

TEMPORARY ASSISTANCE ADDITIONAL ALLOWANCES AND OTHER HELP

The two major temporary assistance programs in New York State are: Family Assistance (FA) and Safety Net Assistance (SNA). These programs may provide you with temporary assistance to help you buy food and clothing and pay rent or mortgage and fuel costs.

In addition, you may be eligible for more temporary assistance if you have a special need or situation.

DO ANY OF THESE SITUATIONS APPLY TO YOU?

MEALS

- If you cannot prepare meals in your own home because you are sick or do not have cooking equipment, you may be eligible for:
 - a restaurant allowance,
 - or
 - an allowance to pay for home-delivered meals.

PREGNANCY

- If you are at least four months pregnant and if you give Social Services a medical note, signed and dated by a medical professional, verifying your pregnancy and the date you are expected to give birth, you will be eligible for an additional \$50 per month in your temporary assistance grant to cover extra expenses resulting from your pregnancy. This \$50 per month pregnancy allowance cannot be given for any time before you give the medical note to Social Services.

HOUSING AND SHELTER RELATED ITEMS

- If you must move from your current housing, you may be eligible for any of the following under certain conditions:
 - payment of moving expenses,
 - payment of a rent security deposit or provision of a security agreement,
 - payment of brokers' or finders' fees,
 - payment for storage of furniture and personal belongings.
- If essential household items that you own such as heating equipment, stove or refrigerator need repair, you may be eligible for payment of the repair or replacement.

HOUSING AND SHELTER RELATED ITEMS (cont'd)

- Payment of your rent for a period before you applied for temporary assistance if necessary to prevent your eviction.
- If you own your own home, you may be eligible for:
 - payment of property repairs that Social Services decides are necessary for your health and safety;
 - payment of your mortgage and/or taxes for a period before you applied for temporary assistance if necessary to prevent your eviction.
- If you need additional household furnishings because:
 - a family member has returned home after being discharged from an institution or released from foster care;
 - they are necessary for your health and safety;
 - or
 - you need them to get permanent housing;you may be eligible for an allowance to purchase essential furniture and other household items.

CATASTROPHIC LOSS

- If you recently lost your furniture or clothing in a fire, flood or other catastrophe, you may be eligible for an allowance to replace these household items or clothing.

OTHER HELP

- If you need help to pay for child care to enable you to work or take part in training, you may be able to get help to pay that expense.

These are only some of the most common types of allowances available to you if you have special needs. The need for some of these special allowances may increase your temporary assistance grant or make you eligible for temporary assistance if you are not receiving benefits. If you believe that you have a special need or situation, contact your worker with the details. Your worker will then determine if you are eligible for a special allowance. You will receive a notice telling you of the decision. If your request is denied, the notice will also tell you the reason for the denial.

If you do not agree with your worker's decision regarding your request for a special needs allowance, you can request an agency conference or a Fair Hearing. If we made a mistake, we will correct it.

You can do both 1 and 2:

1. Ask for a meeting (conference) with one of our supervisors
2. Ask for a State fair hearing with a State hearing officer.

The Office of Temporary and Disability Assistance (OTDA) policy issuances and manuals are posted on the OTDA website at otda.ny.gov/legal. These issuances and manuals are available to you or your representative to determine whether a fair hearing should be requested or to prepare for a fair hearing. In addition, upon request to your local social services district, specific OTDA policy issuances and manuals will also be available to assist you or your representative.

1. **CONFERENCE** (informal meeting with us) – If you think our decision was wrong, or if you do not understand our decision, please call us to set up a meeting. To do this, call _____ or write to us at :

Sometimes this is the fastest way to solve any problem you may have. We encourage you to do this even when you have asked for a fair hearing.

2. **STATE FAIR HEARING**

HOW TO ASK FOR A FAIR HEARING: You can ask for a fair hearing in **writing**, by **phone**, by **fax** or **online**.

Writing : You can write the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201.

Phone: 800-342-3334 (PLEASE HAVE THIS NOTICE WITH YOU WHEN YOU CALL.)

Fax: Fax a copy of the front and reverse of this notice to: (518) 473-6735 or

Online: Complete an online request form at: <http://www.otda.state.ny.us/oah/forms.asp>.

If you cannot reach the New York State Office of Temporary and Disability Assistance by phone, by fax or online, please write to ask for a fair hearing.