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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
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Brian J. Wing
Commissioner

Informational Letter

Section 1

Transmittal:	01 INF 16
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	August 23, 2001
Subject:	Revision of Client Information Books
Suggested Distribution:	Temporary Assistance Directors Food Stamp Directors Medical Assistance Directors Services Coordinators CAP Coordinators Staff Development Coordinators Child Support Enforcement Coordinators Employment Coordinators Forms Coordinators
Contact Person(s):	OTDA (PA and FS) - Your agency representatives at 1-800- 343-8859 For PA - ext. 4-9344 For FS - ext. 3-1469 DOH (MA)- Upstate Local District Support Unit representative at: 518-474-8216 Downstate Local District Support Unit representative at: 212-258-6855 Services (OCFS) - Bureau of Technical Services representative at 1-800-342-3727 DOL - Your Technical Advisor Forms Printing and Distribution: Bill Gaudette at 1-800-343-8859 ext. 20164
Attachments:	Attachment 1 - DSS-4148A (6/01) Attachment 2 - DSS-4148B (6/01) Attachment 3 - DSS-4148C (6/01)
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.
93 ADM-8 92 ADM-26 91 ADM-44 91 ADM-40 91 ADM-37		387.2	CFR 273.2 (b) & (c)	PASB MARG	95 LCM-87 95 LCM-68 90 LCM-45 90 LCM-30 GIS 94-MA

91 ADM-29					/MA/004/005
91 ADM-22					GIS 89-IM/DC017
90 ADM-42					
90 ADM-41					
90 ADM-27					
90 ADM-9					
89 ADM-45					
89 ADM-6					
86 ADM-13					
86 ADM-7					
85 ADM-45					
85 ADM-8					
76 ADM-9					
97 INF-17					
93 INF-26					
92 INF-12					
91 INF-60					
91 INF-12					
89 INF-55					
88 INF-83					
88 INF-39					
87 INF-37					
87 INF-30					
86 INF-35					

Section 2

I. Purpose

The purpose of this INF is twofold:

1. To **introduce** the following revised client information books:

DSS-4148A: What You Should Know About Your Rights and Responsibilities
(When Applying For or Receiving Social Services)

DSS-4148B: What You Should Know About Social Services Programs

DSS-4148C: What You Should Know If You Have an Emergency

2. To **obsolete** the following three client information books supplements:

DSS-4148D: New Information About Public Assistance and Food Stamps

DSS-4148E: New Information About Medical Assistance (Medicaid)

DSS-4148F: New Information About Employment Rights and Responsibilities

II. Background

The three client information books were last revised in January 1995. Since that time, three supplements (DSS-4148D, DSS-4148E and DSS-4148F) were issued to comply with welfare reform changes. The information in the supplements has now been incorporated into the three revised books. In addition, other program and policy changes that had occurred since the last printing have also been incorporated.

III. Program Implications

Local Districts must continue to distribute the LDSS-4148A, LDSS-4148B and LDSS-4148C as outlined in releases, 93 INF-26, 91 INF-60 and 90 ADM 41.

IV. Forms Implications

The 1/95 versions of the three client information books and the three client information book supplements must be destroyed upon receipt of the revised 6/01 versions of LDSS-4148A, LDSS-4148B and LDSS-4148C.

The NYC and Upstate districts will automatically receive supplies of the three, 6/01, versions of the books in September. Spanish versions of these books will follow. When the Spanish books are available, only NYC will automatically receive supplies. Other districts must order Spanish versions using the procedure described below.

Future requests for printed copies of the 6/01 versions of LDSS-4148A, LDSS-4148B and LDSS-4148C or the Spanish versions LDSS-4148A (S), LDSS-4148B (S) and LDSS-4148C (S) should be submitted on OTDA-876 (Rev.6/98): 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

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 2-0164.

V. Other Information

Because these booklets provide current program and policy information as well as mandated legal information, comments on the format and content of these booklets are welcomed. Comments received will be pended and considered at the next printing of these booklets. Comments may be forwarded to:

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Issued By

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Title: Deputy Commissioner

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