



**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-15
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	December 6, 2011
Subject:	Process for Requesting Temporary Assistance Recertification Waiver(s)
Suggested Distribution:	Temporary Assistance Directors Food Stamp Directors Medical Assistance Directors Staff Development Coordinators Fair Hearing Staff WMS Coordinators
Contact Person(s):	Temporary Assistance Bureau at 1-800-343-8859, extension 4-9344 Food Stamp Bureau at 1-800-343-8859, extension 3-1469
Attachments:	Attachment 1-Request for Recertification Waiver(s)
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 ADM-10 04 ADM-2 95 ADM-1 11 INF-07 09 INF-21 05 INF-24		300.11 351.21	SSL 134-a		

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform Social Services Districts (SSDs) that the process to request a waiver for Temporary Assistance (TA) recertifications has been simplified. SSDs no longer are required to submit a detailed waiver request of a mail-in recertification process needing OTDA approval. SSDs can now request recertification waivers by submitting the attached Notification of Recertification Waiver(s) form.

II. Background

In accordance with Office regulation, 18 NYCRR §351.21(c), SSDs may use a mail-in recertification form as a substitute for one of the two mandatory semi-annual TA face-to-face recertifications for certain TA cases upon OTDA approval. Additionally, SSDs have the option to request a waiver that would allow one face-to-face TA recertification every 24 months for non-parent caregiver (NPC) cases.

SSDs that currently have approval for one or both of these waivers have found the mail-in process to be an effective administrative tool in targeting select segments of the TA caseload. The Welfare Management System (WMS) provides support for this process, including the option of using WMS to generate a model mail-in recertification form as an attached form to a Client Notices System (CNS) mail-in recertification notice.

III. Program Implications

OTDA will no longer require submission or Office approval of a proposal outlining an SSD's plan for the standard use of recertification waivers. An SSD's submission of the Notification of Recertification Waiver(s) form is notification to OTDA that the SSD is implementing the indicated waiver(s). SSDs that wish to implement recertification waivers should complete the attached form indicating which waiver(s) they are implementing and submit it to:

Phyllis Morris, Acting Deputy Commissioner
New York State Office of Temporary and Disability Assistance
Center for Employment and Economic Supports
40 North Pearl Street, 11 FL
Albany, NY 12243

A variation of the standard waiver requires a proposal outlining the variation to the standard waiver, and OTDA approval. SSDs must not implement proposed variations of the standard waiver prior to OTDA approval. Proposals must also be submitted to Phyllis Morris, Acting Deputy Commissioner at the address above.

Recertification waivers are only allowed for certain populations. Therefore, SSDs must refer to 06 ADM-10, 05 INF-24 and 09 INF-21 to ensure they are applying the waiver(s) correctly.

SSDs currently using a previously approved mail-in recertification process are not required to submit the attached form.

Issued By

Name: Phyllis Morris
Title: Acting Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

NOTIFICATION OF RECERTIFICATION(S) WAIVER

_____ County will implement the following waiver(s) as indicated. This waiver process will follow the guidelines and limitations as set forth in 06 ADM-10, 05 INF-24 and 09 INF-21. Any modification to an indicated process requires submission of a waiver request for OTDA approval. Termination or suspension of an indicated process requires notification to OTDA.

- A waiver to use a mail-in recertification form as a substitute for one of the two mandatory semi-annual Temporary Assistance (TA) face-to-face recertifications.

This mail-in recertification process will not be used for any of the following groups:

- TA cases in which any member of the filing unit has earnings or for which a legally responsible relative's earnings are budgeted; or
- TA cases in which any member of the household is sanctioned; or
- TA cases in which a time-limit trackable individual has reached a time-limit count of 48 months or more, effective January 1, 2006.

- A waiver to complete one face-to-face recertification every 24-months for non-parent caregiver (NPC) cases. This requires a mail-in recertification form to be sent in the 11th month of the certification period and processed by the end of the 12th month.

This waiver will not be used for NPC cases that have earned income, those cases in which the non-parent caregiver has reached the forty-eight (48) month time limit point and NPC cases with a sanctioned individual.

- Attached is a waiver proposal outlining our request for a variation of the 6-month recertification process. This proposal cannot be implemented prior to OTDA approval.

Authorized Signature

Phone Number

Social Services District

Date Submitted

Submit this form to:

Phyllis Morris, Acting Deputy Commissioner
New York State Office of Temporary and Disability Assistance
Center for Employment and Economic Supports
40 North Pearl Street, 11 FL
Albany, NY 12243