



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001**

Eliot Spitzer
Governor

David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	07-INF-09
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports
Date:	August 1, 2007
Subject:	LDSS-4905: Domestic Violence Information for All Temporary Assistance Applicants (previously known as the “ <i>Hand-Out to All Applicants for Welfare</i> ” LDSS-4594, 4594-NYC, 4594-S, 4594-S-NYC: “ <i>Notification of Decision on a Waiver</i> ” LDSS-4595, 4595-NYC, 4595-S, 4595-S-NYC: “ <i>Notification of Decision on a Continuation of Waiver</i> ”
Suggested Distribution:	Temporary Assistance Directors/Staff, Employment Director/Staff, Domestic Violence Liaisons and Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 ext. 6-1095 Program Questions: Deb McArdle at Debbie.McArdle@otda.state.ny.us or Wendy Buell at Wendy.Buell@otda.state.ny.us .
Attachments:	LDSS-4905: “ <i>Domestic Violence Information for all Temporary Assistance Applicants</i> ” LDSS-4594, 4594-NYC: “ <i>Notification of Decision on a Waiver to Allow a Temporary Delay in TA Requirements (Adequate Only)</i> ” LDSS-4595, 4595-NYC: “ <i>Notification of Decision on a Continuation of Waiver to Allow a Temporary Delay in TA Requirements (Timely and Adequate)</i> ”
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.
98 ADM-3		351.2 (1)			

Section 2

- I. Purpose:** The purpose of this release is to introduce the revised versions of the client notification forms used in the implementation of the Family Violence Option (FVO).
- II. Background:** These forms were implemented in April 1998. There are no major changes to policy as it relates to these forms; however, there are language revisions and updated fair hearing language on the forms to help clarify FVO policy.
- III. Program Implications:**

- A. Domestic Violence Information for all Temporary Assistance Applicants – LDSS-4905 (Rev. 4/07)** - This form was formerly known as the Universal Notification Form/“*Hand-Out to All Applicants for Welfare*”- The title of this form has been changed to “*Domestic Violence Information for All Temporary Assistance Applicants*” and also assigned form #LDSS-4905. This informational form must be included in the application/recertification packets. Local districts were required to copy these forms; however, now this form may be accessed electronically. Please note that there is also space on the bottom of the form for districts to include information on their local domestic violence providers and hotline numbers.
- B. Notification of Decision on a Waiver to Allow a Temporary Delay in Temporary Assistance Requirements (Adequate Only) – LDSS 4594, 4594-NYC, 4594-S, 4594-S-NYC (rev. 6/07)**- Please note these forms are used by domestic violence liaisons only and must not to be filed in the TA file.

Front:

- Changed the language in the notice under “*Waiver Approved*” and “*Waiver Denied*”.
- Deleted all references related to domestic violence due to safety issues. In some cases, this notice gets mailed to the client, which could cause a safety issue for the client in domestic violence situations.
- Notice now states all the possible waivers.
- Notice now states the dates of the waiver. The dates include “*from*” and “*to*” dates.

Reverse:

- Fair Hearing language has *been updated with toll-free numbers*.
- *Deleted the section called “Continuing your Benefits”*.

- C. Notification of Decision on a Continuation of Waiver to Allow a Temporary Delay in Temporary Assistance Requirements (Timely and Adequate) – LDSS 4595, 4595-NYC, 4595-S, 4595-S-NYC (rev. 6/07)** - Please note these forms are used by domestic violence liaisons only and must not be filed in the TA file.

Front:

- Changed the language in the notice under “*Waiver Approved*” and “*Waiver Denied*”.
- Deleted all references related to domestic violence due to safety issues. In some cases, this notice gets mailed to the client, which could cause a safety issue for the client in domestic violence situations.
- Notice now states all the possible waivers.
- Notice now states the dates of the waiver. The dates include “*from*” and “*to*” dates.

Reverse:

- Fair Hearing language has been updated with toll free numbers.

IV. Forms Ordering Information

- The revised Client Notices (LDSS-4594, LDSS-4594 NYC, LDSS-4594-SP, LDSS-4594-SP NYC, LDSS-4595, LDSS-4595 NYC, LDSS-4595-SP and LDSS-4595-SP NYC) and the Client Notices just assigned LDSS numbers (LDSS-4905 and LDSS-4905-SP) are **not** State printed, but are available to local districts in PDF format or as master camera ready copies. The procedures for ordering PDFs or master camera ready copies are listed below.
- The above referenced English versions of the Client Notices (LDSS-4594, LDSS-4594 NYC, LDSS-4595 and LDSS-4595 NYC) have been revised and posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally. We expect that the Spanish versions (LDSS-4594-SP, LDSS-4594-SP NYC, LDSS-4595-SP and LDSS-4595-SP NYC) will follow shortly.
- Upon the release of this INF all previous English and Spanish versions of the LDSS-4594, LDSS-4594 NYC, LDSS-4594-SP, LDSS-4594-SP NYC, LDSS-4595, LDSS-4595 NYC, LDSS-4595-SP and LDSS-4595-SP NYC and copies of the “*Handout to All Applicants for Welfare*” (Universal Notification form) **must immediately be destroyed** and replaced with the newly revised forms.
- Any future written requests for master camera ready copies of the English and Spanish versions of the Client Notices, 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.

- Master camera ready copies of the documents may also be ordered through Outlook. To order a Master camera ready copy 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 (this page 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