

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-36

Date: November 17, 1999

Division: Commissioner's
Office

TO: Local District Commissioners

SUBJECT: Organizational Change

ATTACHMENTS: Attachment A - list of programs and activities with
primary contacts for the Bureau of
Transitional Programs (available on-line)
Attachment B - list of the programs and activities with
with primary contact for the Division
of Temporary Assistance (available on-line)

In his determination to end welfare as a way of life in New York, Governor Pataki restructured the State's human services agencies to better reflect and administer our new program directions. This process of change has taken us farther and faster than some thought possible toward the goal of making work rather than welfare the core reality of all our efforts. To further strengthen the Office of Temporary and Disability Assistance's ability to respond to our new directions, I am announcing the creation of a new office named the Office of Transitional Supports and Policy (TSP).

We began the passage from old ways to new by strengthening the integrity of the State's programs and processes. This initial phase of welfare reform was accomplished through activities such as the implementation of finger imaging, EVR, case record management and other eligibility processes.

In the second phase, we concentrated on the immediate engagement of clients in work-related activities. Among other things, this meant a new emphasis on workforce preparation, work experience, job training and job placement as steps to employment. This second phase also brought a new emphasis on screening for domestic violence, substance abuse and other barriers to self-sufficiency.

As a result of your diligence in these first two phases of reform, New York succeeded not only in meeting federally mandated participation rates, but also in exceeding them by significant margins.

We are now entering a third phase of welfare reform in which the particular challenge will be twofold. First, we need to concentrate more attention on what has been called the "hard-to-serve" portion of the caseload - those with multiple barriers to self-sufficiency. These individuals and families most often will require a new level of interagency cooperation and coordination of services if they are to overcome the various physical, psychological, social and educational obstacles that have kept them from becoming self-sufficient. Second, we need to turn our attention to the newly employed, doing what we reasonably can - for example, through assistance with child care, budgeting and household management, transportation or health care - to help them keep a hold on their new found self-sufficiency and establish a firm foundation for future advancement.

Just as we restructured at the Governor's direction to meet the initial challenges of welfare reform, I believe that our continued success in carrying out his agenda now requires another change. In order to focus sharply on the particular challenge of phase three, I am creating a new entity in OTDA to be called the Office of Transitional Supports and Policy (TSP). This new office will include the current Bureau of Housing Services, the Bureau of Refugee and Immigration Affairs, and a new Bureau of Transitional Programs which has program responsibility for several related activities currently housed within the Division of Temporary Assistance and other areas of OTDA. Shari Noonan is the Director of this new organization. Attachment A presents a list of the programs and activities that now fall under the purview of TSP, as well as the primary contacts for the new Bureau of Transitional Programs.

The very vital work related to eligibility and our temporary cash assistance programs remains with the Division of Temporary Assistance (DTA) under the direction of Patricia Stevens. Attachment B presents a list of the programs and activities under the purview of DTA and a listing of the regional contacts and program staff.

Brian J. Wing

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| Office of Transitional Supports and Policy |
|   Shari Noonan, Director (518) 474-0145   |
|   Lorraine Noval, Assistant Director     |
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|           BUREAU OF TRANSITIONAL PROGRAMS           |
| Dale Peterson: Bureau Director (518) 486-3415 |
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Drug & Alcohol Unit: Mike Warner: Assistant Director (518) 486-3380
Tony DeCrecenzo, Mark Madden, Ellen Nesbitt

- Drug & Alcohol Issues
- Veterans Issues

Case Management Unit: Jack Ryan: Assistant Director (518) 474-9282
Mark Schaffer, Norman Macklin

- Case Management
- Charitable Choice

Special Programs & Outreach Unit: Pat Monks: Assistant Director (518) 473-9675
Tim Ryan, Deb McArdle, Cindy Cotrona

- Learnfare
- Merit Incentives
- Domestic Violence
- WR Informational Campaign
- Food Stamp Nutrition Education (Cindy Cotrona 518-473-6661)

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|           BUREAU OF HOUSING SERVICES           |
| Lisa Irving: Bureau Director (518) 486-6102 |
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Shelter Services Unit: Robert Dawes: Assistant Director (518) 486-7732

Capital Development Unit: John Grover: Assistant Director (518) 473-8698

Support Services Unit: Patty O'Donnell: Assistant Director (518) 473-5868

Underwriting & Asset Management Unit: Ed McHale, Assistant Director (518) 473-2587

