



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

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Executive Deputy Commissioner

Informational Letter

Section 1

Transmittal:	16-INF-01
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	January 19, 2016
Subject:	Temporary Housing Assistance (THA) for Sex Offenders-Updated Department of Corrections and Community Supervision Contact Lists
Suggested Distribution:	Temporary Assistance Directors and Staff Staff Development Coordinators Emergency/Temporary Housing Coordinators Sex Offender Liaisons
Contact Person(s):	Temporary Assistance Bureau at (518) 474-9344
Attachments:	Attachment 1 – NYS Department of Corrections and Community Supervision (DOCCS) Supervising Offender Rehabilitation Coordinators Attachment 2 – NYS Division of Parole Area Office Liaisons
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
10ADM-07 05 INF-26 (REVISED)	14 INF-14	352.36	Chapter 568 of the Laws of 2008 SSL§ 20 and 131 Executive Law§ 243 Corrections Law 203		08 TA/DC033

Section 2

I. Purpose

Section 259-c(17) of the Executive Law requires that Social Service Districts (SSDs) be given prior notice when Level 2 or Level 3 sex offenders are released from State correctional facilities and are likely to request Temporary Housing Assistance (THA). This informational letter (INF) transmits to SSDs updated New York State Department of Corrections and Community Supervision (DOCCS) contact lists for questions on pre or post release matters.

II. Background

The Sex Offender Registration Act (SORA) requires anyone on parole, probation or imprisoned for a sex offense on or after January 21, 1996, to register and provide certain information including their location to the state Division of Criminal Justice Services (DCJS). New York State Corrections Law also requires collaboration among DOCCS and the Office of Temporary and Disability Assistance (OTDA) regarding the location of appropriate housing for Level 2 and Level 3 sex offenders being released from State prison.

DOCCS provides advance written notification to the SSDs to which the inmate will be released. This notification is generally sent to the SSD at least seven calendar days prior to the inmate's release when efforts by DOCCS to locate appropriate housing have been unsuccessful. If the inmate has served his or her maximum sentence and is being released with no parole supervision, the referral still comes from DOCCS, but the investigation and approval of any SSD proposed temporary housing placement is done by field Parole staff.

III. Program Implications

DOCCS referrals advising SSDs that a Level 2 or Level 3 sex offender is scheduled for release and is likely to be seeking homeless services are made to the SSD Parole Liaison. OTDA maintains a list of all SSD Parole Liaisons, which has been provided to DOCCS. SSD Parole Liaison information can be found in CentraPort. To have changes made to SSD Parole Liaison information in CentraPort, please email to: otda.sm.cees.tabureau@otda.ny.gov.

SSDs should refer to the following attached lists when contacting DOCCS:

The New York State Department of Corrections and Community Supervision (DOCCS) Supervising Offender Rehabilitation Coordinators List (Attachment 1) is used by the SSD if there is a question on a pre-release matter.

The New York State Department of Corrections and Community Supervision (DOCCS) Area Office Liaison List (Attachment 2) is used by the SSD to request an investigation and approval of housing or to discuss a post release matter.

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports, NYS Office of Temporary and Disability Assistance