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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	01 LCM 9
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Transitional Supports and Policy
<b>Date:</b>	July 20, 2001
<b>Subject:</b>	Bureau of Transitional Programs Responsibilities
<b>Contact Person(s):</b>	
<b>Attachments:</b>	Attachment A - BTP Program Staff Contacts Attachment B - BTP Staff County Assignments Attachment C - BTP Staff TOP County assignments
<b>Attachment Available On – Line:</b>	yes

### Section 2

#### I. Purpose

The purpose of this release is to advise local social service districts of the programs and contact persons for the Bureau of Transitional Programs (BTP).

#### II. Background

This LCM will assist local districts when they need to contact BTP staff.

#### III. Program Implications

As you can see from the attached chart, the Bureau of Transitional Programs (BTP) is organized in two ways. Individual staff members have responsibility for:

Specific program areas, and  
Specific local districts for the TANF Services plans and the Transitional Opportunities Program (TOP).

Attachment A lists the primary contact persons for the program and assignment areas that directly interface with local districts. Please use this contact list for questions, updates, information, etc. for BTP programs. For example, if you have a question on the certification process for 200% of poverty, you would contact Pat Monks or Ed Hennessy. For questions specifically related to the submittal and

modification of your TANF Services Plan and general TOP issues, please refer to the contact person in attachments B and C. For example, staff in Ulster County will contact Larry Frank about a TANF Services Plan modification and Jan Ward about TOP issues.

We recognize that questions may overlap areas. Please be assured that there is no wrong door or wrong phone number. All of the BTP staff are available to help in any way that we can.

We will be updating this listing periodically as programs and staff assignments change.

**Issued By**

**Name:** Shari Noonan

**Title:** Deputy Commissioner

**Division/Office:** Division of Transitional Supports and Policy