



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

Transmittal:	12-INF-11
To:	Local District Commissioners
Issuing Division/Office:	Division of Child Support Enforcement/Center for Child Well-Being
Date:	August 6, 2012
Subject:	Availability of New Forms LDSS-4882 (7/12): <i>Information about Child Support Services and Application/Referral for Child Support Services</i> ; LDSS-4882A (7/12): <i>Information about Child Support Services</i> ; LDSS-4882B (7/12): <i>Information for an Additional Noncustodial Parent (NCP)/Putative Father (PF)</i> ; and LDSS-4882C (7/12): <i>Information for an Additional Child</i>
Suggested Distribution:	Child Support Enforcement Unit Coordinators Temporary Assistance Directors Medicaid Directors Foster Care Supervisors Title IV-D Attorneys DSS Attorneys
Contact Person(s):	Division of Child Support Enforcement at 800-343-8859, Extension 30574
Attachments:	Attachment 1 - LDSS-4882 (7/12): <i>Information about Child Support Services and Application/Referral for Child Support Services</i> Attachment 2 - LDSS-4882A (7/12): <i>Information about Child Support Services</i> Attachment 3 - LDSS-4882B (7/12): <i>Information for an Additional Noncustodial Parent (NCP)/Putative Father (PF)</i> Attachment 4 - LDSS-4882C (7/12): <i>Information for an Additional Child</i>
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
12-ADM-03	None				

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to announce the availability of the new form LDSS-4882 (7/12), *Information about Child Support Services and Application/Referral for Child Support Services* (**Attachment 1**). Initial supplies of the LDSS-4882 (7/12) will be mailed to social services districts (SSDs) the week of August 6, 2012.

The LDSS-4882 (7/12) and the following new documents will be made available on August 6, 2012, to SSDs on the Office of Temporary and Disability Assistance (OTDA) Intranet website at http://otda.state.ny.net/ldss_eforms/ and to the public on the New York State child support website at childsupport.ny.gov for downloading and reproduction:

- LDSS-4882A (7/12), *Information about Child Support Services* (**Attachment 2**), used to meet the federal and State notification requirements in certain situations where an individual has made a request for child support enforcement services by application through the Family or Supreme Court;
- LDSS-4882B (7/12), *Information for an Additional Noncustodial Parent (NCP)/Putative Father (PF)* (**Attachment 3**), which may be used to provide information about an additional NCP/PF from whom support is sought; and
- LDSS-4882C (7/12), *Information for an Additional Child* (**Attachment 4**), which may be used to provide information about an additional child for whom support is sought.

These forms were introduced in Administrative Directive (ADM) 12-ADM-03, issued May 1, 2012, titled *Information about Child Support Services and Application/Referral for Child Support Enforcement Services (LDSS-4882)*.

II. Background

Prior to the implementation of the LDSS-4882 (7/12), SSDs have used separate forms (LDSS-2521 [3/04] and LDSS-2860 [10/07]) for collecting information from individuals applying for child support services and for Temporary Assistance (TA), Medicaid (MA), and foster care (FC) referrals to the Child Support Enforcement Unit (CSEU). Effective upon receipt of the initial supply, the LDSS-4882 (7/12) will serve as the single application/referral form.

SSDs previously have used the LDSS-3908 (10/09) and other local notices or brochures to fulfill federal and State notification requirements. Mandated information is now to be conveyed to applicant/recipients by means of the *Information about Child Support Services* section of the LDSS-4882 (7/12), or by the LDSS-4882A (7/12) where the individual has made a request for child support enforcement services by application through the Family or Supreme Court.

III. Program Implications

A. Use of New Forms

An initial supply of the LDSS-4882 (7/12) is being mailed to SSDs in conjunction with the issuance of this INF. The respective CSEU, TA, MA, and FC program staff must begin using the LDSS-4882 (7/12) immediately upon receipt of the initial supply.

Additionally, SSDs may begin using the companion LDSS-4882B (7/12) and LDSS-4882C (7/12), or an equivalent copy, upon receipt of the initial supply of the LDSS-4882 (7/12).

