



# Office of Temporary and Disability Assistance

**ANDREW M. CUOMO**  
Governor

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Commissioner

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Executive Deputy Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	17-INF-04
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	January 18, 2017
<b>Subject:</b>	Temporary Housing Assistance (THA) for Sex Offenders - Updated Department of Corrections and Community Supervision Contact Lists
<b>Suggested Distribution:</b>	Temporary Assistance Directors and Staff Staff Development Coordinators Emergency/ Temporary Housing Coordinators Parole Liaisons
<b>Contact Person(s):</b>	Temporary Assistance Bureau at (518) 474-9344
<b>Attachments:</b>	<a href="#">Attachment 1 – NYS Department of Corrections and Community Supervision (DOCCS) Supervising Offender Rehabilitation Coordinators</a> <a href="#">Attachment 2 – NYS Department of Corrections and Community Supervision (DOCCS) Area Office Liaisons</a>
<b>Attachment Available Online:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
10-ADM-07 05-INF-26 (Revised)	14 INF 14 16-INF-01	352.36	Chapter 568 of the Laws of 2008 SSL§ 20 & 131 Executive Laws§ 243 Correction Law 203		08 TA/DC033

## Section 2

### I. Purpose

Section 259-c (17) of the Executive Law requires that social service districts (districts) 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 districts updated New York State Department of Correction 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 Correction 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 districts to which the inmate will be released. This notification is generally sent to the district 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 district proposed temporary housing placement is done by field Parole staff.

### III. Program Implications

DOCCS referrals advising districts 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 district Parole Liaison. OTDA maintains a list of all district Parole Liaisons and provides the list to DOCCS. District Parole Liaison information can be found in the county profiles directory in CentraPort. Districts can submit changes to their district's Parole Liaison contact information at any time to OTDA using the "Contact Us" field located in the bottom right hand corner of the CentraPort homepage. This is linked to an e-mail message and updates are sent directly to OTDA.

Districts 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 district 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 district to request an investigation and approval of housing or to discuss a post release matter.

### Issued By

**Name: Barbara C. Guinn**

**Title: Deputy Commissioner**

**Division/Office: Integrated Family Assistance Programs**