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Informational Letter

Section 1

Transmittal:	02 INF 9
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	March 21, 2002
Subject:	Certification/Recertification Checklist: Changes In Requirements
Suggested Distribution:	Temporary Assistance Staff Food Stamp Staff Medical Assistance Staff Directors of Services Staff Development Coordinators CAP Coordinators
Contact Person(s):	Call 1-800-343-8859 and ask for the following: Central Team, Extension 4-9344 For Medical Assistance: Upstate Regional Representative at (518) 474-8216; New York City Representative at (212) 268-6855
Attachments:	None
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
01 INF-22 97 ADM-23 97 ADM-8					

Section 2

I. Purpose

The purpose of this INF is to inform districts that the certification/recertification checklist form first introduced in 97 ADM-8 is no longer required to be used at application.

II. Background

Districts were instructed in 97 ADM-8 to use the certification/recertification checklist at application/recertification interviews. A copy was to be placed in the case record, and a copy was to be provided to the applicant/recipient.

01 INF-22 introduced the revised Common Application LDSS-2921 (8/01). The questions on the certification/recertification checklist pertaining to: probation/parole violation; fleeing felons; and conviction of making a fraudulent statement or misrepresentation in order to receive temporary assistance in two or more states are included in the 8/01 version of the LDSS-2921.

Information about the minor's living arrangements and education requirements and about the need to report a child's absence from the home for more than forty-five consecutive days is included in the Client Information Booklets. Therefore, 01 INF-22 advised districts that the checklist was no longer required at application.

III. Program Implications

This is to inform districts that it is also no longer necessary to obtain this checklist at recertification. Districts, however must insure at the time of next recertification that a checklist had previously been obtained and is on file in the case record, or that the recipient had applied using the* 8/01 version of the LDSS 2921. If not, the checklist must be given at recertification.

IV. Food Stamp Implications

No Food Stamp implications.

Issued By

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Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance