



**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>	02 INF 12
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	April 30, 2002
<b>Subject:</b>	Revision of LDSS-4398: "WMS Non-Services Code Cards" (November 2001 Update)
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859, Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469 Central Region - (518) 474-9344 Western Region - (518) 473-0332 Metro Region - (212) 383-1658 WMS Questions: (518) 473-9779
<b>Attachments:</b>	WMS Non-Services Code Cards (11/01) - Available on the Intranet - For instructions how to download (See WMS/CNS Coordinator Letter 1/28/00)
<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.
97 ADM-21 97 ADM-20 01 INF-7 00 INF-9 99 INF-1	01 INF-7				WMS/CNS Coordinator Letter 1/28/00

## **Section 2**

### **I. Purpose:**

The purpose of this release is to introduce the 11/01 revision of the LDSS-4398: “WMS Non-Services Code Cards”.

### **II. Background**

The WMS Non-Services Code Cards are designed to assist **Upstate** local district staff in locating Welfare Management System (WMS) data-entered and system generated codes.

### **III. Program Implications**

The latest updates to the Code Cards reflect additions, deletions and changes in WMS codes, which have occurred since the last update (12/00).

Most of the changes are as a result of Federal and State Welfare Reform Time Limits Tracking reporting requirements and the introduction of the new MA Case Type 24 – Family Health Plus (FHP).

### **IV. Forms Distribution and Ordering Information**

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

The 11/01 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 (11/01) 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  
Attention: Document Supply Control & Distribution

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

### **Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**