



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	15-LCM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	July 28, 2015
<b>Subject:</b>	Revisions to the LDSS-4925: "Employability Code Desk Guide TANF and SN MOE" and LDSS-4926: "Employability Code Desk Guide SN Non-MOE"
<b>Contact Person(s):</b>	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106
<b>Attachments:</b>	<a href="#">LDSS-4925 "Employability Code Desk Guide TANF and SN MOE"</a> <a href="#">LDSS-4926 "Employability Code Desk Guide SN non-MOE"</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Section 2

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) of revisions to the LDSS-4925: "Employability Code Desk Guide TANF and SNA MOE" and LDSS-4926: "Employability Code Desk Guide SNA non-MOE."

#### II. Background

These desk guides provide districts with a comprehensive summary of employability codes that are used to identify a Temporary Assistance (TA)<sup>1</sup> applicant's or recipient's employability status based on the district's review of specific case circumstances and to identify the potential effect that the employability code may have on the federal or State participation rate calculation. The LDSS-4925: "Employability Code Desk Guide TANF and SNA MOE" provides a summary of the employability codes that apply to TA households with dependent children and the LDSS-4926: "Employability Code Desk Guide SNA Non-MOE" provides a summary of the employability codes that apply to TA households without dependent children.

<sup>1</sup> Whenever 'Temporary Assistance' or 'TA' is used in this document, it means 'Family Assistance' and 'Safety Net Assistance.' Statutorily, these programs are referred to as 'Public Assistance.'

### III. Program Implications

Districts are encouraged to make the revised LDSS-4925: “Employability Code Desk Guide TANF and SNA MOE” and the LDSS-4926: “Employability Code Desk Guide SNA Non-MOE” available to staff responsible for determining a TA applicant’s or recipient’s employability status.

#### A. Revised Forms

The forms have been revised as follows:

LDSS-4925: “Employability Code Desk Guide TANF and SNA MOE”

- Revised the definition of employability code 45 to be “Full Employment Waiver/Exempt.”
- Revised the definition of employability code 46 to be “Expired Employment Waiver/Non-exempt.”
- Included the definition of employability code 57 to be “Partial Employment Waiver/Non-exempt” and to note the effect on the federal participation rate.

LDSS-4926: “Employability Code Desk Guide SNA non-MOE”

- Revised the definition of employability code 45 to be “Full Employment Waiver/Exempt.”
- Revised the definition of employability code 46 to be “Expired Employment Waiver/Non-exempt.”
- Included the definition of employability code 57 to be “Partial Employment Waiver/Non-exempt” and to note the effect on the State participation rate.

#### B. Forms Ordering Information

The revised LDSS-4925: “Employability Code Desk Guide TANF and SNA MOE” and the LDSS-4926: “Employability Code Desk Guide SNA Non-MOE” are not State printed, but are posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and available for downloading by districts for reproduction locally.

Upon the release of this LCM, all previous versions of these forms **should be recycled** and replaced with the “(Rev. 5/15)” version.

Any future requests for master camera ready copies of the revised documents should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
PO Box 1990  
Albany, NY 12201

E-mail: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov)  
Social Services Districts (SSD) online forms ordering system: <http://formorders/>  
Fax: (518) 402-0084

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

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**

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**Title: Deputy Commissioner**

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