



**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>	10-INF-18
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment & Economic Supports
<b>Date:</b>	August 31, 2010
<b>Subject:</b>	Revision to the LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators HEAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	<ul style="list-style-type: none"> <li>• Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991</li> <li>• Program Questions:</li> <li>• Temporary Assistance - 1-800-343-8859 ext. 4-9344</li> <li>• Food Stamp - 1-800-343-8859 ext. 3-1469</li> <li>• HEAP - 1-800-343-8859 ext. 3-0332</li> <li>• Metro Region - (212) 961-8207</li> <li>• WMS Questions: 1-800-343-8859 ext. 4-8749</li> </ul>
<b>Attachments:</b>	<a href="#">Attachment 1: LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table</a>
<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 INF-18		352.5 397.5(k)(2)	SSL § 131-s	Energy Manual	GIS 05 TA/DC048 GIS 10 TA/DC015

## Section 2

### I. Purpose

The purpose of this INF is to inform districts that the LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (5/06) has been updated. This chart was developed as a desk aid to assist district staff in processing requests for Temporary Assistance (TA) for energy related emergencies, and to highlight the processing differences among TA, non-TA and Supplemental Security Income (SSI) households.

### II. Background

The desk aid was released on December 20, 2005 as a document attached to GIS 05 TA/DC048. The updated desk aid reflects the policy stated in GIS 10 TA/DC015 and obsoletes the “Household Category” chart in the Energy Manual, Section V, Page 43.

### III. Forms Ordering Information

The LDSS- 4884: “Temporary Assistance Energy Emergencies Comparison Table” (Rev. 7/10) will **not** be printed but a master copy can be ordered through the normal forms ordering procedures listed below.

- Any request for a master copy should be submitted on OTDA-876 (Rev.6/98): “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 Document Services at 1-800-343-8859, ext. 4-9522.

- Documents also may be ordered through Outlook. To order the forms you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then under Program Areas, go to Division of Operations and Program Support page, then to OPS E-Forms page (this section 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](mailto:gg7359@dfa.state.ny.us).
- For a complete list of available forms, please refer to OTDA Intranet site: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) .

#### Issued By \_\_\_\_\_

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**Title:** Deputy Commissioner  
**Division/Office:** Center for Employment and Economic Supports