



**George E. Pataki**  
Governor

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

**Robert Doar**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	06-INF-35
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Employment and Transitional Supports
<b>Date:</b>	December 5, 2006
<b>Subject:</b>	Revision of LDSS-4398: "WMS Non-Services Code Cards" (October 2006) (Update)
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 6-1095 Program Questions: Food Stamp Bureau - (518) 473-1469 Temporary Assistance - (518) 474-9344 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 473-7991
<b>Attachments:</b>	Attachment - WMS Non-Services Code Cards (10/06) - 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 05 INF-27 03 INF-6 04 INF-6 02 INF-12 01 INF-7 00 INF-9 99 INF-1					WMS/CNS Coordinator Letter 12/2/05 WMS/CNS Coordinator Letter 1/28/00

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## Section 2

### I. Purpose

The purpose of this release is to introduce the 10/06 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 card stock update in November 2005.

### IV. Forms Ordering Information:

We expect delivery of the revised WMS Non-Services Code Cards in late January 2007 and that they will be distributed shortly after that.

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 10/06 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 (10/06) should be submitted on OTDA-876 (Rev. 2/00): “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 4-9522.

### Issued By

**Name:** *Russell Sykes*  
**Title:** **Deputy Commissioner**  
**Division/Office:** **Division of Employment and Transitional Supports**