



---

*Medical Insurance and Community Services  
Administration (MICSA)*

# MEDICAID ALERT

---

December 18, 2018

Department of Social Services Office of Legal  
Affairs (OLA)

The purpose of this alert is to inform legal representatives, advocates, and other client representatives that the email address for the New York City Department of Social Services (DSS) Office of Legal Affairs (OLA) has changed to [OLAMAReferrals@dss.nyc.gov](mailto:OLAMAReferrals@dss.nyc.gov). The new email address is effective immediately.

The previous email address, OLAMAReferrals@hra.nyc.gov will no longer be monitored after January 1, 2019.

Please note that OLA's email address is only to be used for **submitting draft supplemental needs trusts to OLA for review and approval**.

Executed trusts and financial instruments **must not be** submitted to OLA; these trusts should continue to be submitted to DSS's Medicaid program (if requesting a review on behalf of a Medicaid only case), and the Home Care Services Program (if the trust is under a homecare services case),.

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF

---

NYC Medicaid Alerts are a Periodic Service of the NYC Human Resources Administration  
Medical Assistance Program • Office of Eligibility Information Services • 785 Atlantic Avenue, Brooklyn, NY 11238  
Steven Banks, *Commissioner* ♦ Karen Lane Executive Deputy Commissioner ♦ Maria Ortiz-Quezada, *Director of EIS*

Copyright 2018 The City of New York, Department of Social Services.  
For permission to reproduce all or part of this material contact the New York City Human Resources Administration.