



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

**David A. Paterson**  
*Governor*

## Informational Letter

### Section 1

<b>Transmittal:</b>	10-INF-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment & Economic Supports
<b>Date:</b>	August 31, 2010
<b>Subject:</b>	Revision to the LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators HEAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	<ul style="list-style-type: none"> <li>• Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991</li> <li>• Program Questions:</li> <li>• Temporary Assistance - 1-800-343-8859 ext. 4-9344</li> <li>• Food Stamp - 1-800-343-8859 ext. 3-1469</li> <li>• HEAP - 1-800-343-8859 ext. 3-0332</li> <li>• Metro Region - (212) 961-8207</li> <li>• WMS Questions: 1-800-343-8859 ext. 4-8749</li> </ul>
<b>Attachments:</b>	<a href="#">Attachment 1: LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table</a>
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 INF-18		352.5 397.5(k)(2)	SSL § 131-s	Energy Manual	GIS 05 TA/DC048 GIS 10 TA/DC015

## Section 2

### I. Purpose

The purpose of this INF is to inform districts that the LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06) has been updated. This chart was developed as a desk aid to assist district staff in processing requests for Temporary Assistance (TA) for energy related emergencies, and to highlight the processing differences among TA, non-TA and Supplemental Security Income (SSI) households.

### II. Background

The desk aid was released on December 20, 2005 as a document attached to GIS 05 TA/DC048. The updated desk aid reflects the policy stated in GIS 10 TA/DC015 and obsoletes the “Household Category” chart in the Energy Manual, Section V, Page 43.

### III. Forms Ordering Information

The LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (Rev. 7/10) 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.ny.net/> then under Program Areas, go to Division of Operations and Program Support page, then to OPS E-Forms page (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](mailto:gg7359@dfa.state.ny.us).
- For a complete list of available forms, please refer to OTDA Intranet site: [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) .

**Issued By** \_\_\_\_\_

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic 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, <b>or</b></p> <p>The customer of record is a non-SSI grantee in receipt of TA for children, case budgeted with a heating allowance, <b>or</b></p> <p>The legal Spouse of the NTA customer of record is in receipt of TA, <b>or</b></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 <b>or</b> TA, <b>or</b></p> <p>The customer of record is a non-SSI grantee in receipt of TA for children; case <u>not</u> budgeted with a heating allowance, <b>or</b></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 <b>or</b> 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><b><u>Utility (Natural Gas and Electricity) (SSL § 131-s, 18 NYCRR § 352.5)</u></b></p> <p>Payment limit is the <b>lesser</b> 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, <b>or</b></p> <p>The balance due on the account Sanction policy does not apply</p>	<p><b><u>Utility (Natural Gas and Electricity) (SSL § 131-s, 18 NYCRR § 352.5)</u></b></p> <p>Payment limit is the <b>lesser</b> 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, <b>or</b></p> <p>The balance due on the account Sanction policy does not apply</p>	<p><b><u>Utility (Natural Gas and Electricity) (SSL § 131-s, 18 NYCRR § 352.5)</u></b></p> <p>Payment limit is the <b>lesser</b> 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, <b>or</b></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 <b>NOT</b> 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 <b>NOT</b> deduct personal payments or HEAP made during this period            Apply liquid Resources if in excess of SSI resource limits            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 EAA, or refer to HEAP if available            Six Month Guarantee under 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 24-month 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><b><u>Non-Utility</u></b> (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><b><u>Non-Utility</u></b> (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><b><u>Non-Utility</u></b> (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.