Copies of the LDSS-4882 may also be made available by SSDs to *Head Start; Women, Infants, and Children*; employment programs; fatherhood programs and community-based organizations providing services to families. Further, the LDSS-4882 is available for downloading and reproduction on the New York State Unified Court System website (refer to www.nycourts.gov).

B. Obsolete Forms

The LDSS-4882 (7/12) replaces and makes obsolete the following forms:

- LDSS-2521 (3/04) and DSS-2521S (9/83), *Application for Child Support Services* and the Spanish translated version, used by individuals requesting child support services pursuant to SSL § 111-g and applicants for Safety Net Assistance (SNA) and Non-IV-E FC, who must also apply for child support services;
- LDSS-2860 (10/07), *Child Support Enforcement Referral*, for TA (Family Assistance [FA] and SNA), MA, and Title IV-E FC referrals to the child support program;
- LDSS-3908 (10/09) and LDSS-3908 SP (10/09), *Important Notice Regarding Child Support to Persons Applying for or Receiving Temporary Assistance or Foster Care Maintenance Payments under Title IV-E* and the Spanish translated version, provided to TA and FC applicants/recipients; and
- *Notice of Child Support Annual Service Fee* (11/08), used by the SSD to notify all new applicants who applied for services after October 1, 2008 of the federally required annual service fee and to give them the opportunity to claim prior receipt of assistance under the federal Title IV-A program.

Any remaining stock of the LDSS-2521 (3/04) and DSS-2521S (9/83), LDSS-2860 (10/07), LDSS-3908 (10/09) and LDSS-3908 SP (10/09), and *Notice of Child Support Annual Service Fee* (11/08) must be destroyed.

IV. Revised Forms and Publications

CSEUs are being sent an initial supply of the LDSS-4882 (7/12). CSEUs need to ensure that sufficient quantities of the LDSS-4882 (7/12) are made available to their TA, MA, and FC programs.

SSDs will be able to order additional copies of the LDSS-4882 (7/12) immediately upon release of this INF (refer to Section IV.A. for ordering information). The Spanish language version of the LDSS-4882 (7/12) will also be available for ordering upon completion of its translation. The Division of Child Support Enforcement/Center for Child Well-Being will contact local districts regarding their needs for an initial supply of the Spanish language version document once it becomes available.

With the exception of the Spanish language version of the LDSS-4882 (7/12), the “Other than English” versions of the LDSS-4882 (7/12) will not be published for ordering. Rather, they will be made available on the ERS under *Resources, Application/Referral* for access by CSEU

workers and on the New York State child support website at **childsupport.ny.gov**. If needed, the “Other than English” versions of the LDSS-4882 (7/12) may be downloaded for reproduction locally.

A. Ordering of LDSS Forms and Publications through OTDA

1. OTDA-876 Process

To order printed copies of the LDSS-4882 (7/12) form, complete the OTDA Form 876 EL (DOC), *Request for Documents or Publications*, or OTDA Form 876 EL (PDF), *Request for Forms or Publications*. These forms can be accessed on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/. You may mail the completed form to:

New York State Office of Temporary and Disability Assistance
Document Services
P.O. Box 1990
Albany, New York 12201

Alternatively, you may submit the completed form by email to forms.orders@otda.ny.gov.

2. Online Ordering Process

Printed copies of the LDSS-4882 (7/12) form can be ordered on-line by accessing the *Bureau of Management Services’ Electronic Forms and Publications Online System* through the OTDA Intranet website at <http://ldformorders.otda.state.nyenet/>.

Questions about ordering forms and publications should be directed to Document Services at 800-343-8859, ext. 4-9522.

B. New York State Child Support Website and Customer Service Helpline

The LDSS-4882 (7/12), LDSS-4882A (7/12), LDSS-4882B (7/12), and LDSS-4882C (7/12) will be available on the New York State child support website at **childsupport.ny.gov**. Customer service representatives (CSRs) at the New York State Child Support Customer Service Helpline (CSH) will also advise callers of the availability of these forms on the New York State child support website when callers contact the CSH to request child support services. Upon request, the CSR will send these forms to individuals.

Issued By

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Division/Office: Center for Child Well Being