AND SHELTER RELATED ITEMS (cont'd)

- Payment of your rent for a period before you applied for temporary assistance if necessary to prevent your eviction.
- If you own your own home, you may be eligible for:
 - payment of property repairs that Social Services decides are necessary for your health and safety;
 - payment of your mortgage and/or taxes for a period before you applied for temporary assistance if necessary to prevent your eviction.
- If you need additional household furnishings because:
 - a family member has returned home after being discharged from an institution or released from foster care.
 - they are necessary for your health and safety,

or

 - you need them to get permanent housing,

you may be eligible for an allowance to purchase essential furniture and other household items.

CATASTROPHIC LOSS

- If you recently lost your furniture or clothing in a fire, flood or other catastrophe you may be eligible for an allowance to replace these household items or clothing.

OTHER HELP

- If you need help to pay for child care to enable you to work or take part in training, you may be able to get help to pay that expense.

These are only some of the most common types of allowances available to you if you have special needs. The need for some of these special allowances may increase your temporary assistance grant or make you eligible for temporary assistance if you are not receiving benefits. If you believe that you have a special need or situation, contact your worker with the details. Your worker will then determine if you are eligible for a special allowance. You will receive a notice telling you of the decision. If your request is denied, the notice will also tell you the reason for the denial.

If you do not agree with your worker's decision regarding your request for a special needs allowance, you can request an agency conference or a Fair Hearing. If we made a mistake, we will correct it.

You can do both 1 and 2:

1. Ask for a meeting (conference) with one of our supervisors; 2. Ask for a State fair hearing with a State hearing officer.

1. **CONFERENCE** (informal meeting with us) – If you think our decision was wrong, or if you do not understand our decision, please call us to set up a meeting. To do this, call the conference phone number on the **front** of this notice **or** write to us at the address on the **front** of this notice. Sometimes this is the fastest way to solve any problem you may have. We encourage you to do this even when you have asked for a fair hearing.

2. **STATE FAIR HEARING**

HOW TO ASK FOR A FAIR HEARING: You can ask for a fair hearing in **writing**, by **phone**, by **fax** or **online**.

Writing : You can write the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201.

Phone: **800-342-3334** (PLEASE HAVE THIS NOTICE WITH YOU WHEN YOU CALL.)

Fax: Fax a copy of the front and reverse of this notice to: **(518) 473-6735** or

Online: Complete an online request form at: <http://www.otda.state.ny.us/oah/forms.asp>.

If you cannot reach the New York State Office of Temporary and Disability Assistance by phone, by fax or online, please write to ask for a fair hearing.