

TO: ALBANY LAW CLINIC & JUSTICE CENTER  
**FIELD PLACEMENT CLINIC**  
FAX: 518-434-8612

PLACEMENT NAME: \_\_\_\_\_ Legal Intern \_\_\_\_\_

PLACEMENT ADDRESS: \_40 N. Pearl Street, Albany, NY 12243\_\_\_\_\_

PHONE: \_\_ (518) 473-8266 \_\_\_\_\_ FAX: \_\_\_\_\_ (518) 474-5765 \_\_\_\_\_

SUPERVISING ATTORNEY: \_\_\_\_\_ Carmela Pellegrino \_\_\_\_\_

1) A brief statement about your office generally (e.g., mission, jurisdiction, size, nature of practice, etc.)

The mission of the New York State Office of Temporary and Disability Assistance (OTDA) is:

- To enhance the economic security of low-income working families
- To assist work-capable public assistance recipients in achieving entry into the workforce
- To assist individuals with priority needs other than work-readiness in accessing appropriate benefits and services
- To enhance child-wellbeing and reduce child poverty

OTDA's purpose is to oversee a range of the State's most important programs for its low-income residents, with a focus on employment wherever possible, and to provide leadership, guidance and support to local departments of social services in the administration of those programs.

OTDA is measured by the extent to which it (1) assists welfare recipients and potential welfare recipients in entering employment; (2) promotes access to economic supports for low-income working New Yorkers; (3) connects individuals with special needs to appropriate services; and (4) helps to reduce child poverty.

The mission of the Office of Legal Affairs is to establish and interpret legal policy for OTDA and provide legal advice and counsel to OTDA's programs and administrative support divisions, local social services districts, and other appropriate agencies in connection with the policy development and program implementation processes. The Bureau of Child Support and Homeless Services is one of four bureaus within the Office of Legal Affairs and currently has five attorneys, two of whom exclusively support the Division of Child Support Enforcement (DCSE), two others who support the Bureau of Housing Services (BHS), and one attorney overseeing both programs.

2) A description of the experiences law students are likely to have at your office, including the types tasks a student may perform.

The legal intern will work closely with attorneys in the Division of Legal Affairs, Bureau of Child Support and Homeless Services in the office of Temporary and Disability Assistance (OTDA) on a wide array of legal issues. Duties will include research of various legal issues, including analysis of case law and regulations, as well as state and federal statutes; preparation of legal memoranda; observation of internal agency meetings; and assistance in document review for discovery requests made by the opposing party in on-going litigation against OTDA. In addition, the intern may be asked to participate on a committee tasked with redrafting legal documents for the Homeless Housing and Assistance Program, including, but not limited to, notes, mortgages, building loan agreements and final award agreements.

3) Any special requirements you have for student selection (e.g., writing sample, class standing, experience, third year students only, background check, etc.)

Law Student must have successfully completed one full year of law school course work and submit a cover letter, writing sample and unofficial transcript.

4) Web site for further information

[www.otda.state.ny.us](http://www.otda.state.ny.us)

5) Anything else that you think would be helpful or informative.