



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE**

40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**David A. Paterson**  
*Governor*

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	10-INF-17
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	August 20, 2010
<b>Subject:</b>	Revised LDSS-4958: "TA Sanction & Denial Policy/Participation Rate Impact Guide"
<b>Suggested Distribution:</b>	Employment Coordinators and Temporary Assistance Directors
<b>Contact Person(s):</b>	Policy Questions: Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
<b>Attachments:</b>	<a href="#">Attachment 1: 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>
09-INF-07 08-ADM-07		351.1 351.2 352.30 369.2 385.2 385.6 385.7 385.9 385.12 385.13	153 332 333 334 335 336 370.2	Temporary Assistance and Food Stamp Employment Manual Sections 385.2 385.6 385.7 385.9 385.12 and 385.13 TASB Chapter 25 351.2	

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to inform districts of a revision to the LDSS-4958: “*TA Sanction and Denial Policy/Participation Rate Impact Guide*” which is available on-line.

- Regulatory citations for assessment related infractions have been updated consistent with regulatory changes that took effect October 1, 2009.
- CNS reason codes for Failure to Take Part in Drug/Alcohol Rehab-Recipient (Employability code 63-Substance Abuser, Exempt) 1<sup>st</sup> Occurrence, 2<sup>nd</sup> Occurrence, and 3<sup>rd</sup> Occurrence have changed to codes PX1, PX2, and PX3.
- CNS reason code for Failure to Comply with Drug/Alcohol Screening-Applicant or Recipient has changed to code P44.
- CNS reason code for Failure to Comply with Drug/Alcohol Assessment-Applicant or Recipient has changed to code P45.
- CNS reason code for Failure to Comply with Drug/Alcohol Release of Information-Applicant or Recipient has changed to code P46.
- Update Rate Impact Note 1 to reflect correct Individual Disposition Status code definition of code 10.

### 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 revised 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.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/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 version should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

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

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Master camera ready copies of the documents may also be ordered through Outlook. To order a master camera ready copy you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then under Program Areas go to the Division of Operations and Program Support page, then to OPS E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us) . 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