

BIENNIAL ACCOUNTING LETTER

Case Name:	Date:
Case Address:	Property Owner:
Case Number(s):	Address of Real Property:

Dear Property Owner,

A Social Services District (SSD) may place a lien on real property to recover any Temporary Assistance grant paid to you, your household, or by voucher to a vendor on your behalf (e.g. direct payments to a landlord or utility company). This lien is effective from 10 years prior to the date a lien is signed until the lien is satisfied.

- Property owners who have had liens placed on their real property by SSDs must receive an accounting every two years of:
- All Temporary Assistance payments issued to the household to date. This includes repairs and taxes paid on the property; and
 - Amount of recoveries the SSD received to reduce the amount of debt owed.

This accounting will be mailed to the property owners last known address or to their estate.

A SSD is not allowed to recover ANY Temporary Assistance payments for a two-year fiscal period by enforcement of this real property lien when the SSD fails to send a Biennial Accounting Letter as required, but MAY recover payments from applicants, recipients and former recipients by any other means available for that two year period.

As of _____, the balance on your outstanding real property lien is: \$ _____. This was calculated as follows:

Period Reviewed for Temporary Assistance Payments and Recoveries	
Amount of Temporary Assistance Received During the Accounting Period	
Amount of Recoveries Received During the Accounting Period	
Outstanding Balance on Real Property Lien	

Payments from Supplemental Nutrition Assistance Program (SNAP); Child Care Services; Emergency Assistance to Adults (EAA); or Home Energy Assistance Program (HEAP), have not been added to your outstanding real property lien total.

Below is the breakdown of the Temporary Assistance payments recovered.

RECOVERY SOURCE	DOLLAR AMOUNT USED TO REDUCE DEBT OWED
Child Support: Collected and disbursed to the SSD	\$
Lawsuit settlements	\$
Lottery Intercept	\$
Recoupment	\$
Utility Repayment Agreement	\$
Shelter Repayment Agreement	\$
Interim Assistance Reimbursement (IAR)	\$
Cash or payments made to SSD	\$
Workfare prior to 1997	\$
Tax Offset	\$
Liens or Mortgages from real property other than listed above	\$
Total amount recovered and used to reduced debt owed	\$

Calculations in this letter are inclusive of assistance granted and recoveries received, from _____ only, during the biennial accounting period. The amount reported in this letter is the amount that can be recovered through the lien process as of the end date of _____. Additional assistance payments issued and recoveries received after the end date of the biennial accounting period must be taken into consideration when the property is sold.

If you would like information on how you can make payments to the SSD to reduce the amount of the outstanding real property lien, contact _____ at _____.