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Governor

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Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-22
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	November 19, 2021
Subject:	Insert for the Client Information Book LDSS-4148B: “Book 2: What You Should Know About Social Services Programs”
Contact Person(s):	Temporary Assistance (TA) Bureau: (518) 474-9344 or: otda.sm.cees.tabureau@otda.ny.gov
Attachments:	Attachment 1 - LDSS-4148B.1 Book 2 Insert

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) that the New York State (NYS) Office of Temporary and Disability Assistance (OTDA) has developed an insert for the client information book, [LDSS-4148B](#): “Book 2: What You Should Know About Social Services Programs.”

II. Background

In accordance with [90 ADM-41](#): “New Client Informational Books,” the client information books (“the Books”) [LDSS-4148A](#): “Book 1: What You Should Know About Your Rights and Responsibilities,” [LDSS-4148B](#): “Book 2: What You Should Know About Social Services Programs,” and [LDSS-4148C](#): “Book 3: What You Should Know If You Have an Emergency” were first published and mandated in 1990. The Books are designed to provide information to applicants and recipients in a printed form. These Books became available online in December 2017.

The Books provide information regarding program requirements and answers to questions that applicants and recipients may have about social services benefits, including Temporary Assistance (TA), the Home Energy Assistance Program (HEAP), the Supplemental Nutrition Assistance Program (SNAP) and Medical Assistance (MA). The Books also provide information on other services including adoption, child care, child support, child welfare, foster care, and other available programs.

III. Program Implications

Pending revisions to the [LDSS-4148B](#), the LDSS-4148B.1 Book 2 Insert (see Attachment) was created to provide applicants and recipients of TA with up-to-date information on current OTDA non-citizen¹ eligibility policy. It is important to note that this LCM is not instituting any policy changes in this area. The Book 2 Insert replaces the first Question and Answer (Q & A) on page 6 of the [LDSS-4148B](#). Non-citizen eligibility information contained within the policy documents listed below are included in the Book 2 Insert.

- [21-LCM-21](#): “Revisions to the LDSS-4579: ‘Non-Citizen Eligibility Desk Aid’” and the accompanying [LDSS-4579](#): “Non-Citizen Eligibility Desk Aid”
- [GIS 21 TA/DC071](#): “Guidance on Providing Assistance to Evacuees from Afghanistan”
- [GIS 21 TA/DC059](#): “Non-Citizens Who are Special Immigrant Juveniles (SIJs) are Recognized as Permanently Residing Under Color of Law (PRUCOL) for Safety Net Assistance (SNA) Eligibility”
- [GIS 17 TA/DC047](#): “Asylum Applicants with Employment Authorization Recognized as Permanently Residing Under the Color of Law (PRUCOL) for Safety Net Assistance (SNA)”
- [GIS 17 TA/DC034](#): “Continuation of the Afghan and Iraqi Special Immigrant Visa Program”
- [GIS 16 TA/DC053](#): “Beneficiaries of Temporary Protected Status (TPS) Recognized as Permanently Residing Under the Color of Law (PRUCOL) for Safety Net Assistance (SNA)”

Districts must provide the Book 2 Insert when providing printed copies and/or using the online delivery method of the Books to applicants and recipients. [17-ADM-10](#): “Online Distribution of Client Information Books [LDSS-4148A](#), [LDSS-4148B](#) & [LDSS-4148C](#)” contains further guidance regarding the online distribution method for the Books. The Book 2 Insert must be provided until the revised version of the [LDSS-4148B](#) is finalized and available for districts to distribute. Additionally, the Book 2 Insert is available in each of the required language translations and alternative formats.

Questions regarding TA eligibility for non-citizens should be directed to the OTDA TA Bureau using the contact information provided in Section 1.

IV. Forms Ordering Information

In November 2021, districts will receive shipments of the English and Spanish versions of the Book 2 Insert. If a district does not receive their initial shipment by November 30, 2021, they should contact OTDA document services by emailing: forms.orders@otda.ny.gov. Once received, districts must immediately begin to provide the Book 2 Insert, either in print form or using the online distribution option, when providing printed copies and/or using the online delivery method of the Books to applicants and recipients. When applicants and recipients wish to access the Books and the Book 2 Insert online, the documents can be found on the OTDA website at: <http://otda.ny.gov/> under “Forms.” The Book 2 Insert may be downloaded by districts for reproduction locally from the OTDA intranet site at: http://otda.state.nyenet/ldss_eforms/ and from the OTDA public-facing website at: <http://otda.ny.gov/programs/applications/>. The Book 2 Insert is available on the aforementioned websites in English and in the languages and alternative formats included in the *Translated Versions* and *Alternative Formats* paragraphs below.

Beginning December 01, 2021, additional stock of the English and Spanish versions of the Book 2 Insert, in both alternative and non-alternative formats, may be ordered by submitting a completed OTDA-876 form, available at: http://otda.state.nyenet/ldss_eforms/, via email to: forms.orders@otda.ny.gov. Districts may also use the Electronic Forms and Publications Online System at: <http://formorders/> to order replacement stock.

¹ As used in this LCM, the term “non-citizen” means a person who is not a citizen or national of the United States (U.S.). The term “qualified non-citizen” means a person who is a “qualified alien” as that term is defined in 8 U.S.C. §1641.

Translated Versions

Currently, Book 2 is available in Arabic, Chinese (traditional), Haitian Creole, Italian, Korean, Russian, and Spanish. These languages are represented among the most common non-English languages spoken by individuals with limited English proficiency in NYS, based on the most recent census data. Translated versions of the Book 2 Insert in the previously referenced languages can be downloaded from the OTDA intranet site at: http://otda.state.nyenet/ldss_eforms/ and from the OTDA public-facing website at: <http://otda.ny.gov/programs/applications/>. Additional translations in Bengali, Polish and Yiddish will also be available at a future date. Paper copies of the Spanish version of the Book 2 Insert can also be ordered from OTDA, per the instructions above.

Alternative Formats

Audio, data and large print versions of the Book 2 Insert can be downloaded from the OTDA intranet site at: http://otda.state.nyenet/ldss_eforms/. Districts can also order audio disk, data disk and Braille versions of the Book 2 Insert from OTDA, per the instructions above. Alternative formats are available in both English and Spanish.

Contact Information

Districts may contact OTDA's Bureau of Management Services (BMS) at: (518) 474-9522 or via email at: document.services@otda.ny.gov with any questions regarding the ordering of the Book 2 Insert described herein.

Issued By:

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Title: Deputy Commissioner

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