



2025-05-16

To: Human Resources Administration (HRA)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2025-05-16. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** HIV/AIDS Services Administration Quarterly Performance Report

**Report Description:** The Commissioner shall submit written, quarterly reports to the mayor and the council that shall, at a minimum, provide the following information: 1. The number of persons with clinical/symptomatic HIV illness or with AIDS who requested benefits or services set forth in subdivision b of this section or any other benefits or services provided by the division. 2. The processing time for applications for benefits or services, disaggregated by field office, type of benefit and individual versus family case, specified as follows: (i) for non-emergency applications for food stamps, Medicaid and public assistance benefits, including separate determinations of eligibility for Medicaid or food stamps: (1) the number of days from completed application to the provision of the benefit or service; and (2) in cases of denial, the number of days from the completed application to denial of the application. (ii) for immediate needs grants and expedited food stamps: (1) the number of days from the request date to the date of issuance of a grant; and (2) in cases of denial, the number of days from the request date to the date of denial. (iii) for all other non-emergency benefits or

services provided by or through any division center or office, including but not limited to exceptions to policy for enhanced rental assistance and additional allowances: (1) (a) the number of days from initial request to completed application; and (b) the number of days from completed application to the provision of the benefit or service; and (2) in cases of denial, the number of days from completed application to denial of the application. (iv) for all other benefits or services provided on an emergency basis, including but not limited to exceptions to policy for enhanced rental assistance and additional allowances: (1) the number of days from initial request to completed application; (2) the number of days from completed application to approval or denial of the application; and (3) the number of days from approval of an application to the provision of the benefit or service. (v) for applications for non-emergency housing: (1) the number of days from a request for housing to completed application; (2) the number of days from completed application to approval or denial of the application; (3) the number of days from approval of an application to the date on which the client takes occupancy of non-emergency housing; and (4) with respect to applications that are approved, the number of days from completed application to the date on which the client takes occupancy of non-emergency housing. 3. The number of division staff, by job title, whose duties include providing benefits and services or access to benefits and services pursuant to this section, disaggregated by field office and family versus overall cases; the number of cases at each field office, disaggregated by family versus overall cases; and the ratio of case managers and supervisors to clients at each field office, disaggregated by family versus overall cases. 4. The number of cases closed, disaggregated by the reasons for closure. 5. The number of closed cases that were re-opened, the length of time required to re-open such closed cases, starting from the date on which the case was closed, and the total number of cases closed in error and the length of time required to reopen such closed cases, starting from the date on which the case was closed, disaggregated by field office and reported in the following categories: 0 to 15 days; 16 to 30 days; 31 to 45 days; 46 to 60 days; 61 to 75 days; 76 to 90 days; and more than 91 days. 6. The number of administrative fair hearings requested, the number of fair hearing decisions in favor of applicants and recipients and the length of time for compliance with such fair hearing decisions, disaggregated by decisions where there was compliance within 30 days of the decision date and decisions where there was compliance after 30 days of the decision date; 7. The number of proceedings initiated pursuant to Article 78 of the Civil Practice Law

and Rules challenging fair hearing decisions, and the number of Article 78 decisions rendered in favor of applicants or recipients; 8. The number of clients in emergency housing and the average length of stay, disaggregated on a monthly basis; 9. The number of facilities used to provide emergency shelter for clients and the number of units per facility, disaggregated by the type of facility; 10. The number of facilities used to provide emergency shelter placed on non-referral status for each month in the reporting period and the number of facilities placed on non-referral status that remedied the situation that led to non-referral status. 11. The number of facilities used to provide emergency shelter placed on discontinuance of use status and the number of facilities placed on discontinuance of use status that remedied the situation that led to discontinuance of use status. 12. The number of requests for emergency housing assistance, the number of persons referred to the department of homeless services; the number of persons referred to commercial single room occupancy hotels, the average length of stay in commercial single room occupancy hotels, the number of applications for non-emergency housing each month; and the number of persons placed in non-emergency housing each month. 13. The number of inspections of emergency housing conducted by the division. 14. Quarterly reports required by this subdivision shall be delivered no later than 60 days after the last day of the time period covered by the report. The first quarterly report required by this subdivision shall be delivered no later than August 31, 2005.

**Reporting Frequency:** Every 3 Months

**Report Due Date:** 2025-04-30

**Authorizing Resource (Charter and Code):** New York City Administrative Code Title 21 Section 128(j)

**Authorizing Resource (Local Law):** LL 49/1997, LL 32/2005