

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

June 21, 2012

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**TO:** Commissioners, TA Directors, FS Directors, HEAP Liaisons, Employment Coordinators

**FROM:** Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Distribution of Informational Booklets: LDSS-4148A, LDSS-4148B, and LDSS-4148C

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau at 1-(800) 343-8859 ext. 49344

The purpose of this message is to remind Social Services Districts (SSDs) of the requirement under 18 NYCRR 351.1(b)(i), 355.2(c), 387.2(h) and 403.2 (a) to provide copies of the Client Informational Booklets LDSS-4148A, LDSS-4148B and LDSS-4148C (commonly known as Books 1, 2 and 3) to all applicants and recipients of Temporary Assistance (TA) and Food Stamps (FS).

SSDs may have thought this Office of Temporary and Disability Assistance (OTDA) policy had changed with the Department of Health's GIS 11 MA/026 which gave local districts flexibility in distributing the booklets when mailing application packages to Medicaid only-applicants by referring Medicaid applicants to the following OTDA website to obtain the informational booklets:

[www.otda.ny.gov/programs/applications/](http://www.otda.ny.gov/programs/applications/)

For all TA and FS applicants and recipients local districts still must provide **actual** copies of Books 1, 2 and 3 at the same time as they provide the DSS-2921: "Application for PA, MA, FS, Services" or DSS-3174 "Recertification for PA, MA, FS" and the accompanying "How to Complete" publications, PUB-1301 and PUB-1313 respectively.