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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 98 LCM-45

Date: December 11, 1998

Division: Temporary Assistance

TO: Local District Commissioners

SUBJECT: List of Out of State Contacts for TANF Time Limit Tracking

ATTACHMENTS: List of Out of State Contacts for TANF-funded Assistance
- available on line -

The purpose of this Local Commissioners Memorandum is to provide local social services districts (SSDs) with the attached list of contacts (phone, fax, addresses) in other states for use in the documentation of TANF-funded assistance.

Under Regulation 369.4(d)(4), TANF-funded assistance from another state will count toward the sixty month limit placed upon public assistance to families (FA and TANF-funded SNA) in New York State. SSDs should use the attached list of contacts to document receipt of TANF-funded assistance from another state when the need arises. For example, if the applicant/recipient has lived in another state in 1996 or later and indicates that he or she received public assistance in that state, the period of calendar months should be documented through contact and retained in the case record. Factors in this documentation are the period that the applicant/recipient received public assistance in the other state, and also the effective date of TANF-funded assistance in that state, item #C - "TANF START DATE" - in the following contact list. When the automated time limit tracking system is available, this documentation can then be used to input the out of state months so that they are reflected in the time limit count for the individual. If an SSD cannot document the out of state period of TANF-funded assistance by direct contact with the other state, the recipient's statement of the period and type of assistance should be used to make necessary updates to the tracking time limit counts for the individual(s).

In using the contact list, SSDs should use the specific medium requested by the other state, whether mail, phone, or FAX number, when one medium is specified.

If a state did not respond to a survey contact from this Office, or responded by expressing a wish not to be included in the contact list, the state is listed here without any contact information. No information was obtained from the following eight states: Alaska, Arkansas, Colorado, Hawaii, Michigan, Rhode Island, Utah, and Virginia. The contact list will be included in the next update of the PA Source Book for worker reference. SSDs should notify the Source Book contact so the Source Book can be revised whenever the SSD obtains relevant new contact information from another state.

Note that in item "B." (TANF TIME LIMIT) in the attached list, the entry is made in months or years as specified by the responding state - for example, "60 months" or "5 years."

If districts are contacted by other states for information on TANF-funded assistance paid to a former New York State recipient, they may direct these inquiries for response to OTDA at:

New York State Office of Temporary & Disability Assistance
Division of Temporary Assistance
Out of State Inquiry Unit
40 North Pearl Street
Albany, New York 12243-0001
FAX: 518-474-8090

All inquiries from other states should be made on their official letterhead and contain the full name, date of birth, and Social Security Number of the individual, with a brief statement of the reason for the request.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance