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Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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ALBANY, NY 12243-0001

**Robert Doar**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	06-INF-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Employment and Transitional Supports (DETS)
<b>Date:</b>	June 9, 2006
<b>Subject:</b>	LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators HEAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 ext. 6-1095 Program Questions: Temporary Assistance - 1-800-343-8859 ext. 4-9344 Food Stamp - 1-800-343-8859 ext. 3-1469 HEAP - 1-800-343-8859 ext. 3-0332 Metro Region - (212) 961-8207 WMS Questions: 1-800-343-8859 ext. 4-8749
<b>Attachments:</b>	LDSS-4884: Temporary Energy Emergencies Comparison Table (5/06)
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		352.5	SSL-131s	Energy Manual	GIS 05 TA/DC048

### Section 2

#### I. Purpose:

The purpose of this INF is to introduce the new LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06). This desk aid was developed to assist district staff in

processing requests for Temporary Assistance (TA) for energy related emergencies, and to highlight the processing differences between TA, non-TA and Supplemental Security Income (SSI) households.

## II. Background

The Energy Manual, released in January 2000, presented a detailed consolidated and comprehensive resource for districts administering energy programs for TA, non-TA and SSI households. During a series of regional meetings in 2005 on energy related matters, a comparison table was developed that was used as a handout to guide meeting attendees through a presentation on dealing with energy related emergencies under TA categories of assistance (FA, SNA, EAF, ESNA and EAA), when HEAP is unavailable. DETS received requests to make the training document an official desk guide that would be accessible to districts. The information included in the new desk aid was released on December 20, 2005 as a document attached to GIS 05 TA/DC048 in response to that request. DETS is now making the same version of the GIS document available as a desk aid.

## III. Forms Ordering Information

The LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06) will **not** be printed but a master copy can be ordered through the normal forms ordering procedures listed below.

- Any request for a master copy should be submitted on OTDA-876 (Rev.6/98): “Request for Forms or Publications”, and should be sent to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
P.O. Box 1990  
Albany, New York 12201

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

- Documents also may 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 to Division of Program Support & Quality Improvement page, then to PSQI E-Forms page to Bureau of Management Services section (this section contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving email, the Internet email address is: [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us).
- For a complete list of available forms, please refer to OTDA Intranet site: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) .
- Also, district staff will be notified when this form will be available through Centraport in the “Forms” section, under “Desk Guides”.

Issued By \_\_\_\_\_

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Division of Employment and Transitional Supports