

**INFORMATIONAL LETTER**

**TRANSMITTAL:** 00 INF-14

**TO:** Commissioners of  
Social Services

**DIVISION:** Temporary  
Assistance

**DATE:** July 17, 2000

**SUBJECT:** Revised "Request for Voluntary Restricted  
Payments" Form (LDSS-4580) (Rev.1/00)

**SUGGESTED**

**DISTRIBUTION:** Temporary Assistance Directors  
Staff Development Coordinators  
Forms Coordinators

**CONTACT PERSON:** Forms Questions:  
Bob Gullie  
1-800-343-8859, extension 4-6055

Program Questions:  
Central Region - (518) 474-9344

**ATTACHMENTS:** "Request For Voluntary Restricted Payments"  
(Form LDSS-4580) (Rev.1/00) (Not Available On Line)

**FILING REFERENCES**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
00 ADM-2		352.5	SSL 131-s	Energy/HEAP	GIS 95
97 ADM-21		352.29	SSL 159	Manual	ES/DCO38
91 ADM-3		370.4			
86 ADM-13		381			99 LCM-20
99 INF-13					

The purpose of this letter is to inform social services districts (SSDs) that the LDSS-4580: "Request for Voluntary Restricted Payments" form has been revised. This form is used by recipients to request voluntary restricted payments. This revised form will be available for ordering by local districts in July, 2000.

The revisions were necessary to conform with changes in Social Services Law (SSL) resulting from the Welfare Reform Act (WRA) of 1997. The revisions consist of temporary assistance program name changes, a simplification of the language and changes to accommodate non-cash Safety Net Assistance (SNA).

For persons receiving non-cash SNA, payment for utilities (including fuel for heating) cannot exceed certain amounts unless the recipient requests that the SSD pay the entire bill. The "Request For Voluntary Restricted Payments" form has been revised to accommodate this request for payment of the entire utility (including fuel for heating) bill.

Social Services Law establishes a hierarchy for payment of the non-cash SNA grant. The applicable maximum shelter allowance must be restricted from the grant and sent directly to the shelter vendor. An additional amount can be restricted from the grant and sent directly to the shelter vendor at the recipient's request. In addition, if the recipient pays separately for utilities, including fuel for heating, the applicable fuel allowance and/or the average monthly billing amount for domestic utilities must be restricted from the grant. Furthermore, only the fuel for heating allowance can be paid to the utility/fuel company, unless the non-cash SNA recipient requests that an excess amount be paid. Number 3 on the revised form accommodates this request to pay the entire heating fuel bill for recipients of non-cash SNA.

If a case is transferred to non-cash SNA from Family Assistance (FA) or cash SNA and is already vendor restricted for fuel/utilities because of the requirements of SSL 131-s, the recipient's agreement to pay the entire utility bill is not mandatory. Also, if the non-cash SNA recipient is threatened with a shut-off, SSL 131-s mandates apply and recipient permission to pay future entire bills is not mandatory.

Effective immediately, SSDs should ask all new applicants who will receive non-cash SNA and who pay separately for their heating fuel to sign number 3 on the attached form if they want the SSD to pay their entire heating fuel bill. In addition, all recipients receiving non-cash SNA who pay separately for their heating fuel should be asked to sign at next client contact if they want the SSD to pay their entire heating fuel bill. This should be done to ensure compliance with SSL and Office Regulations, as well as to lessen any potential disruption of current SSD procedures regarding the payment of vendored energy accounts. Aside from the program name changes, there are no other changes to the policies regarding voluntary requests for restriction for FA and non-cash SNA.

Your SSD will not automatically receive copies of the revised form.

Because printed copies of LDSS-4580 will not be available for ordering until July, 2000, SSDs must, as instructed in 00 ADM-2, continue to photocopy and hand out Attachment I, LDSS-4580: "Request for Voluntary Restricted Payments" until that time.

We expect that the HRA Brooklyn and Upstate warehouses will receive supplies of this revised form sometime in July, 2000.

A Spanish version of this form is currently under development. Local districts who need printed Spanish versions may order supplies by using the procedure described below.

Any requests for the LDSS-4580 (Rev. 1/00) and its Spanish version, LDSS-4580-S (Rev. 1/00), should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

**Office of Temporary and Disability Assistance  
Bureau of Forms and Print Management  
P.O. Box 1990  
Albany, New York 12201**

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance