

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**June 21, 2010**

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**TO:** TA Directors, FS Directors, HEAP Directors, Staff Development Coordinators

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Availability of "Know Your Options: Relatives Caring for Children"

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau at 1-800-343-8859; ext. 4-9344  
Food Stamp Policy Bureau at 1-800-343-8859; ext. 3-1469  
HEAP Policy Bureau at 1-800-343-8859; ext. 3-0332

The purpose of this GIS is to provide social services districts (districts) with information about an Office of Children and Family Services (OCFS) developed publication: **“Know Your Options: Relatives Caring for Children”**.

OCFS released 10 OCFS-INF-03 on May 27, 2010, introducing a new publication for potential caretaker relatives, titled “Know Your Options: Relatives Caring for Children”. This new publication supplements the handbook “Having a Voice and a Choice: A Handbook for Relatives Raising Children”, helping relatives better understand their options in providing care to a child.

Non-parent caregivers (NPCs) would benefit from the information and resources contained in the new publication and districts should consider making copies available to NPCs at application. It would also be beneficial for districts’ TA, FS, and HEAP eligibility workers to become familiar with its content.

OTDA is not requiring that this new publication be provided to NPCs, nor is OTDA intending to print copies of this new publication, but districts may print and disseminate as they wish.

The new publication is available in English and Spanish. You may view the English version online <http://www.ocfs.state.ny.us/main/publications/Pub5120.pdf> and you may view the Spanish version online at <http://www.ocfs.state.ny.us/main/publications/Pub5120-S.pdf>.