



# Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

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Commissioner

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Executive Deputy Commissioner

## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	21 TA/DC038 Upstate and New York City
<b>Date:</b>	June 10, 2021
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, Temporary Assistance Directors, Staff Development Coordinators, Fair Hearing Staff, DSS Attorneys, Resource and Recovery Staff
<b>From:</b>	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
<b>Subject:</b>	Stewart v. Roberts: Instructions for Implementation
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Temporary Assistance (TA) Bureau at: (518) 474-9344 or: <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>
<b>Attachments:</b>	None

### Section 2

The purpose of this General Information System (GIS) message is to advise social services districts (districts) that on June 3, 2021, opt-in notices were mailed to all potential class members in the *Stewart v. Roberts* class action litigation. The Stewart opt in notice can be found here: [21-INF-04-T Attachment 1](#). Previously distributed informational letter [21-INF-04-T](#) contains the instructions for the court-mandated implementation procedures as a result of the decisions in *Stewart*, including the scheduling of interviews.

As potential class members are now reaching out to the districts to schedule interviews and ask questions, it is imperative that all district staff, including those answering the phones, are knowledgeable about how to handle these calls. In accordance with the instructions provided in 21-INF-04-T, interviews must be scheduled by the district and callers must not be referred to plaintiffs' counsel or OTDA. Districts must verify that their contact phone number that was provided in accordance with [GIS 21 TA/DC 020](#), is in fact a working telephone number. Additionally, if the phone number provided was a general mainline number, it must be made evident which option callers should choose to speak to someone about the Stewart litigation.

Districts are reminded that the return address of the opt-in notice is the district in which the individual was denied or discontinued. However, callers may request an interview at the district in which they reside. For opt-in notices that are returned to the district as undeliverable, the district must follow the instructions in 21-INF-04-T in order to comply with the Court's decision.

For questions or additional information, please contact the Temporary Assistance (TA) Bureau by calling: (518) 474-9344 or emailing: [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov).