



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

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	09-INF-21
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	November 9, 2009
<b>Subject:</b>	Revision to LDSS-4887 Mail-in Recert/Eligibility Questionnaire
<b>Suggested Distribution:</b>	Employment Coordinators Temporary Assistance Staff Food Stamp Benefits Staff WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 Policy Questions: Greg Nolan @ 1-800-343-8859, ext. 4-9101
<b>Attachments:</b>	Attachment A- Revised LDSS-4887 Mail-in Recert/Eligibility Questionnaire
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

**Filing References**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
06 ADM-10		351.21(c)			

**Section 2**

**I. Purpose**

The purpose of this release is to inform local districts of a revision to the LDSS-4887 “*Mail-in Recert/Eligibility Questionnaire*”.

## II. Background

Under OTDA regulation 18 NYCRR 351.21 (c), districts may use a mail-in recertification form as a substitute for one of the Temporary Assistance (TA) face-to-face recertifications for certain TA cases upon Office of Temporary and Disability Assistance (OTDA) approval. While TA cases with earned income are excluded from the TA mail-in recertification process, some TA cases that start employment during a certification period may receive one mail-in recertification form before being returned to a face-to-face recertification schedule by the district.

06 ADM-10 introduced the district optional model LDSS-4887 “*Mail-in Recert/Eligibility Questionnaire*” form. Districts may use this form or an approved alternative in the mail-in recertification process.

This model mail-in recert form is now being amended to address a program concern. Previously, the mail-in recert form only requested verification of earned income if it had changed since last reported. Now, the mail-in recert form will request verification of any earned income that a TA recipient has. This is necessary to accommodate those few cases that may have earned income to report through the TA mail-in recertification process.

## III. Program Implications

### Rest of State

The following changes have been made to the LDSS-4887 “*Mail-in Recert /Eligibility Questionnaire*”:

- Revision dates have been changed to 7/09.
- The second bullet on the cover page of the form has the following sentence added:

“In addition, if you or a family member has a job (earned income) you must submit your last four pay-stubs even if your wages have not changed.”

It is anticipated that this change will have little operational impact but may result in more accurate reporting of earned income.

### New York City

There are no program implications for New York City (NYC). The LDSS-4887 is an upstate form. While New York City possesses OTDA approved procedures for using a mail-in recertification form, the mail-in form and approved procedures are distinct for New York City. Changes to NYC forms will be made as necessary to support specific OTDA approved procedures for NYC.

## IV. Forms Ordering Information

- The revised English version of the LDSS-4887: “*Mail-In Recert/Eligibility Questionnaire*” and the LDSS-4887-SP (Spanish) versions are State printed.

- 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 “*Mail-In Recert/Eligibility Questionnaire*” **must immediately be destroyed** and replaced with the revised 7/09 version.
- 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  
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 Operations and Program Support 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