



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	06-INF-35
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports
Date:	December 5, 2006
Subject:	Revision of LDSS-4398: "WMS Non-Services Code Cards" (October 2006) (Update)
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Food Stamp Bureau - (518) 473-1469 Temporary Assistance - (518) 474-9344 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 473-7991
Attachments:	Attachment - WMS Non-Services Code Cards (10/06) - Available on the Intranet - For instructions how to download (See WMS/CNS Coordinator Letter - 1/28/00)
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-21 97 ADM-20 05 INF-27 03 INF-6 04 INF-6 02 INF-12 01 INF-7 00 INF-9 99 INF-1					WMS/CNS Coordinator Letter 12/2/05 WMS/CNS Coordinator Letter 1/28/00

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Section 2

I. Purpose

The purpose of this release is to introduce the 10/06 revision of the LDSS-4398: “WMS Non-Services Code Cards”.

II. Background

The WMS Non-Services Code Cards are designed to assist **Upstate** local district staff in locating Welfare Management System (WMS) data-entered and system generated codes.

III. Program Implications

The latest updates to the code cards reflect additions, deletions and changes in WMS codes, which have occurred since the last card stock update in November 2005.

IV. Forms Ordering Information:

We expect delivery of the revised WMS Non-Services Code Cards in late January 2007 and that they will be distributed shortly after that.

Your district will automatically receive supplies of the WMS Non-Services Code Cards based on previous ordering practices.

Card Stock code cards will continue to be issued on a periodic basis.

The 10/06 revision of the code cards is also accessible through the Intranet. See the 1/28/00 “Dear WMS/CNS Coordinator” letter for instructions on how to download the code cards through the Intranet.

Requests for additional card stock sets of LDSS-4398 (10/06) should be submitted on OTDA-876 (Rev. 2/00): “Request for Forms or Publications” form, and should be sent to:

Office of Temporary and Disability Assistance
Document Services
P.O. Box 1990
Albany, New York 12201
Attention: Document Supply Control & Distribution

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 4-9522.

Issued By

Name: *Russell Sykes*
Title: **Deputy Commissioner**
Division/Office: **Division of Employment and Transitional Supports**