



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

MICHAEL P. HEIN  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	20-INF-10
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	October 15, 2020
<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 Development Coordinators Emergency/Temporary Housing Coordinators Community Supervision (Parole) Liaisons
<b>Contact Person(s):</b>	Temporary Assistance Bureau at: 518-474-9344
<b>Attachments:</b>	<a href="#">Attachment 1 – New York State Department of Corrections and Community Supervision Supervising Offender Rehabilitation Coordinators</a> <a href="#">Attachment 2 – New York State Department of Corrections and Community Supervision Area Office Liaisons</a>

### 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 17-INF-04 18-INF-01 19-INF-02	18 NYCRR 352.36	Chapter 568 of the Laws of 2008; SSL§ 20 & 131; Executive Laws § 243 Correction Law 203		16 TA/DC062 08 TA/DC033

### Section 2

#### I. Purpose

Section 203(2) of the NYS Correction Law requires that social services 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 Corrections and Community Supervision (DOCCS) contact lists to assist with questions on pre- and 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 district 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 community supervision liaison. OTDA maintains a list of all district community supervision liaisons and provides the list to DOCCS.

A list of district community supervision liaison information can be found in the attachments to this document and in the county profiles directory in CentraPort. Districts can submit CentraPort changes to their district's community supervision liaison contact information at any time to OTDA, using the "Contact Us" field located in the bottom right-hand corner of the CentraPort homepage. The information submitted via the "Contact Us" field is linked to an e-mail message that is forwarded directly to OTDA staff.

Districts should use the following attachments when contacting DOCCS:

*Attachment 1 – New York State Department of Corrections and Community Supervision Supervising Offender Rehabilitation Coordinators list* is used if there is a question on a pre-release matter.

*Attachment 2 – New York State Department of Corrections and Community Supervision Area Office Liaisons list* is used to request an investigation and approval of housing or to discuss a post release matter.

---

## Issued By:

**Name:** Jeffrey Gaskell

**Title:** Deputy Commissioner

**Division/Office:** Employment and Income Support Programs/Office of Temporary and Disability Assistance