



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

Eliot Spitzer
Governor

David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	08-INF-05
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	January 31, 2008
Subject:	LDSS-4905: "Domestic Violence Information for All Temporary Assistance Applicants"
Suggested Distribution:	Temporary Assistance Directors/Staff Employment Directors/Staff Domestic Violence Liaisons Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 ext. 6-1095 Program Questions: Deb McArdle at Debbie.McArdle@otda.state.ny.us or Wendy Buell at Wendy.Buell@otda.state.ny.us .
Attachments:	LDSS-4905: " <i>Domestic Violence Information for all Temporary Assistance Applicants</i> " (Rev. 10/07) – English Version
Attachments Available On – Line:	<input checked="" type="checkbox"/> This form is available in English, Spanish, Arabic, Chinese, Korean and Russian

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
98 ADM-3 07 INF-09		351.2 (1)			

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to introduce the revised LDSS-4905: “*Domestic Violence Information for All Temporary Assistance Applicants (Rev. 10/07)*” and to inform local social services districts that these forms have been translated and are now available in different languages.

II. Background

The LDSS-4905: “*Domestic Violence Information for All Temporary Assistance Applicants*” form was formerly known as the Universal Notification Form/“*Hand-Out to All Applicants for Welfare*”. The title of this form has been changed to “*Domestic Violence Information for All Temporary Assistance Applicants*” and also assigned form number LDSS-4905. This informational form must be included in the application/recertification packets. This information was previously introduced to districts in 07 INF-09.

III. Program Implications

1. There is a minor language change on the form. There is space on the bottom of the form for local districts to include information on their local domestic violence providers and hotline numbers. The language in the boxed-in area on the bottom of the form has been changed from “LDSS Hotline Number” to “Local Domestic Violence Hotline Number”.
2. This is a reminder that this notice is required to be included in the application and recertification packets. For recertification purposes, this revised version of the form will be electronically generated with Temporary Assistance (TA) recertification call-in notices through the Client Notice System (CNS). This will affect case types 11, 12, 16 and 17.
3. This form has also been translated into Spanish, Arabic, Chinese, Korean and Russian. (See the Attachment to this INF for a sample of the English version.)

IV. Forms Ordering Information

- The revised English version of the LDSS-4905: “*Domestic Violence Information For All Temporary Assistance Applicants*” and the “other than English” versions - LDSS-4905-AR (Arabic), LDSS-4905-CH (Chinese), LDSS-4905-KO (Korean), LDSS-4905-RU (Russian) and LDSS-4905-SP (Spanish) - are **not** State-printed but are available to local districts in PDF format or as master camera ready copies. The procedures for ordering PDFs or master camera ready copies are listed below.

- The above-referenced documents have also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally.
- Upon the release of this INF, all previous versions of the “Domestic Violence Information For All Temporary Assistance Applicants” **must immediately be destroyed** and replaced with the revised 10/07 versions.
- Any future written requests for master camera ready copies of the English and “other than English” versions of the documents, 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.

- Master camera ready copies of the documents may also be ordered through Outlook. To order a Master camera ready copy 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 (this page 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.

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

Domestic Violence Information for all Temporary Assistance Applicants

This information is intended to help you determine if you are a victim of domestic violence and to consider ways to help keep yourself and your family safe and self-supporting.

Are you in danger of your partner or ex-partner doing any of the following:

- Physically hurting you – for example, pushing, grabbing, slapping, hitting, choking, or kicking?
- Forcing you to have sex when you don't want to or to do sexual things you don't want to do?
- Threatening to hurt you, your children or someone close to you?
- Constantly putting you down or telling you that you are worthless?
- Stalking, checking up on you or following you?
- Making you afraid?

What kinds of help are available?

Temporary Assistance: You must meet certain requirements to be eligible for temporary assistance. If you are a victim of domestic violence and believe meeting those program requirements may put you or your children at risk of harm or make it more difficult to escape the abuse you may request a temporary delay (waiver) of certain requirements. For example: meeting all or some employment, child support enforcement or drug and alcohol assessment and treatment requirements may be temporarily delayed. You may complete the Domestic Violence Screening Form and request to see a Domestic Violence Liaison to determine your eligibility for a temporary waiver.

Services: You can call a 24 hour domestic violence hotline for information about emergency shelter, support groups, counseling and your legal rights.

In NYC call: 1-800-621-4673

In any other area of NY State call: 1-800-942-6906

ALL Spanish speaking callers may call: 1-800-942-6908

Local Domestic Violence Hotline Number