



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	16-INF-05
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	February 12, 2016
Subject:	Revised LDSS-3668: "Shelter Verification" Form
Suggested Distribution:	Local District Commissioners; TA Directors; SNAP Directors; HEAP Coordinators; Employment Coordinators; Staff Development Coordinators; WMS Coordinators
Contact Person(s):	Policy Questions: TA Bureau 1-800-343-8859, ext. 4-9344 SNAP Bureau 1-800-343-8859, ext. 3-1469
Attachments:	Attachment 1: LDSS-3668: "Shelter Verification"
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.
10-INF-12		387.12		SNAPSB Section 12	GIS 14 TA/DC023

Section 2

I. Purpose

The purpose of this release is to inform local social services districts (SSDs) outside of New York City of revisions to the LDSS-3668 "*Shelter Verification*" form.

II. Background

The LDSS-3668 "*Shelter Verification*" form is designed to be completed by the landlord or property owner to verify residency and shelter expenses. The use of the LDSS-3668 is **not** mandatory, but is strongly recommended. This latest revision of the LDSS-3668 is dated 11/15 and is available for use by local districts.

III. Program Implications

Rest of State (SSDs Outside of New York City)

The following changes have been made to the LDSS 3668: "Shelter Verification," form:

Front

- The revision date was changed to 11/15

Section C: Shelter Expenses

- The term "or air conditioning" has been added to the question "Does the tenant pay to you an amount, separate from the rent, for heat?" Households which pay separately from rent for heat or air conditioning costs may qualify for the Supplemental Nutrition Assistance Program (SNAP), Heating and Cooling Standard Utility Allowance.

New York City

There are no program implications for New York City. The LDSS 3668 "Shelter Verification," form is used by Rest of State only.

IV. Forms Ordering Information

- The revised English version of the LDSS-3668: "Shelter Verification" form is a Print on Demand form.
- The above referenced document has been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and may be available for downloading by local districts for reproduction locally, depending on print specifications.
- Upon the release of this INF, current stock of the LDSS-3668 "Shelter Verification" form can continue to be used until current stock is depleted before re-ordering the 11/15 revision.
- Any future requests for Print on Demand copies of the English version, 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

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.

Issued By

Name: Phyllis Morris

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports, NYS OTDA