



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

**Eliot Spitzer**  
*Governor*

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**Informational Letter**

**Section 1**

<b>Transmittal:</b>	08-INF-02
<b>To:</b>	Local Department of Social Services Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	January 8, 2008
<b>Subject:</b>	LDSS-4583: "Domestic Violence Screening Form" (Rev. 9/07)
<b>Suggested Distribution:</b>	Temporary Assistance Directors Employment Directors Domestic Violence Liaisons Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859, extension 6-1095 Program Questions: Temporary Assistance Bureau at 1-800-343-8859, extension 4-9344
<b>Attachments:</b>	LDSS-4583 English/Spanish (9/07)
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

**Filing References**

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
98 ADM-3 06 INF 14 06 INF-23 07 INF-15		18NYCRR 351.2(l)			

**Section 2**

**I. Purpose:**

The purpose of this Informational Letter (INF) is to introduce the revised version of the LDSS-4583: Domestic Violence Screening Form under the Family Violence Option.

## II. Background:

There are no major policy changes on this form. However, there are some language revisions to help clarify Family Violence Option policy for clients and workers.

## III. Program Implications:

### LDSS-4583: “Domestic Violence Screening Form” (Rev 9/07)

English Front - Changes for the 9/07 version:

- The revision date is 9/07.
- Client name was added to the top section of the form. Previously there was only a space for Client Identification Number (CIN) and case number. Even though the signature is on the bottom of the form, it is often not legible, leaving Domestic Violence Liaisons (DVLs) with forms and not knowing who to contact.
- Additional language was added to the middle section of the form to help clarify who should be provided this form. The revised language will remind clients and workers that issues such as gender, case type, marital status, etc., do not play a role in who gets screened for the Family Violence Option (FVO).
- Additional language was added to include “family member” as well as intimate partner or ex- partner: “Are you in danger of a **family member**, partner or ex partner...”
- An extra “yes” box was added to the bottom section for those clients who may want to answer “yes” for domestic violence but do not want to meet with the DVL: \_\_Yes: But I do not want to meet with a DVL at this time.
- Language was added to the bottom section as a reminder to Temporary Assistance (TA) workers: “This form must not remain in the client’s TA case record. It must be forwarded to the DVL for confidential filing if any part of it has been completed”.
- The following footnote was added to the bottom: “If you are an immigrant victim of domestic violence who has not yet obtained legal permanent residency you may be required to meet with a DVL as part of determining your eligibility for assistance”. This is a clarification of the sentence that reads: “It will not impact your eligibility for assistance” for those individuals who need to meet with a DVL for a credibility determination in order to qualify for TA as a battered immigrant.
- A box has been added to the form header that allows the TA worker to indicate if the client is being referred to the DVL for the purposes of a credibility determination. Checking this will let the DVL know he or she must inform the TA worker if the client has been found to be a “credible victim of domestic violence”. This is to be used for immigrant victims who cannot document their eligibility as a battered

immigrant with documentation during the eligibility interview. Workers should refer to 06 INF-14 and 07 INF-15 and the revised Alien Eligibility Desk Aid LDSS-4579 (Rev. 10/07) for specific information on documentation.

- The form is also available for download in Arabic, Mandarin Chinese, and Russian.

Other Than English Reverses:

- LDSS-4583 SP (Rev 9/07): The reverse is the Spanish version.
- LDSS-4583 AR (Rev 9/07): The reverse is the Arabic version.
- LDSS-4583 CH (Rev 9/07): The reverse is the Chinese version.
- LDSS-4583 RU (Rev 9/07): The reverse is the Russian version.

#### IV. Forms Ordering Information

- The revised LDSS-4583: Domestic Violence Screening Forms (LDSS-4583 SP: English/Spanish, LDSS-4583 AR: English/Arabic, LDSS-4583 CH English/Chinese and LDSS-4583 RU: English/Russian) 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 forms have been revised and posted on the OTDA Intranet website at [http://otda.state.ny.net/ldss\\_eforms/default.htm](http://otda.state.ny.net/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous copies of the "Domestic Violence Screening Forms" must **immediately be destroyed** and replaced with the newly revised (9/07) form.
- Any future written requests for a master camera ready copies of the 9/07 English/Spanish, English/Arabic, English/Chinese and English/Russian versions of the Domestic Violence Screening Form, 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.

- A master camera ready copy of the forms 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.ny.net/> then to the Centers and Bureaus page, then to Operations and Program Supports page, then to OPS E-Forms page and then to Management Services (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](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:** Center for Employment and Economic Supports