

ATTACHMENT 3

PART I:

Local Social Services District Request for Executive Law §259-c (17) Investigation by the Division of Parole

TO: New York State Division of Parole
Area Supervisor _____

FROM: _____ County Department of Social Services
_____ (name)

RE: _____ (case name) _____ NYSID
_____ RELEASE DATE

DATE: _____

The _____ County Department of Social Services has received a notice on the above-referenced individual pursuant to section 259-c (17) of the New York State Executive Law.

Our office has determined that this individual is in need of immediate shelter and investigation and approval of the potential temporary housing placement noted below is required:

Name of Organization: _____

Address/Zip Code: _____

Phone number: _____

Contact Person: _____

Comments: _____

Please provide the results of your findings by no later than _____. Should you have any questions, please contact _____ at _____ (phone). Thank you.

PART II:

Sample Division of Parole Report to Local Social Services District Following Investigation of Case pursuant to Executive Law §259-c(17)

NYS DIVISION OF PAROLE REPORT OF TEMPORARY HOUSING PLACEMENT INVESTIGATION

DATE: _____

The above referenced potential temporary housing placement was investigated by the Division of Parole on _____ and was:

_____ approved; or
_____ disapproved (specify reasons: _____

Please contact me at _____ should you have any questions. If additional investigation is required, please submit a new written request. Thank you.

Submitted By: _____, Area Supervisor, NYS Division of Parole