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**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	04-INF-21
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	November 8, 2004
<b>Subject:</b>	Revision of the LDSS-4403: "Determination of Eligibility For Emergency Assistance to Families (EAF)" (7/04 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 04 INF-03 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 revised mandated form, LDSS-4403: "Determination of Eligibility for Emergency Assistance to Families (EAF)" (Rev. 7/04).

The primary reason for the revision is to clarify that “utility payments” are not subject to the “sudden and unforeseen” EAF requirement.

## 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 7/04.
2. In number 1 of the “EAF Eligibility Determination Checklist” section, the question was changed to read:

1. 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. The instructions, after answering questions 1 or 2, in the “EAF Eligibility Determination Checklist” section were changed to read:

If you can check "Yes" to either Number 1 or Number 2 above, proceed. If not, the case is ineligible for EAF.

4. The instructions, for answering questions 3, 4 or 5, in the “EAF Eligibility Determination Checklist” section were changed to read:

If you check “No” to all of the answers to Numbers 3-5 above, proceed. If you check “Yes” to either 3, 4 or 5 above, the case is ineligible for EAF.

5. Question 6 in the “EAF Eligibility Determination Checklist” section was changed to include another type of necessary payment. The revised question now reads:

6. Is the necessary payment a diversion payment or a utility emergency payment?  YES  NO

## IV. Forms Information

The 7/04 versions of the LDSS-4403 have been printed and delivered to the Albany warehouse.

Local districts will **not** automatically receive copies.

In order to ensure that the usage of these revised forms begin within a reasonable amount of time, you may continue to use the previous 7/03 versions until your stocks are depleted, or until January 2005, whichever occurs first.

Requests for supplies of the LDSS-4403: "Determination of Eligibility For Emergency Assistance to Families (EAF)" (Rev.7/04) 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** \_\_\_\_\_  
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**Division/Office:** Division of Temporary Assistance