



**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

<b>Transmittal:</b>	05-INF-04
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	February 7, 2005
<b>Subject:</b>	Reinstatement of LDSS-3666: "TA/FS Documentation/Verification Desk Guide" (1/05)
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Food Stamp Bureau - (518) 473-1469 Cash Assistance Bureau - (518) 474-9344 HEAP Bureau - (518) 473-0332 Metro Field Support Bureau - (212) 961-8207 SSI Bureau - (518) 474-7218 WMS Questions: (518) 474-8749
<b>Attachments:</b>	LDSS-3666: "TA/FS Documentation/Verification Desk Guide" (Rev. 1/05 )
<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.
5 ADM-38 03 INF-21 88 INF-74	03 INF-21	351.6 360-2.1, 2.2 387.8		PASB III-H-2 iv-29.2 to iv-29.2  FSSB 5, P. 65-77 6, P.17	

## Section 2

### I. Purpose

The purpose of this release is to notify local districts that the following form, that was made obsolete in Informational Letter 03 INF-21, is being reinstated.

LDSS-3666: "TA/FS Documentation/Verification Desk Guide" (Rev. 1/05)

### II. Background

The LDSS-3666: "TA/FS Documentation/Verification Desk Guide" was originally developed to provide local district eligibility workers with a listing of suggested documentation sources required to verify and/or document required TA/FS case record information.

Because all of the suggested documentation listed on the LDSS-3666 is also listed on the LDSS-2642: "Documentation Requirements" form, the LDSS-3666 was made obsolete in 2003.

However, while performing Management Evaluation (ME) reviews, DTA staff repeatedly found processing discrepancies relating to program requirements for combined TA/FS applications. Of particular concern was the denial of FS cases for failure to meet documentation requirements that exceeded program requirements.

### III. Program Implications

Food Stamp applicants/recipients cannot be denied for failing to meet documentation requirements of another program. Using the Desk Guide, workers should be able to differentiate between requirements of the TA and FS programs and be able to independently determine FS eligibility on that basis. This form is suggested for the use of all eligibility workers who handle combined TA/FS applications. While it is not a mandatory distribution and may be used at the discretion of the local district, it may be helpful in avoiding improper denials of FS households and is useful as a training tool.

### IV. Forms Information

The revised 1/05 versions of the LDSS-3666: "TA/FS Documentation/Verification Desk Aid" are expected to be printed and delivered to the Upstate (Albany) warehouse in April 2005.

Your district will **not** automatically receive copies of the revised form.

Requests for supplies of the reinstated LDSS-3666 (Rev.1/05) should be submitted on form OTDA-876 (Rev.6/98): "Request for Forms or Publications", and should be sent to:

NYS 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 the LDSS-3666 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:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Division of Temporary Assistance