



**George E. Pataki**  
Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Brian J. Wing**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	01 INF 22
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Program Support & Quality Improvement
<b>Date:</b>	October 31, 2001
<b>Subject:</b>	Revisions of LDSS - 2921 Upstate Common Application and PUB - 1301 upstate "How to complete" Publication
<b>Suggested Distribution:</b>	Temporary Assistance Food Stamp Directors Medical Assistance Directors Services Coordinators CAP Coordinators Staff Development Coordinators Child Support Enforcement Coordinators Employment Coordinators Forms Coordinators WMS Coordinators
<b>Contact Person(s):</b>	John Paolucci, Assistance Division Director (518) 474-1683
<b>Attachments:</b>	Attachment 1 - LDSS-2921 Attachment 2 - PUB-1301
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
85 ADM-38 89 INF-53 95 INF-8 95 INF-29	95 INF-29 95 INF-8	350.4 351.21 360.1 369.1 369.4 387.6 387.17 404.1		PASB III-E, III-H, V-B-1, V-C FSSB IV-E-2, IV-F IV-E-5, VI-A MARG p. 368 p. 376	95 ADM-1

## **Section 2**

### **I. Purpose**

This is to introduce revisions to the following mandated forms including the LDSS 2921 Upstate Common Application and PUB 1301 “How to Complete” Upstate Application.

### **II. Background**

There have been significant changes made to these forms since the last 1996 revision. These versions now incorporate all mandated welfare reform requirements.

### **III Forms Implications**

The (Rev. 4/96) versions of the LDSS 2921 and PUB 1301 must be destroyed upon receipt of the (Rev. 8/01) versions of LDSS 2921 and PUB 1301.

The Upstate districts will automatically receive supplies of these (Rev. 8/01) versions in November.

Future requests for printed copies of the (Rev. 8/01) versions of LDSS 2921 and PUB 1301 should be submitted on an OTDA-876 (Rev. 6/98): Requests 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

In addition, electronic PDF versions of the revised LDSS 2921 and the PUB 1301 will be posted on the OTDA Intranet Home Page, LDSS E-Forms link.

### **IV 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:

John Paolucci, Assistant Division Director  
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40 North Pearl Street  
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### **Issued By**

**Name: Mary Meister**

**Title: Deputy Commissioner**

**Division/Office: Program Support & Quality Improvement**