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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Commissioner

Informational Letter

Section 1

Transmittal:	03 INF 28
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	July 16, 2001
Subject:	List of Out of State Contacts
Suggested Distribution:	Temporary Assistance Directors; Food Stamp Directors; Staff Development Coordinators; Transitional Opportunities Program Coordinators; Child Assistance Program Coordinators
Contact Person(s):	Central Team at 1-800-343-8859, extension 4-9344.
Attachments:	List of Out of State Contacts
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
					98 LCM-45

Section 2

I. Purpose

The purpose of this Informational Letter is to provide local social services districts (SSDs) with the attached updated list of contacts (phone, fax, addresses) in other states for use in the documentation of TANF-funded assistance. It is also to remind districts of the importance of inquiring whether an applicant has received TANF-funded assistance while residing in another state at any time since December 2, 1996 . If an applicant has received TANF funded assistance in another state, that time has to be manually added to the WMS Tracking System.

II. Background

Federal welfare reform law created a national 60 month time limit for TANF-funded assistance. All TANF assistance a family receives from any state is included in the family's 60 month time limit. TANF-funded assistance may continue beyond 60 months only if the adults in the household qualify for a time

limit exemption under a state's definition of hardship. These penalties would be passed on to local districts. NYCRR 369.4(d)4 included TANF-funded assistance received in other states in the State 60 month time limit.

When someone who has resided in another state at any time since December 2, 1996 applies for assistance and states that he or she has received TANF funded assistance in another state. SSDs should use the attached list of contacts to document receipt of TANF-funded assistance from other state. Local districts should ask applicants for assistance if they have lived in another state in 1996 or later and if they received temporary assistance in that state. If the answer is yes, the period of calendar months that TANF-funded assistance was received must be documented by contacting the other state. The documentation must be retained in the case record.

The following information must be documented:

- the period that the applicant/recipient received TANF-funded assistance in the other state;
- the effective date of TANF-funded assistance in that state, item #C - "TANF START DATE" – in the attached contact list.

This documentation can then be used to manually 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). TANF-funded assistance from other states must be manually entered into the WMS Tracking System via the Override Function. Districts must add the total months of assistance from the other state(s) to the State Count (ST) and TANF (TF) on the Tracking System. The procedure for a Tracking System Override is outlined in the Time Limits Tracking Manual.

III. Program Implications

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

If a state did not respond to a survey contact from this Office, the state is listed on the attachment without any contact information. No information was obtained from either Michigan or Virginia. The contact list will be included in the next update of the Source Book for worker reference. SSDs should notify the Division of Temporary Assistance Central Team at 518-474-9344 so the Source Book can be revised whenever the SSD obtains relevant new contact information from another state.

Note that in item "2." (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 must 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. New York State can only respond to written inquiries. Callers from other states should be advised to fax their requests in writing on their office letterhead to (518) 474-8090.

Issued By

Name: Patricia A. Stevens

Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance