



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Informational Letter

Section 1

Transmittal:	11-INF-14
To:	Local District Commissioners
Issuing Division/Office:	Office of Temporary and Disability Assistance/Center for Employment and Economic Supports
Date:	December 1, 2011
Subject:	Revised "Request for Voluntary Restricted Payments" (LDSS 4580)
Suggested Distribution:	Temporary Assistance Directors Staff Development Coordinators Forms Coordinators
Contact Person(s):	Policy: TA Bureau @ 1-800-343-8859, ext. 4-9344 Forms: Kelly Whitney @ 1-800-343-8859 extension 3-7991
Attachments:	Attachment 1 "Request for Restricted Payments" (Form LDSS 4580) (Rev 1/11)
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.
03 ADM 07 00 ADM 2 97 ADM 21 91 ADM 3 86 ADM 13		352.5 352.29 370.4 381	SSL 131-s SSL 159 SSL 300-303 SSL 350-j	Energy Manual	GIS 95 ES/DOC 38 99 LCM 20 GIS 10 TA/DC015

Section 2

I. Purpose

The purpose of this Letter is to advise social services districts (districts) that prior changes in Office Regulations (18 NYCRR) related to restrictions outlined in 03 ADM 7, and policy clarifications made in GIS 10 TA/DC015, necessitated a revision of the LDSS-4580, *Request for Voluntary Restricted Payment*.

II. Background

Prior to November 2003, restriction policy allowed for direct payments to vendors (restricted payments) for Family Assistance (FA) recipients only when clients had mismanaged their grant (generally not paying rent for two consecutive months or failing the utility management test), or when a client requested a restricted payment and the grant was sufficient to honor the request. To provide districts with a tool to reduce the frequency and amount of arrears payments made on behalf of FA recipients, 18 NYCRR §381.3(c) was amended authorizing district workers to restrict FA benefits for administrative ease without first finding mismanagement. Prior to this change for restricting FA grants, the districts already had the authority to restrict the grant of Safety Net Assistance (SNA) recipients for administrative ease, and were required to restrict the grants of non-cash SNA recipients in accordance with instructions found in 18 NYCRR §370.4.

Additionally, relative and non-relative Supplemental Security Income (SSI) recipients, who were also grantees for children receiving FA or SNA, often had their emergency energy needs met through the children's cases rather than through other emergency assistance. Districts may continue restricting needs on these types of cases, **but may not authorize payments of actual bills unless the grantee provides permission.**

III. Program Implications

Districts applying this policy must provide timely and adequate notice to all cases placed on restricted payment. This change imposes no additional requirements for districts that opt to use this method of payment for administrative ease. This form revision provides districts with the ability to meet the requirements described in the **Background** section.

The revised form provides information:

- regarding requests for restriction in FA cases, and provides information about administrative ease for FA cases,
- about mandated restriction policy for non-cash SNA cases, and
- about the requirement that districts seek permission from a grantee in receipt of SSI before authorizing payment of actual bills based on his/her relative or non-relative caretaker case.

IV. Forms Ordering Information

- The revised English version of the LDSS-4580: *“Request for Voluntary Restricted Payments”* and the LDSS-4580 SP: *“Request for Voluntary Restricted Payments - Spanish”* are State printed forms available to districts. The procedures for ordering PDFs or master camera ready copies are listed below.
- The above referenced document has also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for downloading by districts for reproduction locally.
- 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
PO Box 1990
Albany, NY 12201

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

- Documents may also 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 under Program Areas, go to Division of Operations and Program Support page, then to OPS 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 e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us .
- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

Name: Phyllis Morris

Title: Acting Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

REQUEST FOR RESTRICTED PAYMENTS

_____ COUNTY DEPARTMENT OF SOCIAL SERVICES

CASE NAME: _____

ADDRESS: _____

CATEGORY/CASE TYPE: _____ CASE NUMBER: _____

SEE BACK OF PAGE FOR AN EXPLANATION OF YOUR OPTIONS

1. SHELTER

I request the Department of Social Services restrict \$_____ of my Temporary Assistance Grant and send it directly to my landlord.

2. Energy-Domestic and/or Heating

A. Restrictions

DOMESTIC ENERGY ONLY

I request the Department of Social Services restrict an amount not to exceed the average monthly amount of the Domestic Energy cost from my Temporary Assistance Grant to pay my Domestic Energy Bill.

HEATING ONLY

I request the Department of Social Services restrict an amount not to exceed the heating allowance from my Temporary Assistance Grant to pay my heating bill.

COMBINED DOMESTIC ENERGY/HEATING

I request the Department of Social Services restrict a total amount not to exceed the average monthly amount of the Domestic Energy Cost and Heating allowance from my Temporary Assistance Grant to pay my Domestic Energy Heating bill.

B. Energy Payments

I request the Department of Social Services pay my entire Domestic only bill (Required for Grantee cases)

I request the Department of Social Services pay my entire Heating bill. (Required for Case Type 12/17 and Grantee cases)

I request the Department of Social Services pay my entire Combined bill. (Required for Grantee Cases)

SIGNATURE OF RECIPIENT

DATE

SIGNATURE OF WORKER OR WITNESS

DATE

OPTIONS

FAMILY ASSISTANCE AND CASH SAFETY NET ASSISTANCE:

You have the right to request to have all or part of your grant restricted to pay bills such as shelter, heat and/or domestic energy. If you request to have your grant restricted to pay for your heat and/or domestic energy bill(s), your cash temporary assistance grant will be reduced by your heating allowance and/or the billing amount for your domestic energy.

The Department of Social Services may choose to place a Family Assistance or Cash Safety Net Assistance recipient on vendor restriction if it is a less expensive or more easily controlled method of payment.

NON-CASH SAFETY NET ASSISTANCE:

State law mandates that the maximum shelter allowance for your Family size, as based upon your case circumstances, must be restricted from your Temporary Assistance grant and sent directly to your landlord. You may request that the Department of Social Services restrict an amount in addition to the maximum shelter allowance and pay this directly to your landlord. Additionally, if you pay separately for your heat and/or domestic energy costs, your heating allowance and/or the amount for your domestic energy, as based upon your case circumstances, must be restricted from your Temporary Assistance grant and sent directly to your fuel vendor/utility company.

If you want the Department of Social Services to pay your entire heating bill, you must check number 3 on the front of this paper and sign your name.

If you DO NOT do this, the Department of Social Services can only send your heating allowance, as based upon your case circumstances, to your fuel vendor/utility company. This could mean that your entire heating bill may not be paid in full and you are responsible for the unpaid amount.

AUTHORIZATION OF ENERGY ASSISTANCE FOR EMERGENCIES FOR GRANTEEES RECEIVING SUPPLEMENTAL SECURITY INCOME (SSI):

For administrative ease, districts may continue restricting and authorizing payments for heating (and domestic utility service only when the grantee has a combined utility bill) residential accounts to the respective distribution utility companies, energy services companies (ESCO), municipals, entities who legally sub-meter electric service and other non-utility home energy vendors, for any TA case budgeted with a fuel allowance. Districts must not authorize payment that exceeds the amount restricted for the actual bill as submitted by the vendor, unless requested to do so by the grantee.