



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-06
To:	Social Services District Commissioners
Issuing Division/Office:	Bureau of Human Resources
Date:	April 27, 2021
Subject:	Executive Appointments in Social Services Districts
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Attachments:	Attachment 1 - Title 18 at New York Codes, Rules and Regulations, Part 679 Title 18 NYCRR, Part 679 Attachment 2 - Social Services Law, Section 17 SSL Section 17 Attachment 3 - Social Services Law, Section 65 SSL Section 65 Attachment 4 - Social Services Law, Section 116 SSL Section 116

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to remind social services districts that the Commissioner of the NYS Office of Temporary and Disability Assistance must approve appointments to Commissioner, Acting Commissioner, or any other title to which the chief executive officer of a social services district is referred. The Commissioner of the NYS Office of Temporary and Disability Assistance must also approve Deputy Commissioner appointments.

II. Background

Appointments to Commissioner, Acting Commissioner and Deputy Commissioner are made pursuant to the Social Services Laws and Regulations. The municipal appointing authority must submit the candidate's qualifications to Commissioner Michael P. Hein, 40 North Pearl Street, 16th Floor, Albany, NY 12243, for approval. Appointments to Commissioner also require that a county resolution to appoint the individual be provided.

III. Program Implications

These executive appointments in the social services districts must be approved by the Commissioner of the NYS Office of Temporary and Disability Assistance to ensure the candidate meets the minimum qualifications for such appointment. The Commissioner is appointed for a five-year term, and an Acting Commissioner is appointed for a term no longer than one year.

Issued By:

Name: Jill A. Shadick

Title: Director of Human Resources

Division/Office: Division of Administrative Service/Bureau of Human Resources