



# Applications

## Formal Diversion Programs

## Emergency Assistance

### New York

#### Applications

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**Filing and Processing Applications**  
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**Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

- Food Stamps
- Medicaid
- Child care
- Emergency Assistance
- State "general assistance"
- State medical assistance
- Medicare buy-in; services, i.e., home health care, homemaker services, protective services

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 30 days for Family Assistance, 45 days for Safety Net Assistance.

The agency is required to issue a written decision on applications.

**Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

- Complete an assessment
- Submit to drug screening
- Cooperate with finger imaging

The following applicants are exempt from pending application requirements:

- Under age 16; under age 18 and attending school full-time

**Personal Responsibility Contracts**

Applicants and recipients are not required to sign a personal responsibility contract.

**Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

- At local district discretion

The following people must sign an employability plan:

- Head of household
- Both parents in "two-parent" families
- Household member age 18 or older who is a parent; individual age 16 or 17 who is not attending secondary, vocational, or technical school full-time

The following applicants and recipients are exempt from developing and/or signing an employability plan:

- Child under age 16; child under age 19 if attending secondary, vocational, or technical school full-time

Employability plans include a state or county agreement to provide services, and the services are listed.

There is no sanction for refusal to develop or sign an employability plan.

## **Formal Diversion Programs**

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The state does not operate a formal cash diversion program.

## **Emergency Assistance**

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The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Child care

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*