



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE**

40 NORTH PEARL STREET
ALBANY, NY 12243-0001

David A. Paterson
Governor

Informational Letter

Section 1

Transmittal:	10-INF-11
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	July 1, 2010
Subject:	Revised LDSS-3087: "Application/Recertification Guide Dog Food Program"
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff MA Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Policy Questions: Temporary Assistance Bureau @ 518-474-9344 or 1-800-343-8859, ext. 4-9344 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment 1: LDSS-3087
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.
01 INF-1	01 INF-1	397.10	SSL 303-a	TASB: Chapter 23, Section A	

Section 2

I. Purpose

The purpose of this informational letter (INF) is to inform local districts that the following form has been revised: LDSS-3087 Application/Recertification Guide Dog Food Program

II. Program Implications

Grants of Assistance for Guide Dogs (GAGD) are provided to eligible blind, hearing impaired or disabled persons who maintain guide/service dogs and meet eligibility criteria. Eligibility is determined based on information contained in the LDSS-3087: Application/Recertification Guide Dog Food Program form. The LDSS-3087: Application/Recertification Guide Dog Food Program form is also used for the six-month recertification that is mandated by the program.

The LDSS-3087: Application/Recertification Guide Dog Food Program form must be accompanied by the LDSS-3097: Cover Letter. Local districts should use the language from the LDSS-3097: Cover Letter with their agency letterhead to create district specific cover letters.

Revisions to the LDSS-3087: “Application/Recertification Guide Dog Food Program” form:

- A. The revision date was changed to 6/10
- B. For residents of NYC, the address where the completed Application/Recertification is sent was changed to: Office of Program Support, Guide Dog Food Program Coordinator, 180 Water Street, 19th Floor, New York, NY 10038
- C. The toll free number to call for assistance regarding the Guide Dog Food Program at the top of the page was changed to: 1 (800) 342-3009

III. Forms Ordering Information

- The revised English version of the LDSS-3087: “*Application/Recertification Guide Dog Food Program*” is **not** State printed but is available to local districts in PDF format or as master camera ready copy. The procedures for ordering PDFs or master camera ready copies are listed below.
- The above referenced document has also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for local district download and reproduction.
- Upon the release of this INF all previous versions of the “*Application/Recertification Guide Dog Food Program*” **must immediately be destroyed** and replaced with the revised 6/10 version.
- Any future written requests for master camera ready copies of the English version of the document, should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

- Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.
- Master camera ready copies of the documents may also be ordered through Outlook. To order a master camera ready copy you must first obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then to the Division of Operations and Program Support page, and lastly to the PSQI E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us . For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

Name: Russell Sykes

Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports