



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

Transmittal:	02 - INF -2
To:	Local District Commissioners
Issuing Division/Office:	Division of Program Support & Quality Improvement
Date:	January 7, 2002
Subject:	Obsolete Certification Guide (DSS - 3570)
Suggested Distribution:	Income Maintenance Directors Food Stamp Directors Medical Assistance Directors WMS Coordinators Staff Development Coordinators Forms Coordinators
Contact Person(s):	John Paolucci, Assistant Division Director (518) 474-1683
Attachments:	
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 INF-24 90 INF-9 88 INF-52 85 ADM-38	90 INF-9 88 INF-52			PASB III-H V-C-1 FSSB IV-E-4&5 V-E-all	

Section 2

I. Purpose

This release is to notify local districts that the DSS-3570: “Certification Guide” is being obsoleted, as described below.

II. Background

The DSS-3570: “Certification Guide” was originally designed to be used by eligibility workers during the interview and eligibility process. It contained prompts to the workers and areas to note case-specific information and documentation provided by the client. The information in the DSS-3570 has now been incorporated into the upstate 8/01 version of the Common Application LDSS-2921. This 8/01 version was introduced in 01 INF-22 and has now been delivered to all upstate districts. This change is also in the process of being incorporated into the NYC Common Application (LDSS-2921 NYC).

III. Program Implications

Upon receipt and usage of the 8/01 version of the Common Application, the DSS-3570 is obsolete, and local districts should destroy all remaining supplies.

Issued By

Name: Mary Meister

Title: Deputy Commissioner

Division/Office: Program Support & Quality Improvement