

DEPARTMENT OF SOCIAL SERVICES

40 NORTH PEARL STREET, ALBANY, NEW YORK 12243-0001

MARY JO BANE  
Commissioner



(518) 474-9475

LOCAL COMMISSIONERS MEMORANDUM

Transmittal No: 92 LCM-116

Date: August 4, 1992

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Client Informational Material - Forty Five Day Waiting Period  
for Home Relief Applicants

ATTACHMENTS: Copy of Handouts (English and Spanish Versions) -  
available on-line

92 ADM-26 informed social services districts (SSDs) of amendments to State Law and Department regulations related to cost containment. One of these changes was the prohibition of Home Relief payments prior to the 45th day after application unless payment is made to meet an emergency need. The law and regulation amendments concerning the 45 day rule also require SSDs to notify applicants about the availability of assistance to meet emergency needs.

Appropriate revisions will be made to the Client Information Booklets to reflect this change. SSDs can expect distribution of these revised booklets around January of 1993.

We are providing the attached language which SSDs can use (until the revised booklets are available) to notify applicants of the 45 day rule and the availability of assistance to meet emergency needs.

In addition, the Department has developed an informational poster, 11 inches by 17 inches in size, which SSDs can place in a prominent spot in their waiting areas. This poster will be mailed to SSDs under separate cover around August 20. It will also be available in Spanish.

If you have any questions regarding this release, please contact Maureen Standish at (518) 473-6555 (Userid AY9850).

A handwritten signature in black ink, appearing to read 'Oscar R. Best, Jr.', written over a horizontal line.

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance

**ATTENTION!**  
**APPLICANTS FOR PUBLIC ASSISTANCE**

**Read these important Questions and Answers**

- Q. If I am eligible for public assistance, how soon can I get it?
- A. If you are an adult with no children, your category of public assistance will generally be Home Relief (HR). People in HR cases will not get public assistance any sooner than **45 days** from the day they apply.

Families with **children** generally get public assistance **no later than 30 days** from the day they apply.

- Q. What if I need help right away? Will my case be opened sooner?
- A. If you have an emergency you should tell your worker. The agency will see if you should get help with your emergency right away. If you do need help right away, you will get help to meet your emergency but that does not mean that your ongoing public assistance case will open sooner.

- Q. What is the date of application?
- A. That is the date that the agency receives your completed, signed application.

Remember, you can ask for an application **today**, complete it and return it to social services **today**. Then **today's** date will be your application date.

- Q. Must adults wait 45 days to get food stamps and medical assistance?
- A. If you also apply and are found eligible for food stamps, you will get them within 30 days from the day you apply. Usually you will get food stamps back to the date of application.

For medical assistance, if you apply and are found eligible for HR, you will get medical assistance when your eligibility for HR is determined. Generally, you will have medical bills paid back to the first day of the month in which you apply for HR.

**¡ATENCIÓN!**  
**SOLICITANTES DE LA ASISTENCIA PÚBLICA**

Lea Estas Preguntas y Respuestas Importantes

1. P. Si soy elegible para la asistencia pública, ¿cuán pronto puedo obtenerla?

R. Si usted es un adulto(a) que no tiene hijos viviendo con usted, su categoría de asistencia pública generalmente será la de Ayuda para el Hogar (Home Relief--HR). Las personas que participan en HR no obtendrán asistencia pública antes de que se cumplan 45 días a partir del día en que presentaron su solicitud.

Las familias **con niños** generalmente obtienen los beneficios de la asistencia pública **dentro de 30 días** a partir del día en que las familias solicitan los beneficios.

2. P. ¿Qué pasa si necesito ayuda inmediatamente? ¿Se abrirá mi caso más pronto?

R. Si usted tiene una emergencia, usted debería notificarle a su trabajador(a). La agencia evaluará si usted debe obtener ayuda respecto a su emergencia inmediatamente. Si usted necesita ayuda inmediatamente, usted recibirá ayuda para enfrentar su emergencia, pero esto no significa que su caso de asistencia pública que está en curso se abrirá más pronto.

3. P. ¿Cuál es la fecha de la solicitud?

R. Esa es la fecha en que la agencia recibe su solicitud completada y firmada.

Recuerde, usted puede pedir una solicitud **hoy mismo**, puede completarla y enviarla a servicios sociales **hoy mismo**. La fecha de **hoy** será la fecha de su solicitud.

4. P. ¿Deben los adultos esperar 45 días para obtener cupones de alimentos y asistencia médica?

R. Si usted también solicita y se determina que usted es elegible para recibir cupones de alimentos, usted los obtendrá dentro de 30 días a partir del día de su solicitud. Generalmente, usted recibirá todos los cupones de alimentos a los que usted tiene derecho a partir del día de la solicitud.

Para la asistencia médica, si usted solicita y se determina que usted es elegible para el programa de HR, usted recibirá asistencia médica cuando su elegibilidad para el programa de HR se determine. Generalmente, sus cuentas médicas incurridas desde el primer día del mes en que usted solicitó HR serán pagadas.