



# Office of Temporary and Disability Assistance

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## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	21 TA/DC005 Upstate and New York City
<b>Date:</b>	January 19, 2021
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	TA Directors, Staff Development Coordinators, Domestic Violence Liaisons
<b>From:</b>	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Revised Temporary Assistance Domestic Violence Forms: LDSS-4583, LDSS-4583A, LDSS-4813 and LDSS-4905
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Temporary Assistance 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>	<a href="#">LDSS-4583: "Domestic Violence Screening Form"</a> <a href="#">LDSS-4583A: "Domestic Violence Palm Card"</a> <a href="#">LDSS-4813: "Desk Reference Guide for Domestic Violence Screening Under the Family Violence Option"</a> <a href="#">LDSS-4905: "Domestic Violence Information for All Temporary Assistance Applicants and Recipients"</a>

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### Section 2

The purpose of this GIS is to inform social services districts (districts) that the following Temporary Assistance (TA) domestic violence forms have been revised and are available for printing and distribution:

- [LDSS-4583](#): "Domestic Violence Screening Form"
- [LDSS-4583A](#): "Domestic Violence Palm Card"
- [LDSS-4813](#): "Desk Reference Guide for Domestic Violence Screening Under the Family Violence Option"
- [LDSS-4905](#): "Domestic Violence Information for All Temporary Assistance Applicants and Recipients"

These revised forms convey no policy changes, however, there are language revisions and updated phone numbers for domestic violence hotlines in New York City and the Rest of the State. These 24-hour hotlines provide information about domestic violence services, including: emergency shelter, support groups, counseling, and legal rights. The Office of the Prevention of Domestic Violence (OPDV) has provided text and chat contact options as well for victims of domestic violence. These options are included in the revised [LDSS-4583A](#) and LDSS-4905 forms. The [LDSS-4905](#) must be included in all application/recertification packets as previously instructed in [07 INF-09](#).

Additionally, with increased use of modern technology, victims of domestic violence have become susceptible to abuse through texts, calls, social media and other messaging platforms. Therefore, the risk/danger identifiers of domestic violence on these forms were revised to include these technological tactics of control that may be used by an abuser.

## Forms Access and Ordering Information

The revised bi-lingual English and Spanish versions of the [LDSS-4583](#) “*Domestic Violence Screening Form*”, and [LDSS-4905](#) “*Domestic Violence Information for All Public Assistance (PA) Applicants and Recipients*”, as well as the [LDSS-4813](#) “*Desk Reference Guide for Domestic Violence (DV) Screening Under the Family Violence Option*” are camera-ready only forms. These documents have been posted on the Office of Temporary and Disability Assistance (OTDA) Intranet website at: [http://otda.state.nyenet/ldss\\_eforms/](http://otda.state.nyenet/ldss_eforms/) and are available for downloading by districts for local reproduction.

The [LDSS-4583](#) “*Domestic Violence Screening Form*”, and [LDSS-4905](#) “*Domestic Violence Information for All Public Assistance (PA) Applicants and Recipients*”, are also available in the following languages: Arabic, Bengali, Chinese, Haitian-Creole, Korean, Russian and Spanish on the OTDA Intranet website noted above.

Requests for master camera-ready copies of the English/Spanish versions, should be submitted to OTDA. Please use [OTDA Form 876 \(PDF\)](#) and email it to: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov).

The revised English and Spanish versions of the [LDSS-4583A](#) “*Domestic Violence Palm Card*” are printed and stocked by OTDA and are available for ordering. They have also been posted on the OTDA Intranet website at: [http://otda.state.nyenet/ldss\\_eforms/](http://otda.state.nyenet/ldss_eforms/) and are available for downloading by districts for reproduction locally, depending on print specifications.

Requests for printed copies of the English/Spanish versions of the [LDSS-4583A](#) “*Domestic Violence Palm Card*” should be submitted to OTDA. Please use [OTDA Form 876 \(PDF\)](#) and email it to: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov).

Upon the release of this GIS all previous versions of these forms, including the other than English languages forms **must immediately be destroyed** and replaced with the revised 11/20 versions.

Questions concerning ordering forms should be directed to Bureau of Management Services (BMS) Document Services at: (518) 474-9522 or email to: [forms.orders@otda.ny.gov](mailto:forms.orders@otda.ny.gov).