



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

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	12-INF-07
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	June 4, 2012
<b>Subject:</b>	Revised LDSS-4403: "Determination of Eligibility for Emergency Assistance to Families (EAF)"
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Benefits Directors HEAP Coordinators Medicaid Directors Employment Coordinators CAP Coordinators TOP Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	TA Questions: 1-800-343-8859, ext. 4-9344 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
<b>Attachments:</b>	<a href="#">Attachment 1 LDSS-4403</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.

## Section 2

### I. Purpose

To provide social services districts (SSD) with a revised version of the form, *Determination of Eligibility for Emergency Assistance to Families* (LDSS-4403).

### II. Background

EAF is a federally-participating program designed to deal with crisis situations threatening a family with children under age 18, or age 18 and attending full-time secondary school or the equivalent level and to meet needs resulting from a sudden occurrence or a set of circumstances demanding immediate attention. The LDSS-4403 aids workers in correctly using the EAF program at case acceptance, and is a mandated form.

### III. Program Implications

OTDA added a new question 1, re-numbering subsequent questions, to the LDSS-4403 as a reminder that workers must explore eligibility for Emergency Assistance for Adults (EAA), when the caretaker relative or non-parent caretaker receives Supplemental Security Income (SSI), and applies for assistance with an emergency need.

SSDs districts with approved local equivalents of this form must re-submit a revised version of their form for approval.

### IV. Forms Ordering Information

- The revised English version of the LDSS-4403: "*Determination of Eligibility for Emergency Assistance to Families (EAF)*," is State printed.
- The above-referenced document has 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 is available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous versions of the "*Determination of Eligibility for Emergency Assistance to Families (EAF)*," **must immediately be destroyed** and replaced with the revised 11/11 version.
- Any future written requests for master camera-ready copies of the 11/11 version of this 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 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.

- Documents may also 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 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: Phyllis Morris**

**Title: Acting Deputy Commissioner**

**Division/Office: Center for Employment and Economic Supports**