



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

**David A. Paterson**  
*Governor*

**David A. Hansell**  
*Commissioner*

**Informational Letter**

**Section 1**

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| <b>Transmittal:</b>                    | 09-INF-07   |
| <b>To:</b>                             | Local District Commissioners  |
| <b>Issuing Division/Office :</b>       | Center for Employment and Economic Supports   |
| <b>Date:</b>                           | March 25, 2009  |
| <b>Subject:</b>                        | Introduce the LDSS-4958: "TA Sanction & Denial Policy/Participation Rate Impact Guide"  |
| <b>Suggested Distribution:</b>         | Employment Coordinators<br>Temporary Assistance Directors   |
| <b>Contact Person(s):</b>              | Policy Questions: Employment Technical Advisor or Employment and Advancement Services Bureau at (518) 486-6106<br>Forms Questions: Kelly Whitney at 1-800-343-8859, ext. 3-7991 |
| <b>Attachments:</b>                    | <a href="#">LDSS-4958: "TA Sanction &amp; Denial Policy/Participation Rate Impact Guide"</a>  |
| <b>Attachment Available On – Line:</b> | <input checked="" type="checkbox"/>   |

**Filing References**

| <b>Previous ADMs/INFs</b> | <b>Releases Cancelled</b> | <b>Dept. Regs.</b> | <b>Soc. Serv. Law &amp; Other Legal Ref.</b> | <b>Manual Ref.</b>  | <b>Misc. Ref.</b> |
|---------------------------|---------------------------|--------------------|--|---|-------------------|
| 08 ADM-07                 |                           | 385.12<br>385.13   | 153<br>332<br>333<br>334<br>335<br>336       | Temporary Assistance and Food Stamp Employment Manual Section 385.12 and 385.13 |                   |

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to introduce the [LDSS-4958](#): “*TA Sanction and Denial Policy/Participation Rate Impact Guide*” and to apprise local districts that this form is available on-line.

### II. Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorized the Temporary Assistance for Needy Families (TANF) Block Grant program. Under PRWORA, states were granted significant flexibility to design programs to meet families’ basic needs and help individuals enter the workforce. In 2005, Congress passed the Deficit Reduction Act of 2005, reauthorizing the TANF program and giving the federal Department of Health and Human Services regulatory authority in certain areas. Largely, New York State sanction policies were not directly impacted but it was determined that there was a need to develop a comprehensive desk guide highlighting the correct usage of sanction “reason codes”, the appropriate individual disposition “status codes” to be applied when imposing sanctions for noncompliance with work requirements, and the impact of such sanctions on the participation rate calculation.

### III. Program Implications

District staff should begin using the LDSS-4958 immediately. The revised form will enable district staff to properly monitor and report sanctions in a manner consistent with federal and State regulations.

### IV. Forms Ordering Information

- The English version of the [LDSS-4958](#): “*TA Sanction & Denial Policy/Participation Rate Impact Guide*” is **not** State printed but is available to local districts in both PDF format and as master camera ready copies. The procedures for ordering PDFs or master camera ready copies are listed below.
- The [LDSS-4958](#): “*TA Sanction & Denial Policy/Participation Rate Impact Guide*” has been posted on the OTDA Intranet website at [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally.
- Any future written requests for master camera ready copies of the English should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

Office of Temporary and Disability Assistance  
BMS Documentation Services and Operational Support  
PO Box 1990  
Albany, NY 12201

OR

Download and complete OTDA-876 Form ([http://otda.state.nyenet/psqi/eforms/OTDA-876-Req\\_For\\_Documents\\_or\\_Publications.dot](http://otda.state.nyenet/psqi/eforms/OTDA-876-Req_For_Documents_or_Publications.dot)) and e-mail form to [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us).

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

- For a complete list of available forms, please refer to the OTDA Intranet site: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) .

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports