

**DATE:** January 30, 2018

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Temporary Assistance Directors,  
Accounting Supervisors, Fraud/Recovery Directors

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Reminder to Complete and Send LDSS-5069: "Biennial Accounting Letter"  
(Reissued)

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Program Questions: Temporary Assistance Bureau: 518-474-9344

The purpose of this General Information System (GIS) message is to remind local social services districts that the mandated "[LDSS-5069: Biennial Accounting Letter](#)," must be completed and mailed by February 1, 2018 to current and former Temporary Assistance recipients who have a real property lien.

Guidance on lien calculation and how to complete the "LDSS-5069: Biennial Accounting Letter" can be found in the following policy documents:

- [15-ADM-05-T](#): *Recovery of Liens and Requirement to Provide Biennial Accounting*
- [GIS 16 TA/DC003](#): *Availability of New Cognos Report: Biennial Accounting Report.*
- [17-INF-07](#): *Temporary Assistance Questions and Answers, questions # 31-40*

### **Child Support:**

Title IV-D (child support) recoveries will be available on the Biennial Accounting Report effective 1/31/2018.

- Please note that the *Biennial Accounting Report* field "Total Child Support Recoveries for Lien No.:" only includes recoveries since 1996. Therefore, report users must consult their local child support enforcement unit to confirm the dollar value of total child support recoveries if the start date of the TA grant payment period is prior to 1996.