



Desk Guide for Informing Victims of Domestic Violence (DV) About Temporary Assistance (TA)

Regulations now require that DV residential programs must provide victims of DV with information explaining their right to apply for TA, and relevant information to make an informed decision whether to apply for such assistance. This information must include: understanding what personally identifying information is required, how that information will be used, and what benefits and services are available through TA.

What is TA?

TA, also known as Public Assistance, is cash assistance for individuals and families to pay for basic needs. It is intended to provide adult individuals and families with short-term help as they seek work, participate in training, or receive treatment necessary to achieve self-sufficiency. Federal and state rules and regulations pertaining to TA are administered through the New York State Office of Temporary and Disability Assistance (OTDA). Local social services districts (districts) process applications, determine eligibility, and provide applicable services.

What benefits may be available through TA?

Clients may be eligible for one or more of the following programs through TA:

- Emergency assistance, including paying for their DV shelter stay
- Cash assistance
- Housing assistance, rent and utility payments
- Job placement services
- Transportation assistance
- Moving expenses
- Security deposits
- Storage
- Furniture

Additional non-TA services for eligible persons that districts can help with include the following:

- Supplemental Nutrition Assistance Program (SNAP) for help to purchase food
- Home Energy Assistance Program (HEAP) to help with the cost of heating of a home
- School Breakfast and Lunch Programs
- Women, Infants and Children (WIC) supplemental food program that provides nutritious food and education for low-income pregnant, postpartum or breastfeeding women, infants, and children to age five
- Health Insurance Affordability Programs
- Child Support Enforcement Services
- Child Care Assistance
- Refugee and Immigration Assistance
- Veterans' Benefits

DV residential shelter staff can share **Pub. 4916**, *Helping Hands for People in Need*, with victims of DV for more detailed information: <http://otda.ny.gov/programs/publications/4916.pdf>



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How does one apply for TA?

Complete an application (**LDSS-2921**, *Application for Certain Benefits and Services*), attend an eligibility interview, and meet a series of eligibility requirements.

What if the client says it is not safe for them to meet the eligibility requirements?

If at any time a DV victim thinks that completing any of the TA eligibility requirements will put them or their children at risk or make it harder for them to escape an abusive situation, they can ask to meet with a DV liaison. The DV liaison will determine if they are eligible for a waiver for cooperation with the requirements at a later date, when it is safe.

A DV victim may meet with a DV liaison at any time while they are applying for, or receiving, TA. Anything they say to a DV liaison will be kept confidential, except for anything about child abuse and neglect.

If a DV victim has concerns about how the receipt of benefits such as TA may impact their immigration status, they should contact their immigration attorney, or refer the individual to the Office for New Americans Hotline at 1-800-566-7636.

What information is needed to apply for TA?

The application requires personal information from the applicant about themselves and their household members. This information includes such things as: their first and last name, date of birth, Social Security number (SSN), marital status, phone number, address, names of household members, income/resource information, employment information, citizenship, child support information, and drug/alcohol use.

What is personally identifying information (PII)?

PII is information about an individual that would identify who the individual is. This information includes: first and last name, home or other physical address, contact information (including mailing address, email, phone number, etc.), SSN, driver's license number, passport number, student identification number, and date of birth, as well as any other information that would serve to identify any individual.

If a victim decides to apply for TA, the applicant must complete and sign form **OCFS-2201**, *Domestic Violence Release of Information* to allow the DV program to communicate with the districts regarding their TA eligibility and benefits. Victims who are current recipients of TA and choose to continue to receive TA, must also complete and sign form **OCFS-2201** in order to allow the DV program to communicate with the districts regarding their TA eligibility and benefits.

DV program staff can access a copy of the TA application, **LDSS-2921**, *New York State Application for Certain Benefits and Services*, from: <http://otda.ny.gov/programs/applications/2921.pdf>

Instructions for completing the application are included in **PUB. 1301**, which can be accessed here: <http://otda.ny.gov/programs/applications/1301.pdf>

DV residential shelter staff can access more information regarding TA using the following OTDA links:

PUB. 5102, *Temporary Assistance Fact Sheet* <http://otda.ny.gov/programs/publications/5102.pdf>



Office of Children
and Family Services

Office of Temporary
and Disability Assistance

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LDSS-4148A, Book 1: *What You Should Know About Your Rights and Responsibilities*

<http://otda.ny.gov/programs/applications/4148A.pdf>

LDSS-4148B, Book 2: *What You Should Know About Social Services Programs*

<http://otda.ny.gov/programs/applications/4148B.pdf>

LDSS-4148C, Book 3: *What You Should Know if You Have an Emergency*

<http://otda.ny.gov/programs/applications/4148C.pdf>