



Office of Temporary and Disability Assistance

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General Information System (GIS) Message

Section 1

Transmittal:	23 DC045 Upstate and New York City
Date:	June 9, 2023
To:	Subscribers
Suggested Distribution:	Temporary Assistance (TA) Staff, Supplemental Nutrition Assistance Program (SNAP) Staff, Medicaid Staff CAP Coordinators, Employment Coordinators, WMS Coordinators, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner, Employment, and Income Support Programs
Subject:	Documentation Receipt Reminder
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau: (518) 474-9344 or tabureau@otda.ny.gov
Attachments:	LDSS-4847: "Documentation Receipt Temporary Assistance, Supplemental Nutrition Assistance Program (SNAP), Medicaid and/or Child Health Plus A" (Rev. 8/12)

Section 2

The purpose of this GIS message is to remind Social Services Districts (districts) to issue documentation receipts to all applicants and recipients (A/Rs) when they deliver documentation in person to the district, in accordance with [02-INF-33](#) "Receipts for Recipients Who Drop Off Documentation."

[18 NYCRR 600.6\(a\)](#) requires districts to maintain basic fiscal records for each person who applies for, or is determined eligible for, TA (Temporary Assistance), SNAP (Supplemental Nutritional Assistance Program), Medicaid, or services. Part of this record includes evidence to support the timely reporting of information. This includes copies of receipts provided to A/Rs of TA, SNAP, Medicaid, or services showing that required documentation/verification was submitted to the district in a timely fashion. The need for an accurate accounting process is also supported by [18 NYCRR 354.2](#), which requires districts to maintain a clear and accurate account of their provision of assistance and care.

To reduce in-person contact in response to COVID-19, many districts implemented drop boxes where A/Rs could drop off required documentation. It is important to note that while this practice is allowable, districts are strongly encouraged to ensure that A/Rs are issued receipts for any documentation submitted in this manner. Not providing a receipt of documentation to the client can be problematic if the documentation is lost or misplaced within the agency. If this occurs, A/Rs could potentially be penalized or denied services for failure to provide documentation and without a receipt, there is no evidence to prove delivery of documentation to the district. This can further complicate matters if the issue is brought to a fair hearing.

Upon receipt of documentation from an A/R, the district should issue either a district designed receipt or the attached [LDSS-4847](#), “Documentation Receipt – Temporary Assistance, Supplemental Nutrition Assistance Program (SNAP), Medicaid and/or Child Health Plus A” (Rev 8/12). Any district designed receipt should include at minimum:

- District Name
- Date
- Time
- Client Name
- Case number/AppReg Number, if applicable
- A list of all documentation received by the district
- The name of the district staff member issuing the receipt
- The name of the district staff member who will be receiving the documentation

For more information, regarding use of the LDSS-4847, please refer to [05-INF-02](#).

For any TA related questions, please contact the OTDA TA Bureau at: 518-474-9344 or by email at: tabureau@otda.ny.gov.