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Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
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Robert Doar  
Acting Commissioner

### Informational Letter

#### Section 1

<b>Transmittal:</b>	04-INF-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	February 6, 2004
<b>Subject:</b>	Revision of the LDSS-4403: "Determination of Eligibility For Emergency Assistance to Families (EAF)" (7/03 Revision)
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Benefits Directors HEAP Coordinators Medicaid Directors Employment Coordinators CAP Coordinators TOP Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Central Region - (518) 474-9344
<b>Attachments:</b>	LDSS-4403:"Determination of Eligibility For Emergency Assistance to Families (EAF)"
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

#### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
03 ADM-11 00 INF-21 95 INF-4		369.1 372.2(a)(4) 372.4(d)		TASB 2.C	GIS02 TA/DC 030 GIS03 TA/DC 005

#### Section 2

##### I. Purpose

The purpose of this release is to introduce the mandated revised LDSS-4403: "Determination Of Eligibility For Emergency Assistance To Families (EAF)"(Rev. 7/03).

The primary reason for the revision is changes to Part 372 of the Office Regulations and to the TANF State Plan regarding eligibility criteria for Emergency Assistance to Needy Families.

## II. Background

EAF is a federally participating program designed to deal with crisis situations threatening a family with children under age 18, or age 18 and attending full-time secondary school or the equivalent level and to meet needs resulting from a sudden occurrence or a set of circumstances demanding immediate attention. The LDSS-4403 is designed to aid workers in correctly using the EAF program at case acceptance.

## III. Program Implications

The revisions to this form are:

1. The Revision Date was changed to 7/03.
2. Line 1 in the “EAF Eligibility Determination Checklist” section was changed to read:  
 “Is there at least one child under the age of 18, or age 18 and attending full-time secondary school who is currently residing with a caretaker who is related by blood, marriage or adoption?”
3. Line 3 in the “EAF Eligibility Determination Checklist” section was changed to read:  
 “Does the family have resources to meet their needs or available income at or above 200% of the most recently published federal poverty guidelines, as transmitted by State OTDA, on the date of application for that family size?”
4. The line 4 question about “mismanagement of the TA Grant” was deleted and questions 5 and 6 were renumbered to 4 and 5.
5. A new instructional sentence for numbers 3-5 was added directly below question 5 that reads:  
 “If you check “No” to all of the answers to Numbers 3-5 above, proceed”
6. Two additional questions with instructions were added. These new questions and instructions appear as follows:

6. Is the necessary payment a diversion payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If you check “Yes” to Number 6, Stop - EAF eligible</i> <i>If you check “No” to Number 6, Go to Number 7.</i>	
7. Is the emergency the result of a sudden occurrence or situation, unforeseen and beyond the individual’s control?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>If you check “Yes” to Number 7, Stop - EAF eligible</i> <i>If you check “No” to Number 7, Ineligible for EAF</i>	

7. The answer to the Section III question, “Is this case eligible for EAF?” was changed to read:  
 In accordance with 18NYCRR 372.4(d), services which can be determined as necessary to cope with the emergency situation include counseling, securing family shelter, if available, and any other services which meet needs attributable to the emergency situation.

#### **IV. Forms Information**

The 7/03 revised forms have been printed and were delivered to the Albany warehouse. However, your district will **not** automatically receive copies.

Requests for supplies of the LDSS-4403: "Determination of Eligibility For Emergency Assistance to Families (EAF)" (Rev.7/03) should be submitted on OTDA-876 (Rev.6/98): "Request For Forms or Publications" form, and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, ext. 4-9522.

In addition, for local district staff, an electronic PDF version of this form in this INF can be accessed on the OTDA Intranet website at [http://sdssnet5/otda/ldss\\_eforms/default.htm](http://sdssnet5/otda/ldss_eforms/default.htm).

#### **Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**