



**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**

<b>Transmittal:</b>	08-INF-05
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	January 31, 2008
<b>Subject:</b>	LDSS-4905: "Domestic Violence Information for All Temporary Assistance Applicants"
<b>Suggested Distribution:</b>	Temporary Assistance Directors/Staff Employment Directors/Staff Domestic Violence Liaisons Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 ext. 6-1095 Program Questions: Deb McArdle at <a href="mailto:Debbie.McArdle@otda.state.ny.us">Debbie.McArdle@otda.state.ny.us</a> or Wendy Buell at <a href="mailto:Wendy.Buell@otda.state.ny.us">Wendy.Buell@otda.state.ny.us</a> .
<b>Attachments:</b>	LDSS-4905: "Domestic Violence Information for all Temporary Assistance Applicants" (Rev. 10/07) – English Version
<b>Attachments Available On – Line:</b>	<input checked="" type="checkbox"/> This form is available in English, Spanish, Arabic, Chinese, Korean and Russian

**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 07 INF-09		351.2 (1)			

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to introduce the revised LDSS-4905: “*Domestic Violence Information for All Temporary Assistance Applicants (Rev. 10/07)*” and to inform local social services districts that these forms have been translated and are now available in different languages.

### II. Background

The LDSS-4905: “*Domestic Violence Information for All Temporary Assistance Applicants*” 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 number LDSS-4905. This informational form must be included in the application/recertification packets. This information was previously introduced to districts in 07 INF-09.

### III. Program Implications

1. There is a minor language change on the form. There is space on the bottom of the form for local districts to include information on their local domestic violence providers and hotline numbers. The language in the boxed-in area on the bottom of the form has been changed from “LDSS Hotline Number” to “Local Domestic Violence Hotline Number”.
2. This is a reminder that this notice is required to be included in the application and recertification packets. For recertification purposes, this revised version of the form will be electronically generated with Temporary Assistance (TA) recertification call-in notices through the Client Notice System (CNS). This will affect case types 11, 12, 16 and 17.
3. This form has also been translated into Spanish, Arabic, Chinese, Korean and Russian. (See the Attachment to this INF for a sample of the English version.)

### IV. Forms Ordering Information

- The revised English version of the LDSS-4905: “*Domestic Violence Information For All Temporary Assistance Applicants*” and the “other than English” versions - LDSS-4905-AR (Arabic), LDSS-4905-CH (Chinese), LDSS-4905-KO (Korean), LDSS-4905-RU (Russian) and LDSS-4905-SP (Spanish) - 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 documents have also been posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and are available for downloading by local districts for reproduction locally.
- Upon the release of this INF, all previous versions of the “Domestic Violence Information For All Temporary Assistance Applicants” **must immediately be destroyed** and replaced with the revised 10/07 versions.
- Any future written requests for master camera ready copies of the English and “other than English” versions of the documents, 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](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