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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 99 INF-1

TO: Commissioners of  
 Social Services

DIVISION: Temporary  
 Assistance

DATE: January 8, 1999

SUBJECT: Revision of LDSS-4398: "WMS Non-Services Code Cards"  
 (November 1998 Update) (Upstate Only)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Welfare Management System Coordinators  
 Accounting Supervisors  
 Forms Coordinators  
 Staff Development Coordinators  
 CAP Coordinators

CONTACT PERSON: TA/New Technology  
 Bob Gullie User ID - (AV1060)  
 1-800-343-8859, extension 4-6055

ATTACHMENTS: LDSS-4398: WMS Non-Services Code Cards (11/98) -  
 not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-21	95 INF-2				
97 ADM-20					
95 INF-2					

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The purpose of this release is to introduce the 11/98 revision of the LDSS-4398: "WMS Non-Services Code Cards". The Code Cards are designed to assist upstate local district staff in locating Welfare Management System (WMS) and Client Notices System (CNS) data-entered and system-generated codes. Beginning with the 11/98 update, the PA/FS CNS Code cards (DSS-4394) will no longer be available as a separate document. They have now been incorporated into the 11/98 version of the LDSS-4398: "WMS Non-Services Code Cards".

The latest update to the Code Cards reflects additions, deletions and changes in codes which have occurred since the last update (10/95). Most of the changes are as a result of Federal and State Welfare Reform requirements including changes to Case Type mnemonics. (Please refer to 97 ADM-20 and 97 ADM-21 for a detailed explanation of the new case types.)

The Code Cards have also been rearranged to follow more closely WMS data-entry screen design. For example, instead of the PA, MA and FS Case Reason Codes being scattered throughout the Code Cards, they are now located together in the "Screen 1" section.

We have also been working on making the Code Cards accessible through the Intranet and when in place on the Intranet, the Code Cards will be updated and available whenever WMS/CNS system enhancements are migrated to production. We will inform local districts as soon as they are available on the Intranet.

Your district will automatically receive supplies of the WMS Code Cards based on previous ordering practices. Card stock code cards will continue to be issued on a periodic basis.

Requests for additional sets of LDSS-4398 (Rev. 11/98) should be submitted on DSS-876 (Rev. 2/96): "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 6-6223.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance