CASH ASSISTANCE ADDITIONAL ALLOWANCES

You may be eligible for an additional cash grant if someone is added to your budget or to meet certain special needs.

DO ANY OF THESE SITUATIONS APPLY TO YOU?

ADDITIONAL HOUSEHOLD MEMBER

If you have a new baby, or a child or adult has recently moved into your household, you may be eligible for:

- additional cash assistance for food, rent and other needs
- additional Supplemental Nutrition Assistance Program (SNAP) benefits

NEED EXTRA MONEY FOR FOOD

If you cannot prepare meals in your own home because your oven, stove or refrigerator doesn't work, or you live in a residence without cooking facilities, or you are very sick, you may be eligible for:

- a restaurant allowance or
- an allowance for home-delivered meals

HOUSING AND SHELTER-RELATED NEEDS

Back rent to prevent your eviction

Back mortgage and/or property taxes to prevent foreclosure

Payment to maintain or restore utility service(s)

A semimonthly heating fuel allowance if your heating costs are not included in your rent

Additional allowance for fuel

Payment for home repairs if we decide the repairs are necessary to your health and safety or if the property must be repaired to remain income-producing

Payment to repair, or in some cases replace, essential household items that you own, such as heating equipment, stove or refrigerator

Money to buy essential household furnishings and items if:

- you are moving from a hotel or motel to permanent housing that is unfurnished
- you live by yourself and have been discharged from an institution and cannot find furnished accommodations
- a family member has returned home after discharge from foster care or an institution
- It is necessary for your health and safety that you be rehoused in unfurnished accommodations

If you must move, you may be eligible for payment of:

- moving expenses
- security deposit/agreement
- broker's fees/voucher
- storage of furniture and personal belongings

WORK ACTIVITY–RELATED SUPPORTIVE SERVICES

If you participate in work-related activities approved by us, you may be eligible for supportive services such as:

- child care allowance within approved limits, if needed
- necessary public transportation
- clothing for participants in job search who have **exceptional** circumstances, such as homelessness or a recent fire, and lack appropriate clothing
- activity/engagement-related licensing, uniform or durable goods fees, within approved limits, upon submission of documentation certifying the need for such items

Necessary supportive services will be provided when you begin a work activity. If your need changes or you are not receiving a needed service, apply to your Job Center for an additional allowance.

WEP agencies and/or contractors are responsible for providing necessary safety equipment or job-related clothing for their participants.

Other services and help are available, such as counseling for crisis intervention, drug and alcohol abuse, life and parenting skills and day care for incapacitated adults. For more information, contact your Worker.

PREGNANCY

If you provide medical documentation showing the date your baby is due and you are at least four (4) months pregnant, you will be eligible for an additional $50 per month in your grant.

CATASTROPHIC LOSS

If you recently lost your furniture or clothing in a fire, flood or other catastrophe, you may be eligible for an allowance to replace these items.

CAMP FEES

When funds cannot be obtained from other sources, you may be eligible for an allowance for camp fees for children.

BURIAL ALLOWANCE

If burial costs do not exceed $1,700, not including cemetery plot or cremation costs, apply at the Burial Claims Unit within 60 days of death:

25 Chapel Street
Room 606
Brooklyn, NY 11201

You may be eligible to receive a burial benefit of up to $900.

HOW TO REQUEST ADDITIONAL ASSISTANCE

You can add someone to your budget or request a special needs allowance in four ways – in person at the Center, by telephone, by mail or by fax. You may need to contact another designated office to receive certain benefits.

If you go to your Job Center to see your Worker, you will be seen the same day. A designated Worker will help you with the request form. If you cannot wait to see a designated Worker you can get a request form from the receptionist; complete the form and leave it with the receptionist, who will give you a dated copy. Or you can take the form home and mail the completed form to the Worker. If you make a request in person, the Worker may also give you a form listing documents you will have to bring to prove need.

If you make your request by telephone or mail, the Worker will send you a filled-out copy of the request form and a list of documents you will have to provide to prove the need for your request.

If you need help in obtaining documents, tell the Worker and he or she will help you. If you need more time to get documents, explain that to the Worker before the deadline for submitting your documentation.

If you want to have a person 18 years of age or older added to your budget, that person will have to go in to the Job Center to apply in person.

The Worker will determine if you can have a person added to your budget or are eligible for a special allowance. The Worker will send you a notice informing you of the decision. If your request is denied, the notice will inform you of the reason for the denial. The Worker must make a decision within 30 days from the date of your request, or sooner, to address an emergency situation.

If you think our decision was wrong, you can ask for a review of our decision. We will correct our mistakes. You can do both 1 and 2: 1. Ask for a meeting (conference); 2. Ask for a State Fair Hearing with a State hearing officer.

1. **Conference** (informal meeting with us): If you think our decision was wrong, or if you do not understand our decision, please call us to set up a meeting. To do this, call your Center and tell the receptionist that you want an agency conference. If you do not know the main telephone number for your Center, you can call the HRA Information line to find out the correct number to call. The HRA Information line telephone number is (877) 472-8411. Sometimes a conference is the fastest way to solve any problem you may have. We encourage you to do this even when you have asked for a Fair Hearing.

2. **Fair Hearing**: You may request a State Fair Hearing in writing, by telephone, by fax, in person or online.

Write:	Mail a letter to Office of Administrative Hearings, NYS Office of Temporary and Disability Assistance, **P.O. Box 1930, Albany, NY 12201-1930** (Please keep a copy for yourself.)
Telephone:	Call **(800) 342-3334**
Fax:	Fax a letter to **(518) 473-6735**
In Person:	Go to the New York State Office of Temporary and Disability Assistance at **14 Boerum Place, Brooklyn**
Online:	Complete an online request form at: **http://www.otda.state.ny.us/oah/forms.asp**