



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY**

Eliot Spitzer
Governor

ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	08-INF-06
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	February 28, 2008
Subject:	Online availability of the LDSS-4903: "Disqualification Consent Agreement" and LDSS-4904: "Notice of Consequences to a Disqualification Consent Agreement"
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: Temporary Assistance - (518) 474-9344 Food Stamp Bureau - (518) 473-1469
Attachments:	A - LDSS-4903: Disqualification Consent Agreement (4/07) B - LDSS-4904: Notice of Consequences to a Disqualification Consent Agreement (4/07)
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.
97 ADM 23 96 ADM 5		352.30 Part 359	20(3)(d) 34(3)(f) 145-c 436		

I. Purpose

The purpose of this Informational Letter (INF) is to inform local districts that the following notices have been assigned LDSS forms numbers and are available for downloading from the OTDA Intranet website:

- LDSS-4903: Disqualification Consent Agreement
- LDSS-4904: Notice of Consequences to a Disqualification Consent Agreement

II. Background:

The Welfare Reform Act of 1997 amended Section 145-c of the Social Services Law changing the penalties for Intentional Program Violations (IPV). Administrative Directive 97 ADM-23 instructed local districts to use the notice attached to 96 ADM-5 when disqualifying an individual for an IPV. That version of the “Notice of Consequences to a Disqualification Consent Agreement (DCA)” included the language, “A DCA related to the HR assistance program or the ADC assistance program must be confirmed by a court before the DCA will be effective.” Regulations do not support this requirement. The revised LDSS-4904 (see Attachment B) does not include this language.

III. Forms Ordering Information

- The LDSS-4903: Disqualification Consent Agreement, LDSS-4903-SP: Disqualification Consent Agreement (Spanish), LDSS-4904: Notice of Consequences to a Disqualification Consent Agreement and the LDSS-4904-SP: Notice of Consequences to a Disqualification Consent Agreement (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.ny.net/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous English and Spanish versions of the “Disqualification Consent Agreement” and “Notice of Consequences to a Disqualification Consent Agreement” **must immediately be destroyed** and replaced with the attached LDSS-4903, LDSS-4903-SP, LDSS-4904 and the LDSS-4904-SP.
- Any future written requests for master camera ready copies of the English and Spanish 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.ny.net/> 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.ny.net/ldss_eforms/default.htm.

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports