



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Administrative Directive

Section 1

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| Transmittal: | 12-ADM-01 |
| To: | Local District Commissioners |
| Issuing Division/Office: | Office of Temporary and Disability Assistance/Center for Employment and Economic Supports |
| Date: | January 4, 2012 |
| Subject: | Requirement to Make Information Available to Non-Parent Caregivers Relating to Available Services and Assistance Programs |
| Suggested Distribution: | Temporary Assistance Directors Staff Development Coordinators |
| Contact Person(s): | Temporary Assistance Bureau at 1-800-343-8859, Extension 4-9344 |
| Attachments: | Attachment A-Non-Parent Caregivers (Grandparents, Other Relatives, Friends) Caring for Children |
| Attachment Available On Line: | - <input checked="" type="checkbox"/> |

Filing References

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|--------------------|--------------------|-------------|---|-------------|------------|
| 05 INF-24 | | | Chapter 58 of the Laws of 2010 SSL § 392 | | |

Section 2

I. Summary

Social services districts (SSDs) are required by Social Services Law (SSL) § 392 to make available to relative caregivers, caring for children outside of the foster care system, information on financial assistance and services programs and how to apply for them. In order to meet this

requirement the Office of Temporary and Disability Assistance (OTDA) requires that the information in attachment A be made available to all non-parent caregivers (NPCs).

II. Purpose

The purpose of this Administrative Directive (ADM) is to convey to SSDs their responsibilities required by SSL § 392 and provide SSDs with the information that is needed to meet this responsibility.

III. Background

Chapter 58 of the Laws of 2010 added a new section 392 to the SSL. This new section requires SSDs to make available through the SSDs' websites, or by any other means, information for relatives caring for children outside of the foster care system. This information must include information relating to financial assistance programs and how to apply for them as well as information on OTDA or SSD funded resources, including those that provide supportive services to NPCs.

IV. Program Implications

OTDA recognizes that although this law is specific to relatives caring for children outside of the foster care system, there is a population of non-relatives that also care for children. Therefore, information found in attachment A must be available to all NPCs.

V. Required Action

To ensure that all SSDs comply with SSL § 392, OTDA requires the information in attachment A to be available to all NPCs. The requirement to make this information available to NPCs must be met by one or more of the following methods:

- add the language in attachment A to the SSD's website; or
- post the language in attachment A in SSD waiting areas; or,
- provide attachment A as a handout.

Also, any additional services the SSDs provide to NPCs should be included as an addendum to the language in attachment A.

VI. Systems Implications

There are no system implications

VII. Effective Date

This ADM is effective immediately

Issued By

Name: Phyllis Morris

Title: Acting Deputy Commissioner

Division/Office: Center for Employment and Economic Supports