Social Services District:_____

Contingency Plans

1. Has your agency developed a contingency plan, with documented procedures that provide you with the capability of manually processing benefits and services, in order to carry out core, mission-critical functions in the event that State and local computer systems fail as a result of Y2K problems?

- State Systems	Yes	Under Development	No
- Local Systems	Yes	Under Development	No

2. Are your local systems certified Y2K compliant?

Yes Partially No

3. Does this plan accommodate a prolonged failure?

Yes No

Embedded Systems/Chips

4. Has your agency completed an inventory and assessment of embedded systems (e.g., elevators, lighting systems, security systems, communications systems, etc.) and taken remediation steps where necessary?

Yes In Process No

Facility Issues

5. Please indicate whether or not your agency has a plan to deal with facility problems which might occur as a result of the loss of:

- Heat	Yes	Under Development	No
- Electricity	Yes	Under Development	No
- Telephone	Yes	Under Development	No
- Water & Sewer Services	Yes	Under Development	No

If you answered "YES" to any of the above questions, please enclose a copy of the plan with your survey response.

[ ] Contingency Plan mailed under separate cover

Signature:_____ Date:_____

Title:_____

Please feel free to add any comments related to your Y2K plans on a separate sheet of paper.