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Local Commissioners Memorandum

Section 1

Transmittal:	19-LCM-11
To:	Social Services District Commissioners
Issuing Division/Office:	OTDA Strategic Operations Unit, Commissioner's Office
Date:	November 12, 2019
Subject:	Revisions to the LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313
Contact Person(s):	OTDA Strategic Operations Unit: (518) 474-9516
Attachments:	Attachment 1 - LDSS-2921: "New York State Application for Certain Benefits and Services" Attachment 2 - LDSS-3174: "New York State Recertification Form for Certain Benefits and Services" Attachment 3 - PUB-1301: "Instructions for Completing the New York State Application for Certain Benefits and Services" Attachment 4 - PUB-1313: "Instructions for Completing the New York State Recertification Form for Certain Benefits and Services"
Attachment Available Online:	☒

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts ("districts") of recent revisions to the following documents:

- LDSS-2921: "New York State Application for Certain Benefits and Services;"
- LDSS-3174: "New York State Recertification Form for Certain Benefits and Services;"
- PUB-1301: "Instructions for Completing the New York State Application for Certain Benefits and Services;" and
- PUB-1313: "Instructions for Completing the New York State Recertification Form for Certain Benefits and Services."

This LCM is intended to convey changes made to the documents listed above, and to provide information to districts regarding the distribution and use of these revised documents.

II. Background

The following changes have been made to the LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313, in compliance with federal requirements and in response to feedback received from districts after the last revision and republication of these documents (page numbers refer to the attached revised documents):

- Page numbering has been removed from the cover pages for both the LDSS-2921 and LDSS-3174, which were previously labeled “Page 1.” Page numbering now begins on the page that starts with “Section 1.” References to LDSS-2921 and LDSS-3174 page numbers in the PUB-1301 and PUB-1313 have been modified accordingly.
- Color has been added to the cover page for the LDSS-2921. The title block of the cover page for the LDSS-2921 will now appear as white text against a dark purple background.
- Additional space has been added on page 24 of the LDSS-2921 to further separate the application submission signature fields from the application withdrawal fields. An instruction has been added above the application withdrawal fields directing applicants to complete the withdrawal fields only if they intend to withdraw their application for one or more programs.
- Additional space has been added on page 23 of the LDSS-3174 to further separate the recertification submission signature fields from the case closure fields. An instruction has been added above the case closure fields directing recertifying applicants to complete the case closure fields only if they intend to close their case for one or more programs.

In addition to the formatting changes discussed above, the following changes have been made to the Notices, Assignments, Authorizations, and Consents section of the LDSS-2921 and LDSS-3174:

- A sentence has been added to the “Nondiscrimination Notice” on page 19 of the LDSS-2921 and page 18 of the LDSS-3174 to reflect the full list of protected classes covered by New York State law.
- Language regarding the release of information to health service providers has been added to page 21 of both the LDSS-2921 and LDSS-3174.
- Certification that the applicant or recipient’s family’s income does not exceed 85% of the State median income for a family of the same size has been removed from the “Certification for Child Care Assistance” on page 24 of the LDSS-2921 and page 23 of the LDSS-3174.

III. Program Implications

Effective December 16, 2019, all previous versions of the LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313 must be recycled and replaced with the attached revised versions. Districts may distribute only the revised versions of these documents on or after December 16, 2019, but must accept and process any applications or recertification forms submitted by applicants or recipients using the previous versions of these forms.

Beginning November 5, 2019, districts must place initial orders for the revised LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313. English and Spanish versions of these documents, in both alternative and non-alternative formats, can be ordered by submitting a completed OTDA-876 form, available at http://otda.state.nyenet/ldss_eforms/, via e-mail to forms.orders@otda.ny.gov. **Districts will not receive shipments of these documents automatically. Districts must submit an OTDA-876 form to receive paper copies of the revised documents prior to the effective date of republication.** After December 16, 2019, districts can use either the OTDA-876 form or the Electronic Forms and Publications Online System at <http://formorders/> to order replacement stock.

Translated Versions

Currently, the six most common non-English languages spoken by individuals with limited English proficiency in New York State, based on census data, are Spanish, Bengali, Chinese (traditional), Haitian-Creole, Korean, and Russian. Please note that Italian versions of these documents will no longer be posted online. Translated versions of the documents in the previously referenced six languages and Arabic can be downloaded from the OTDA intranet site at http://otda.state.nyenet/ldss_eforms/ and from the OTDA public-facing website at <http://otda.ny.gov/programs/applications/>. Paper copies of the Spanish versions of the documents can also be ordered from OTDA, per the instructions above.

For further information regarding the provision of services to individuals with limited English proficiency, districts should refer to Administrative Directive 06-ADM-05, "Providing Access to Temporary Assistance Programs for Persons with Disabilities and/or Limited English Proficiency (LEP)," and Informational Letter 17-INF-14, "Language Access for Individuals with Limited English Proficiency (LEP)."

Alternative Formats

Audio, data, and large print versions of the LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313 can be downloaded from the OTDA intranet site at http://otda.state.nyenet/ldss_eforms/. Districts can also order audio disk, data disk, and braille versions of the documents from OTDA, per the instructions above. Alternative formats are available in both English and Spanish.

For more information on alternative formats, please see 16-ADM-08: "Alternative Format and Disability Accommodation Indicator Use."

Other Information

Any questions concerning revisions to the LDSS-2921, LDSS-3174, PUB-1301, and PUB-1313 can be directed to OTDA's Strategic Operations Unit at (518) 474-9516. Contact OTDA's Bureau of Management Services at (518) 402-6958 with any questions regarding the ordering of documents described herein.

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