



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

Administrative Directive

Section 1

Transmittal:	12-ADM-01
To:	Local District Commissioners
Issuing Division/Office:	Office of Temporary and Disability Assistance/Center for Employment and Economic Supports
Date:	January 4, 2012
Subject:	Requirement to Make Information Available to Non-Parent Caregivers Relating to Available Services and Assistance Programs
Suggested Distribution:	Temporary Assistance Directors Staff Development Coordinators
Contact Person(s):	Temporary Assistance Bureau at 1-800-343-8859, Extension 4-9344
Attachments:	Attachment A-Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children
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.
05 INF-24			Chapter 58 of the Laws of 2010 SSL § 392		

Section 2

I. Summary

Social services districts (SSDs) are required by Social Services Law (SSL) § 392 to make available to relative caregivers, caring for children outside of the foster care system, information on financial assistance and services programs and how to apply for them. In order to meet this

requirement the Office of Temporary and Disability Assistance (OTDA) requires that the information in attachment A be made available to all non-parent caregivers (NPCs).

II. Purpose

The purpose of this Administrative Directive (ADM) is to convey to SSDs their responsibilities required by SSL § 392 and provide SSDs with the information that is needed to meet this responsibility.

III. Background

Chapter 58 of the Laws of 2010 added a new section 392 to the SSL. This new section requires SSDs to make available through the SSDs' websites, or by any other means, information for relatives caring for children outside of the foster care system. This information must include information relating to financial assistance programs and how to apply for them as well as information on OTDA or SSD funded resources, including those that provide supportive services to NPCs.

IV. Program Implications

OTDA recognizes that although this law is specific to relatives caring for children outside of the foster care system, there is a population of non-relatives that also care for children. Therefore, information found in attachment A must be available to all NPCs.

V. Required Action

To ensure that all SSDs comply with SSL § 392, OTDA requires the information in attachment A to be available to all NPCs. The requirement to make this information available to NPCs must be met by one or more of the following methods:

- add the language in attachment A to the SSD's website; or
- post the language in attachment A in SSD waiting areas; or,
- provide attachment A as a handout.

Also, any additional services the SSDs provide to NPCs should be included as an addendum to the language in attachment A.

VI. Systems Implications

There are no system implications

VII. Effective Date

This ADM is effective immediately

Issued By

Name: Phyllis Morris

Title: Acting Deputy Commissioner

Division/Office: Center for Employment and Economic Supports

January 4, 2012

Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children

Non-parent caregivers, who are caring for children without a parent living in their home, may be eligible for Temporary Assistance. Temporary Assistance for children not living with a parent is often referred to as “non-parent caregiver” or “child-only” grants, and includes Medical Assistance (MA). If the non-parent caregiver wants assistance only for the children, the non-parent caregiver’s income is not used to determine eligibility and there are no Temporary Assistance work requirements for the non-parent caregiver. Non-parent caregivers may apply for temporary assistance at their local social services office.

In addition to financial assistance, non-parent caregivers (also called kinship caregivers) often have a need for information and assistance related to food stamps, the Home Energy Assistance Program (HEAP), custody, guardianship, foster care, adoption, schooling, school enrollment, and other forms of assistance such as child care, social security, respite, case management and service programs.

For information about services and assistance programs please visit the following websites:

- www.nysnavigator.org - The NYS Kinship Navigator’s website offers legal fact sheets, state and local kinship resources, and other information. In addition, the Navigator operates a 24 hour toll free phone line at 1-877-454- 6463. Kinship Specialists are available from 10:00am to 4:00pm Monday through Friday. Calls received after 4:00pm will be returned the following business day.
- <http://otda.ny.gov/programs/> - The NYS Office of Temporary and Disability Assistance (OTDA)
- www.mybenefits.ny.gov - MyBenefits is an online tool to help you learn about eligibility for financial assistance and other benefit programs. A simple, 10-minute prescreening from any computer with Internet access at any time, determines whether you are likely to qualify for Food Stamps, HEAP, the Earned Income Tax Credit, child dependent care credits, school lunch and other programs.
- <http://www.ocfs.state.ny.us/kinship/default.asp> - The NYS Office of Children and Family Services (OCFS) provides contact information and links to the Kinship Caregiver Programs funded through OCFS, as well as a variety of resources for families and staff, including the Kinship Guardianship Assistance Program (KinGAP), a subsidy program available to kinship caregivers who are foster parents.

Your local Social Services District (SSD) and local area Office for the Aging (OFA) are also resources for information on kinship care.