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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	06-INF-30
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports
Date:	September 26, 2006
Subject:	New Desk Guide - LDSS-4888: "School Attendance Desk Guide" (7/06)
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Food Stamp Bureau - (518) 473-1469 Temporary Assistance Bureau - (518) 474-9344 Welare to Work Bureau – (518) 486-6106 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 474-8749
Attachments:	LDSS-4888: "School Attendance Desk Guide" (7/06)
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 INF-12		351.1(b)(2)(i) (ii) 351.2(k)(l) 385.2 (b)(c) 385.3 385.6 385.7 385.12	SSL Sec. 332 SSL Sec. 335 SSL Sec. 335-a SSL Sec. 342	TASB Chapter 9 WTW Manual Sections 2, 3, 6, 7 and 12	

Section 2

I. Purpose

The purpose of this release is to introduce the newly created LDSS-4888: "School Attendance Desk Guide" (7/06). This desk guide was developed as a follow-up to 06-INF-12 titled, "Clarification of Policy Regarding Verification of School Attendance." The LDSS-4888 will be available for ordering, and for downloading from the LDSS E-Forms and CentraPort websites.

II. Background

This LDSS-4888: "School Attendance Desk Guide" (7/06) was developed to provide local district staff with a tool to better assess when school verification is needed in determining eligibility and to assist district staff to identify when individuals who are 16, 17 or 18 years of age are subject to temporary assistance or food stamp employment requirements. 06-INF-12 reinforced for local social services districts the importance of children participating in and completing secondary education. Education is one of the most effective ways to end the cycle of poverty and of achieving self-sufficiency. Although school attendance for all minors, except as specifically outlined in the desk guide, is not a condition of eligibility for Temporary Assistance, the State Education Department mandates that children attend school until the end of the school year in which the child turns 16 years of age. The State Education Department also mandates that school districts have a comprehensive attendance policy to ensure that children do attend school as required. The State Education Department's mandates, combined with the OTDA requirements outlined in this release, are significant measures that promote school attendance for all minor children up until the age of 18.

III. Forms Ordering Information:

- Local Districts will **not** automatically receive supplies of this form, therefore, any requests for printed copies of the 7/06 version of the LDSS-4888: "School Attendance Desk Guide" should 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 be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- Documents may also be ordered through Outlook. To order the forms 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 and 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. For a complete list of available forms, please refer to OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm.

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