

## Form Instructions: Hotel/Motel Rates Instructions



Office of Temporary  
and Disability Assistance

### Accessing the Regulatory Compliance (Hotel/Motel Rates) section

From the Dashboard, select Operational Plans, then select Regulatory Compliance. Next, select + New, which can be found on the upper left side of the page. Under General information you will need to choose the type of entry being made: Financial Information (shelter budget) or Hotel/Motel rates.

- To add Hotel/Motel rates, select Hotel/Motel rates in the Type of Submission box, then select the social services district in the County box and select Save in the lower right hand corner of the page. A new screen will appear: the Hotel/Motel Rates Regulatory Compliance page.

### Completing the Regulatory Compliance (Hotel/Motel Rates) section

- Select the Attachments link to continue. Complete the [Hotel/Motel template](#). Enter a title in the notes field, attach the file, and click done. Finally, select Save in the lower right hand corner of the page.

### Submitting the Regulatory Compliance (Hotel/Motel Rates) section

- The hotel/motel rates can be submitted by the district to DSOC for review by completing the following steps: first, navigate to the Hotel/Motel Rates Regulatory Compliance page, then select Submit as the work item status, and click save.

### Reminders:

**Attachments:** Only attach the requested documents to their corresponding section. Do not add documents that OTDA has not requested. Do not attach a document in lieu of describing a process. Do not attach documents that have resident information in them or have information that has been whited out. Do not scan all documents and attempt to attach them to just one section as SMS will not allow it. Each attachment request is allowed 1 to 5 uploads based on the documentation we are requesting. Attachments cannot be larger than **5 MB** per attachments. Upload Word documents whenever possible. PDF documents are significantly larger than Word documents and take up excessive data space. When attaching a picture, only attach JPEGs or PNGs and if possible, convert them to their smallest size. SMS will not allow for a zipped file folder to be uploaded. The more attachments an application has, the slower the application will run. While initially time consuming, this process will allow the provider or district the ability to change a single document in SMS if required rather than having to re-attach all documents.

Please reach out to [otda.sm.css.bss@otda.ny.gov](mailto:otda.sm.css.bss@otda.ny.gov) or [smshelpdesk@otda.ny.gov](mailto:smshelpdesk@otda.ny.gov) for any questions or concerns with this process.