NEW YORK STATE OF OPPORTUNITY. | Office of Temporary and Disability Assistance

DATE: December 10, 2015

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Temporary Assistance Directors, Accounting Supervisors, Fraud/Recovery Directors

FROM: Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Biennial Accounting for Liens and Child Support Recoveries

EFFECTIVE DATE: Immediately

CONTACT PERSON: Kim Heroth, Temporary Assistance Bureau, at 1-(800)-343-8859, ex. 4-9344
Child Support Bureau of Program Operations at otda.sm.dcse.bpo@otda.ny.gov or 1- (800)-343-8859, ex. 3-0574

The purpose of this General Information System (GIS) message is to remind Social Services Districts (SSDs) that they must prepare and mail a LDSS-5069: "Biennial Accounting Letter" by February 1, 2016, to current and former Temporary Assistance (TA) recipients who have real property liens. The LDSS-5069 must include all TA payments and recoveries from 10 years prior to the date the real property lien was signed through December 31, 2015.

Child Support collected and retained by the SSD is a recovery and must be included on the LDSS-5069. The processing time frame to collect and report recovery information to support the biennial accounting is very short and as such will have an impact on the SSD's Support Collection Unit (SCU). SCU actions to provide the required information for the LDSS-5069 may include researching TA case numbers to determine whether child support recoveries have occurred and calculating the amount of recoveries for the designated time frames. It is essential that SSDs have a process in place to coordinate efforts between the responsible SSD office and the SSD's SCU to ensure that both parties communicate information requests in a timely manner and to allow sufficient time for the SSD's SCU to process the information requests.

SSDs are encouraged to immediately reach out to their SCU partners to collaboratively determine the communication channels and amount of time needed for the SCU to process TA's information requests. SSDs that do not already have an established internal process for the exchange of information between their TA and SCUs are strongly encouraged to utilize the LDSS-2859 "Information Transmittal". Regardless of the form of communication used, TA must provide to the SCU, at a minimum, the lien recovery period from and to dates and all TA case numbers associated with the lien.