



George E. Pataki
Governor

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

Robert Doar
Acting Commissioner

Informational Letter

Section 1

Transmittal:	03 INF 37
To:	Local District Commissioners
Issuing Division/Office:	Division of Program Support & Quality Improvement
Date:	October 22, 2003
Subject:	Revision to Spanish Versions of the Client Information Books and the Introduction of Other Available Languages Including Russian, Arabic and Chinese.
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):	John M. Paolucci, Assistant Division Director (518) 474-1683 John.Paolucci@dfa.state.ny.us
Attachments:	LDSS-4148A-SP (11/02) LDSS-4148A-RU (11/02) LDSS 4148A-AR (11/02) LDSS-4148B-SP (11/02) LDSS-4148B-RU (11/02) LDSS-4148B-AR (11/02) LDSS-4148C-SP (11/02) LDSS-4148C-RU (11/02) LDSS-4148C-AR (11/02) LDSS-4148A-CH (11/02) LDSS-4148B-CH (11/02) LDSS-4148C-CH (11/02)
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.
03 INF 9 93 INF 26 91 INF 60 90 ADM 41		387.2	CFR 273.2 (b) & (c)	PASB MARG	

Section 2

I. Purpose

The purpose of this release is to inform the local districts that the (Rev 11/02) versions of LDSS-4148A, LDSS-4148B and LDSS-4148C client information books have been translated into **Spanish, Russian, Arabic and Chinese**:

Spanish:

LDSS-4148A-SP: What You Should Know About Your Rights and Responsibilities

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

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

Russian:

LDSS-4148A-RU: What You Should Know About Your Rights and Responsibilities

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

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

Arabic:

LDSS-4148A-AR: What You Should Know About Your Rights and Responsibilities

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

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

Chinese:

LDSS-4148A-CH: What You Should Know About Your Rights and Responsibilities

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

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

II. Background

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. The last revision (11/02) to these forms was announced in 03 INF 9.

III. Program Implications

Any 6/01 versions of the three **Spanish** client information books LDSS-4148A-S, LDSS-4148B-S or LDSS-4148C-S must be destroyed upon receipt of the 11/02 versions of LDSS-4148A-SP, LDSS-4148B-SP and LDSS-4148C-SP. You will notice that we have changed the **Spanish** form number suffix from a single "S" to a two letter "SP", which is now our Office standard as we revise or create new translated forms. Since this is the first release in **Russian, Chinese and Arabic** there are no existing books to destroy.

The NYC districts automatically received supplies of the 11/02 versions of these Client Information Books in each language. Other districts must order **Spanish, Russian, Arabic** or **Chinese** versions using the procedure described below.

Future requests for printed copies of the 11/02 **Spanish** versions LDSS-4148A-SP, LDSS-4148B-SP and LDSS-4148C-SP; **Russian** versions LDSS-4148A-RU, LDSS-4148B-RU and LDSS-4148C-RU; **Arabic** LDSS-4148A-AR, LDSS-4148B-AR and LDSS-4148C-AR; or **Chinese** LDSS-4148A-CH, LDSS-4148B-CH and LDSS-4148C-CH 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 4-9522.

These client information books are also published on the Office of Temporary and Disability Assistance, Intranet Home Page, which you can access on the LDSS E-FORMS site at:

http://sdssnet5/otda/ldss_eforms/default.htm#4000

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
Division of Program Support and Quality Improvement –12A
40 North Pearl Street
Albany, New York 12243
(518) 474-1683
john.paolucci@dfa.state.ny.us

Issued By

Name: Mary Meister
Title: Deputy Commissioner
Division/Office: Program Support & Quality Improvement