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Local Commissioners Memorandum

Section 1

Transmittal:	05-LCM-09
To:	Local District Commissioners
Issuing Division/Office:	Office of Budget, Finance, and Data Management
Date:	June 22, 2005
Subject:	Policy Regarding the Supervisory Signature of LDSS-3209 Authorization-
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Attachments:	
Attachment Available On – Line:	

Section 2

I. Purpose

The purpose of the LCM is to clarify Office of Budget, Finance, and Data Management procedures regarding the LDSS-3209 Authorization supervisory review and signature process.

II. Background

Districts outside of New York City generally use the LDSS-3209 Authorization to authorize Temporary Assistance (TA), Medical Assistance (MA), and Food Stamps (FS). Currently, multipart carbon copies of the LDSS-3209 authorization are printed on an impact printer. Signature impressions on the original LDSS-3209 are carbon copied. There are variations among the districts as to when the authorization is signed and data entered into the WMS system. The two major methods are commonly referred to as the "clean" copy method and the "dirty" copy method. The document flow process

based on the multipart LDSS-3209 appears in the New York State Fiscal Reference Manual, Volume 1, Chapter 3. The authorization process for check / benefit issuance is described in the Payment Issuance and Control Subsystem Manual, Chapter 2.

III. OTDA Fiscal Policy

18NYCRR 350.2 (a) states in part that assistance to an eligible person is granted by a social services official on the basis of an authorization prepared on the state prescribed form. Generally, social services districts use the LDSS-3209 to authorize assistance; however, a district may request a waiver to use a different process to authorize assistance. An alternative method of authorization must be approved by the State.

18NYCRR 350.2 (b) states that authorizations shall be numbered and filed in the agency and made available to auditors as required.

18NYCRR 600.5 states that a social services district must maintain adequate monetary controls for all programs and expenditures subject to the direction of the Department. These regulations also provide that a properly completed authorization on a state prescribed format must be on file before expenditure is made.

The Fiscal Reference Manual, Volume 1, Chapter 3 sets the policy for the authorization signature requirement. A valid authorization should be signed by the worker who prepared the authorization and the authorizing supervisor who received and approved it. The approved document becomes the official authorization once it is signed by the supervisor. Both signatures are required. The exception for this procedure would be for counties operating under a case supervisory review strategy (See 99 ADM-4). Social services districts have the flexibility to develop supervisory review approval strategies relevant to their caseload characteristics and staffing structure.

There are no additional requirements regarding the number of copies produced, or the need for the practice of signing through carbons.

Questions pertaining to the LDSS-3209 authorization signature requirements should be directed to the Office of Temporary and Disability Assistance at the above noted contacts.

Issued By

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Division/Office: Office of Budget, Finance, and Data Management