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| BUREAU OF REFUGEE & IMMIGRANT AFFAIRS |
| Vacant: Director & Statewide Refugee Coordinator |
| Joseph Nugent: Assistant Director BRIA (518) 402-3096 |
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Refugee Social Services Program: Larry Frank (Upstate, 518-402-3027) Mark Young (New York City, 518-402-3103)

Refugee Resettlement Assistance Program: Tom Hart (518-402-3101)

Targeted Assistance Program: Barbara Gendron (New York City, 518-402-3028); Mark Young (Upstate, 518-402-3103)

Federal & State Citizenship Programs: Larry Frank (518-402-3027)

Cuban-Haitian Program: Bassey Essien (518-402-3025)

Refugee Medical Screening Program: Joe Ryu (518-402-3026)

Micro-Enterprise Program: Mark Young (518-402-3103)

Information Systems/Administrative Support: Pablo Rivera (518-402-3102), Barbara Gendron (518-402-3028), Wayne Barnard (518-402-3022)

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| DIVISION OF TEMPORARY ASSISTANCE |
| Patricia Stevens, Deputy Commissioner |
| (518) 474-9222 |
| CORE PROGRAMS AND MAJOR RESPONSIBILITIES |
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November 5, 1999

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| Western Region |
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Home Energy Assistance Program (HEAP)
Supplemental Security Income (SSI)
Interim Assistance Reimbursement (IAR)
Performance Measures
Monitoring and Technical Assistance for the Western Region

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| Eastern Region |
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Food Stamp Program - Administration and Oversight
Monitoring and Technical Assistance for the Eastern Region

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| Central Region |
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Temporary Assistance
Child Assistance Program
Electronic Benefit Transfer (EBT) Policy
Jiggetts Policy
IV-D Coordination
Monitoring and Technical Assistance for the Central Region

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| Metro Region |
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Client Notices System (CNS)
Monitoring and Technical Assistance for the Metro Region

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| Resource Team |
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DTA Staff Training
Contract Training
EBT Implementation
Jiggetts Processing
Executive Correspondence
Division Releases
Gold Slips
Budget Coordination
Personnel Management
Child Support Desk Reviews
Out-Of-State Inquiries
Purchasing and Travel Coordination
State Supplemental Personal Needs Allowance(SSPNA)
Temporary Assistance Information Hotline

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| Information Analysis and Technology (IAT) |
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Forms Development and Maintenance
WEB Development and Maintenance
Graphic Design
Learnfare Systems Support
Database Design and Maintenance
General Systems Support
Computer Assisted Instruction (CAI) Maintenance
Report Preparation
Partners for Children (PFC) WEB Site Maintenance

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| Welfare Management Systems Teams (Upstate and NYC) |
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ABEL - Public Assistance and Food Stamps
Mass Re-budgeting - Public Assistance and Food Stamps
Non-ABEL Eligibility/Undercare Authorization of Grants
Client Notices System (CNS)
Welfare Reform Tracking System
User Testing
Specification Development
Systems Manuals Development and Maintenance

DIVISION OF TEMPORARY ASSISTANCE

REGIONAL TEAM ASSIGNMENTS

November 5, 1999

Patricia Stevens, Deputy Commissioner (518) 474-9222

WESTERN REGION

Bowdy, Bruce - Team Leader (518) 474-9227

McMahon, Kathleen - Support Staff

Cook, Paula

Fiore, James

Giambalvo, Charles

McCarthy, John

Rathbun, Harold

Staszak, David

Anolik, Abe

McGraw, Tom

Gaudet, Jim

CENTRAL REGION

Ragule-Kennedy, Maureen - Team Leader (518) 474-9344

Frisbee, Maureen - Support Staff

Bouchard, Alfred

Dichian, Paul

Gaskell, Jeffrey

Homovich, Thomas

Lougen, James

Mullooly, Dorothy

Persico, Anthony

Nolan, Greg

Yonkers, James

Ziegler, Laura

EASTERN REGION

Ptak, Steve - Team Leader (518) 473-0332

Cromme, Lisa - Support Staff

Berry, Kathleen

Borrelli, Sandra

Cornwall, John

Essien, Frank

Rickard, Paul

Schollenberger, Maria

Shannon-Akstull, Frances

VanBuren, Dale

Karins, Carolyn

Reilly, Gene

Hedderman, Tom

METRO REGION

Bryson, Rosella - Team Leader (212) 383-1655

Colon, Bernice - Support Staff

Adams, Roxanne

Damsky, Larry

Fraizer, Donna

Hartman-Kutnowsky, Helene

Kleinman, Mexico

Linabury, Valerie

Montijo, Jose

Rosario, Javier

Sacks, Morris

White, Jaseth