

**INFORMATIONAL LETTER**

**TRANSMITTAL:** 00 INF-9

**TO:** Commissioners of  
Social Services

**DIVISION:** Temporary  
Assistance

**DATE:** March 16, 2000

**SUBJECT:** Revision of LDSS-4398: "WMS Non-Services Code Cards"  
(December 1999 Update) (Upstate Only)

**SUGGESTED**

**DISTRIBUTION:** Temporary Assistance 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 (12/99) -  
Available on the Intranet  
For instructions how to download  
(See WMS/CNS Coordinator Letter 1/28/00)

**FILING REFERENCES**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-21	99 INF-1				WMS/CNS
97 ADM-20					Coordinator
99 INF-1					Letter 1/28/00

The purpose of this release is to introduce the 12/99 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) data-entered and system-generated codes.

The latest update to the Code Cards reflects additions, deletions and changes in codes which have occurred since the last update (11/98). Most of the changes are as a result of Federal and State Welfare Reform reporting requirements.

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.

This 12/99 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 (Rev. 12/99) 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.

---

Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance