



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	04-INF-18
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	July 29, 2004
Subject:	Local Department of Social Services District of Fiscal Responsibility Contacts Found on the OTDA Intranet Site and CentraPort
Suggested Distribution:	Temporary Assistance Directors, Food Stamp Directors, TOP Coordinators, Medical Assistance Directors, Staff Development Coordinators, Child Assistance Program Coordinators, Employment Coordinators
Contact Person(s):	Temporary Assistance Central Team 1-800-343-8859 extension 49334 Medicaid Local District Liason Upstate- (518) 474-8216, NYC - (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 ADM 1 02 INF-27 (OCFS 02 INF-06) 01 INF-26 00 INF-19 94 ADM- 11	02 INF-38	Part 311 Part 408	SSL 62		

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to notify social services districts (SSDs) that a revised list of district of fiscal responsibility (DFR) contacts for Temporary Assistance (TA), Food Stamps (FS), Drug/Alcohol (D/A), Medicaid (MA) and program and payment issues for residential programs for victims of domestic violence is now available on the OTDA Intranet and CentraPort.

II. Background

00 INF-19 “District of Fiscal Responsibility Procedures” provided SSDs with guidelines for processing temporary assistance applications when a person found in one SSD is assumed to be the financial responsibility of another SSD. One of the guidelines instructs the SSD where the applicant is found to contact a representative of the SSD that is assumed to be financially responsible for the applicant. To assist SSDs in identifying representatives who should be contacted when a DFR issue arises, 02 INF-38 “District of Fiscal Responsibility and Drug/Alcohol Contacts” was released November 19, 2002.

02 INF –38 identified individuals to contact when DFR issues arose for the following:

- Temporary Assistance
- Food Stamps
- Drug and Alcohol
- Medicaid
- Domestic Violence residential payment issues contact

In the past, to provide SSDs with a listing of DFR contacts, an INF would be published periodically. Now, however, to facilitate an accurate and complete listing of DFR contacts, these contacts can be found on the OTDA Intranet and CentraPort under the county profiles section.

Utilizing the OTDA Intranet and CentraPort to access DFR contacts will allow SSDs flexibility because if a change to contact information is needed, it can be communicated to this office and updated timely.

III. Program Implications

DFR contacts are now posted in county profiles found on the Office of Temporary and Disability Assistance (OTDA) Intranet site and CentraPort. A list of county DFR contacts will no longer be compiled or published. Any changes to county profile information, including DFR contact information, can be made at any time by notifying OTDA or using CentraPort.

A. Instructions on How to Access DFR Contacts on the OTDA Intranet Site

1. To open the OTDA intranet site you must have access to a computer connected to the state network
2. From internet explorer select File
3. Select Open
4. Input the OTDA Intranet address: [Http://sdssnet5/dta/](http://sdssnet5/dta/) this will bring you to the New York State Office of Temporary and Disability Assistance Home Page.
5. On the left hand side of the New York State Office of Temporary and Disability Assistance Home Page select “County Profiles”.
6. Select your desired region: Western, Central, Eastern or Metro, this will bring you to listing of counties in the selected region
7. Select the desired county
8. Select general information

The general county information screen provides a list of contacts including DFR contacts.

B. Instructions for Accessing DFR Contacts from CentraPort

1. Access CentraPort
2. Select Directories
3. From Directories Select County Profiles

4. Select your desired region: Western, Central, Eastern or Metro, this will bring you to listing of counties in the selected region
5. Select the desired county
6. Select general information

The general county information screen provides a list of contacts including DFR contacts.

C. Instructions for Changing Information in County Profiles

SSDs are reminded that an INF identifying DFR contacts will no longer be published, therefore, SSDs must keep their DFR contact information updated. Any changes to county profile information including DFR contact information for TA, FS, MA, D/A and program and payment issues for residential programs for victims of domestic violence, can be made at any time by contacting Rosanne Rose via the following:

- Email at Rosanne. Rose @ dfa.state.ny.us
- Email through Outlook if you have a computer connected to the New York State network
- Fax at (518) 474-9347

In addition, the CentraPort “Contact Us” field can be used by SSDs to provide information concerning changes to county profile information including DFR contacts.

Issued By: _____
Name: Richard McElroy
Title: Acting Deputy Commissioner
Division/Office: Division of Temporary Assistance