



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:	06-INF-18
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports (DETS)
Date:	June 9, 2006
Subject:	LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators HEAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 ext. 6-1095 Program Questions: Temporary Assistance - 1-800-343-8859 ext. 4-9344 Food Stamp - 1-800-343-8859 ext. 3-1469 HEAP - 1-800-343-8859 ext. 3-0332 Metro Region - (212) 961-8207 WMS Questions: 1-800-343-8859 ext. 4-8749
Attachments:	LDSS-4884: Temporary Energy Emergencies Comparison Table (5/06)
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.
		352.5	SSL-131s	Energy Manual	GIS 05 TA/DC048

Section 2

I. Purpose:

The purpose of this INF is to introduce the new LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06). This desk aid was developed to assist district staff in

processing requests for Temporary Assistance (TA) for energy related emergencies, and to highlight the processing differences between TA, non-TA and Supplemental Security Income (SSI) households.

II. Background

The Energy Manual, released in January 2000, presented a detailed consolidated and comprehensive resource for districts administering energy programs for TA, non-TA and SSI households. During a series of regional meetings in 2005 on energy related matters, a comparison table was developed that was used as a handout to guide meeting attendees through a presentation on dealing with energy related emergencies under TA categories of assistance (FA, SNA, EAF, ESNA and EAA), when HEAP is unavailable. DETS received requests to make the training document an official desk guide that would be accessible to districts. The information included in the new desk aid was released on December 20, 2005 as a document attached to GIS 05 TA/DC048 in response to that request. DETS is now making the same version of the GIS document available as a desk aid.

III. Forms Ordering Information

The LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06) will **not** be printed but a master copy can be ordered through the normal forms ordering procedures listed below.

- Any request for a master copy should be submitted on OTDA-876 (Rev.6/98): “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 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, 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://otda.state.nyenet/ldss_eforms/default.htm .
- Also, district staff will be notified when this form will be available through Centraport in the “Forms” section, under “Desk Guides”.

Issued By _____

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

TEMPORARY ASSISTANCE ENERGY EMERGENCIES COMPARISON TABLE

Temporary Assistance Households	Non-Temporary Assistance Households	Supplemental Security Income Households
<p>The customer of record is in active receipt of TA, or</p> <p>The customer of record is a grantee in receipt of TA for children, case budgeted with a heating allowance, or</p> <p>The legal Spouse of the NTA customer of record is in receipt of TA, or</p> <p>The customer of record is sanctioned; the spouse and/or children remain active on TA</p> <p>The customer of record must also be the tenant of record (or spouse) in all cases.</p>	<p>The customer of record is not in active receipt of SSI or TA, or</p> <p>The customer of record is a grantee in receipt of TA for children; case <u>not</u> budgeted with a heating allowance, or</p> <p>The customer of record is on a TA sanction, and the TA case is closed as a result of the sanction</p> <p>The customer of record must also be the tenant of record (or spouse) in all cases.</p>	<p>The customer of record is in active receipt of SSI or additional State payments for SSI</p> <p>The customer of record must also be the tenant of record (or spouse) in all cases.</p>
<p><u>Utility (Natural Gas and Electricity) (SSL§131-s, 18 NYCRR 352.5)</u></p> <p>Payment limit is the lesser of the cost of utilities for the most recent 4 billing periods for service rendered in the previous 10 months immediately preceding the request for assistance, or</p> <p>The balance due on the account Sanction policy does not apply</p>	<p><u>Utility (Natural Gas and Electricity) (SSL-§131-s, 18 NYCRR 352.5)</u></p> <p>Payment limit is the lesser of the cost of utilities for the most recent 4 monthly billing periods, or 2 bi-monthly billing periods for service rendered immediately preceding the request for assistance, or</p> <p>The balance due on the account Sanction policy does not apply</p>	<p><u>Utility (Natural Gas and Electricity) (SSL §131-s, 18 NYCRR 352.5)</u></p> <p>Payment limit is the lesser of the cost of utilities for the most recent 4 billing periods for service rendered in the previous 10 months immediately preceding the request for assistance, or</p> <p>The balance due on the account Sanction policy does not apply</p>
Optional Deferred Payment Referral Requirement	Mandatory Deferred Payment Referral Requirement	Optional Deferred Payment Referral Requirement

Temporary Assistance Households	Non-Temporary Assistance Households	Supplemental Security Income Households
<p><u>To calculate the utility arrears payment:</u> Evaluate shared meter situation Determine cost of service (Payment Limits) Deduct payments (not HEAP) made during this period for which the HH was in receipt of TA Apply liquid Resources Determine the balance due Determine other applicable charges Authorize lesser calculated payment or balance due Provide Utility with "Notice of Utility Related Action, recipient with LDSS-4002 Consider re-housing before authorizing emergency payment Authorize payment through category of assistance, or refer to HEAP if available Six Month Guarantee</p>	<p><u>To calculate the utility arrears payment:</u> Evaluate shared meter situation Determine cost of service (Payment Limits) Do NOT deduct personal payments or HEAP payments made during this period Apply liquid Resources Determine the balance due Determine other applicable charges Authorize lesser calculated payment or balance due Provide Utility with "Notice of Utility Related Action, recipient with LDSS-4002 Consider re-housing before authorizing emergency payment Authorize payment through EAF*, ESNA, or refer to HEAP if available No ESNA 125% Income Standards No period of guarantee</p>	<p><u>To calculate the utility arrears payment:</u> Evaluate shared meter situation Determine cost of service (Payment Limits) Do NOT deduct personal payments or HEAP made during this period Apply liquid Resources (NOT if payment is authorized under EAA) Determine the balance due Determine other applicable charges Authorize lesser calculated payment or balance due Provide Utility with "Notice of Utility Related Action, recipient with LDSS-4002 Consider re-housing before authorizing emergency payment Authorize payment through EAF* (children in HH) or EAA, or refer to HEAP if available Six Month Guarantee under EAF/EAA</p>
<p>Management Test applied If the recipient fails the Management Test, advance allowance is recouped Recipients must request the advance in writing and agree to the recoupment to be eligible for the payment</p>	<p>No Management Test applied Applicants must sign a Utility Repayment Agreement if The household's gross monthly income on the date of application exceeds the TA standard for that HH size</p>	<p>No Management Test applied No Recoupment or Utility Repayment Agreement required</p>
<p><u>Non-Utility</u> (Other than Natural Gas or Electricity) Heat only emergencies** Payment limited to the costs for energy to meet emergency-Sanctions apply Recoupable, no management test</p>	<p><u>Non-Utility</u> (Other than Natural Gas or Electricity) Heat only emergencies** Payment limited to the costs for energy to meet emergency-Sanctions apply Non-utility-No repayment agreement</p>	<p><u>Non-Utility</u> (Other than Natural Gas or Electricity) Heat only emergencies** Payment limited to the costs for energy to meet emergency-Sanctions apply Non-utility-No repayment agreement</p>

*EAF sudden/unforeseen policy does not apply to utility emergencies, does apply to non-utility emergencies, frequent re-application policy for EAF and ESNA does not apply to utility and non-utility emergencies **Only during periods of "cold weather"-Not subject to SSL §131-s requirements.