



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	16-LCM-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	March 4, 2016
<b>Subject:</b>	Revisions to the LDSS-4725: TANF Services Application/Certification Review Form; LDSS-4726: TANF Services Application/Certification; and the LDSS-4770: TANF Youth Services Application
<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-4725</a> <a href="#">LDSS-4726</a> <a href="#">LDSS-4770</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) and other entities that use Temporary Assistance for Needy Families (TANF) funds to support services to TANF eligible individuals of revisions to the LDSS-4725: "TANF Services Application/Certification Review Form;" the LDSS-4726: "TANF Services Application/Certification;" and the LDSS-4770: "TANF Youth Services Application."

#### II. Background

The forms identified above are used by districts and other authorized entities to determine whether or not individuals/families are eligible for TANF funded "non-assistance" services consistent with 00-LCM-20. Use of the LDSS-4770 is limited to determine eligibility for TANF funded "non-assistance" services when the applicant is under 21 years of age.

Certain individuals/families were considered to have income below 200% of the federal poverty level by virtue of already being determined eligible for free or reduced school

lunch benefits. Because schools with high poverty rates can provide free breakfast and lunch to all students without collecting household applications to determine eligibility for school meals, receipt of free or reduced school lunch benefits can no longer be used to consider an individual/family is income eligible for a TANF-funded 200% service.

### III. Program Implications

Districts and other authorized entities that use TANF funds to provide TANF “non-assistance” services must start using the LDSS-4725: “TANF Services Application/Certification Review Form (Rev. 2/16);” the LDSS-4726: “TANF Services Application/Certification (Rev. 2/16);” and the LDSS-4770: “TANF Youth Services Application (Rev. 2/16)” effective the date of this release. Additional information on the use of these forms and notification and record retention requirements is available on 00-LCM-20. The 200% of poverty income standards are updated annually. The new 200% of poverty income standards for the period June 1, 2016 through May 31, 2017 are included in GIS 16 TA/DC013.

#### A. Revised Forms

The forms have been revised as follows:

##### **LDSS-4725: TANF Services Application/Certification Review Form**

- References to free or reduced school lunch have been removed.

##### **LDSS-4726: TANF Services Application/Certification**

- References to free or reduced school lunch have been removed.
- A section was added on Page 5 of the LDSS-4726 for the person signing the form to indicate their relationship to the applicant.
- In the section entitled “TANF SERVICES ELIGIBLE STATUSES & PROOF,” Line #7 – Lawfully Admitted for Permanent Residence (LPR) without 40 quarters, the following statement was added: “Entered on/after 8/22/96 and has been in the U.S. for 5 years or more” under the column “Relevant Date for Eligibility.”

##### **LDSS-4770: TANF Youth Services Application**

- References to free or reduced school lunch have been removed.
- In the section entitled “TANF SERVICES ELIGIBLE STATUSES & PROOF,” Line #7 - Lawfully Admitted for Permanent Residence (LPR) without 40 quarters, the following statement was added: “Entered on/after 8/22/96 and has been in the U.S. for 5 years or more” under the column “Relevant Date for Eligibility.”

#### B. Forms Ordering Information

The revised LDSS-4725: “TANF Services Application/Certification Review Form;” LDSS-4726: “TANF Services Application/Certification;” and the LDSS-4770: “TANF Youth Services Application” are Camera Ready Only forms.

The above referenced documents have 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 are available for downloading by local districts for reproduction locally.

Upon the release of this LCM, all previous versions of these forms must be recycled and replaced with the “(Rev. 2/16)” 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 email 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.

Any previously approved Local Equivalent of these forms should be resubmitted, reflecting the current updates, to the mailing address above for review and approval.

**Issued By**

**Name: Phyllis Morris**

**Title: Deputy Commissioner**

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