



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

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Governor

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David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	08-INF-15
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	September 5, 2008
Subject:	Revision to LDSS-3696 “ <i>Job Search Handbook</i> ”
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: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 Program Questions: John Healey @ 1-800-343-8859, ext. 3-0446 or Employment Technical Advisor @ 1-800-343-8859, ext. 6-6106
Attachments:	LDSS-3696: “ <i>Job Search Handbook</i> ” Revision (3/08)
Attachment Available On – Line:	LDSS-3696

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 INF-03		385.9	Social Services Law 336, 336-d		

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to introduce the revised LDSS-3696 “*Job Search Handbook*” (Revision 3/08) and to inform local districts that this form is now available on-line.

II. Background

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorized the Temporary Assistance for Needy Families (TANF) Block Grant program. Under PRWORA, states were granted significant flexibility to design programs to meet families’ basic needs and help individuals enter the workforce. In 2005, Congress passed the Deficit Reduction Act of 2005, reauthorizing the TANF program and giving the federal Department of Health and Human Services regulatory authority in certain areas. Final Regulations released in February 2008 contained more rigid operational and reporting rules including those associated with Job Search resulting in the need to change the Job Search Handbook.

III. Program Implications

District staff should begin using the revised [LDSS-3696: “Job Search Handbook”](#) immediately as the revised form enables district staff to properly monitor and report participation in job search in compliance with federal and State regulations. They now allow participation in Job Search to be tracked based on hours, rather than weeks, as of October 1, 2008. District staff can opt to use local equivalent job search forms but are reminded that such forms must be consistent with the revised LDSS-3696.

IV. Forms Ordering Information

- The revised version of the [LDSS-3696 “Job Search Handbook”](#) has been posted on the OTDA Intranet website and is available for downloading by local districts for reproduction locally.
- **Upon release of this INF all previous versions of the “Job Search Handbook”, or local equivalent must be destroyed immediately** and replaced with the revised 3/08 version or revised local equivalent forms.
- Any future written requests for master camera ready copies of the document 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 Services
PO Box 1990
Albany, NY 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 document 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 Operations and Program Support page, then to PSQI E-Forms page (this page contains the electronic OTDA-876 EL).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us . For a complete list of the available forms, please reference the 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