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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>	06-INF-27
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Employment and Transitional Supports
<b>Date:</b>	August 31, 2006
<b>Subject:</b>	Revision of the LDSS-4731: "District of Fiscal Responsibility (DFR) Desk Guide" (Rev. 7/06)
<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 Benefits Bureau - (518) 473-1469 Temporary Assistance - (518) 474-9344 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 474-8749
<b>Attachments:</b>	LDSS-4731: "District of Fiscal Responsibility (DFR) Desk Guide" (Rev. 7/06)
<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.
94 ADM-11 86 ADM-40 00 INF-19 97 INF-6			SSL 62.5 (b) - (g)	TASB - Chapter 29 pp.536-540	

## Section 2

### I. Purpose:

The purpose of this INF is to introduce the revised camera ready master copy of the LDSS-4731: “District of Fiscal Responsibility (DFR) Desk Guide” (Rev. 7/06).

The primary reason for this revision is to clarify the “Domestic Violence Residential Program” information in the “Special Situations” section of this form.

### II. Background:

The LDSS-4731 was originally developed to aid local district workers in the determination of which district in the State is fiscally responsible for an applicant/recipient of Temporary Assistance physically located in the district.

### III. Revisions:

The “Domestic Violence Residential Program” paragraph in the “Special Situations” section was changed to read:

**DOMESTIC VIOLENCE RESIDENTIAL PROGRAM:** Social Services Law § 62.5(f) provides that the social services district where the victim of domestic violence was residing at the time of the alleged domestic violence shall be responsible for the cost of shelter and care provided to such victim and his or her children at a residential program for victims of domestic violence located in another district. This is true if the victim was receiving public assistance at the time of entry to the program or applies for public assistance and care while residing in such program and is found eligible. The district’s responsibility continues for the transition period, if appropriate (for the month the victim leaves the residential program and the following month). If ineligible for Temporary Assistance the district must consider Title XX or 50 State/ 50 local funding to pay for the residential program.

### IV. Forms Ordering Information:

- This form is not printed but requests for a camera ready master copy of the 7/06 version of the LDSS- 4731 can be submitted on OTDA-876 “Request For Forms or Publications”, and should be sent to:

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

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

- Upon receipt of the revised master copy, all previous versions of the LDSS-4731 should be destroyed and the 7/06 versions must be used.

- A camera ready copy of the LDSS-4731 may also be ordered through Outlook. To order the form you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then to Division of Program Support & Quality Improvement page, then to PSQI E-Forms page to Bureau of Management Services section (this section contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving email, the Internet email address is: [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us). For a complete list of available forms, please refer to OTDA Intranet site: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm).

**Issued By** \_\_\_\_\_

**Name:** **Russell Sykes**  
**Title:** **Deputy Commissioner**  
**Division/Office:** **Division of Employment and Transitional Supports**