



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

**David A. Paterson**  
*Governor*

**David A. Hansell**  
*Commissioner*

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	08-INF-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	November 6, 2008
<b>Subject:</b>	Revisions to LDSS-4925: “Employability Code Desk Guide TANF and SN MOE” and LDSS-4926: “Employability Code Desk Guide SN non-MOE”
<b>Suggested Distribution:</b>	Employment Coordinators Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 Policy Questions: John Healey @ 1-800-343-8859, ext. 3-0446 Employment Technical Advisor @ 1-800-343-8859, ext. 6-6106
<b>Attachments:</b>	Yes, available on-line
<b>Attachment Available On – Line:</b>	<a href="#">LDSS-4925</a> “Employability Code Desk Guide TANF and SN MOE” <a href="#">LDSS-4926</a> “Employability Code Desk Guide SN non-MOE”

**Section 2**

**I. Purpose**

The purpose of this Informational Letter (INF) is to introduce the revised LDSS-4925: “*Employability Code Desk Guide TANF and SN MOE*” and LDSS-4926: “*Employability Code Desk Guide SN non-MOE*” and to apprise 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.

## III. Program Implications

District staff should begin using the revised LDSS-4925: "*Employability Code Desk Guide TANF and SN MOE*" and LDSS-4926: "*Employability Code Desk Guide SN non-MOE*" immediately as the revised form enables district staff to properly monitor exemptions consistent with federal and State regulations.

## IV. Forms Ordering Information

- The revised English versions of the LDSS-4925: "*Employability Code Desk Guide TANF and SN MOE*" and the LDSS-4926: "*Employability Code Desk Guide SN non-MOE*" 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](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 versions of the "*Employability Code Desk Guide TANF and SN MOE*" and the "*Employability Code Desk Guide SN non-MOE*" **must immediately be destroyed** and replaced with the revised 9/08 versions.
- Any future written requests for master camera-ready copies of the 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 Documentation Services and Operational Support  
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 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 and 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 e-mail, the Internet e-mail address is: [gg7359@dfa.state.ny.us](mailto:gg7359@dfa.state.ny.us) . For a complete list of available forms, please refer to the 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