



**Eliot Spitzer**  
Governor

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

**David A. Hansell**  
Commissioner

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	07-INF-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Program Support and Quality Improvement
<b>Date:</b>	May 15, 2007
<b>Subject:</b>	Revisions to the LDSS-4148A - <u>What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services)</u>
<b>Suggested Distribution:</b>	Temporary Assistance Directors Food Stamp Directors Medical Assistance Directors Directors of Services CAP Coordinators Staff Development Coordinators Child Support Enforcement Coordinators Employment Coordinators Forms Coordinators EBT Coordinators
<b>Contact Person(s):</b>	Forms Questions: Jacqueline Brace, Document Services and Operational Support: (518) 474-9522 Program Questions: Temporary Assistance - (518) 474-9344 or 1(800) 343-8859 Food Stamp Bureau - (518) 473-1469 HEAP - (518) 473-0332 Metro Region - (212) 961-8207 WMS Questions: (518) 474-8749 Office of Health Insurance Programs - Medicaid Services, Local District Liaison: Upstate: (519) 474-8887 New York City: (212) 714-4500
<b>Attachments:</b>	LDSS-4148A: What You Should Know about Your Rights and Responsibilities (When Applying For or Receiving Benefits) (Rev. 2/07)
<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.
06 ADM-05 06 ADM-02 06 ADM-01 05 ADM-03 04 ADM-05 03 ADM-11 03 ADM-10 03 ADM-07 02 ADM-02 01 ADM-04 01 ADM-03 99 ADM-07 97 ADM-24 97 ADM-23 97 ADM-21 97 ADM-20 93 ADM-89 92 ADM-26 91 ADM-44 91 ADM-40 91 ADM-37 91 ADM-29 91 ADM-22 90 ADM-42 90 ADM-41 90 ADM-27 90 ADM-9 06 INF-32 05 INF-20 04 INF-24 04 INF-20 03 INF-9 01 INF-16 97 INF-17 93 INF-26 92 INF-12 91 INF-60 91 INF-12		387.2	CFR 273.2 (b) & (c)	PASB	95 LCM-87 95 LCM-68 90 LCM-45 90 LCM-30 GIS 94-MA/004

## Section 2

### I. Purpose:

The purpose of this release is to inform local districts that the following Client Information Book has been revised significantly (copy attached):

**LDSS-4148A (Rev. 2/07): “What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services)”**

### II. Background:

Client Information Book 1, LDSS-4148A was last revised in November 2002.

Numerous program and policy changes that had occurred since the last printing have been incorporated in this revised LDSS-4148A. The LDSS-4148A also provides information pertaining to eligibility and other program requirements for individuals who apply for or receive Temporary Assistance, Medical Assistance, Food Stamp Benefits or Services.

The LDSS-4148A provides information to describe the rights and responsibilities of individuals who apply for Temporary Assistance, Medical Assistance, Food Stamps or Services. The LDSS-4148A also provides information pertaining to eligibility and other program requirements, such as employment and child support for individuals who apply for, or receive, Temporary Assistance, Medical Assistance, Food Stamps or Services.

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 LDSS-4148A must be distributed to all applicants for Medical Assistance with the following exceptions:

- Prenatal Care Assistance Providers (PCAPs)
- Family Planning Providers

These providers are not required to distribute the LDSS-4148A, B, or C.

### **III. Program Implications:**

The LDSS-4148A was reviewed and updated for accuracy and clarity. Note the revisions to this form are extensive for all areas.

### **IV. Forms Ordering Information:**

- The revised 2/07 version of the LDSS-4148A is stocked in the Albany and NYC warehouses. Your district has automatically received copies. Any previous versions must be destroyed.
- The other than English versions of the LDSS-4148A will be translated shortly.
- Any future requests for printed copies of the 2/07 version of the LDSS 4148A should be submitted on an OTDA-876 "Request For Forms or Publications" and should be sent to:

Office of Temporary and Disability Assistance  
BMS Document Services and Operational Support  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to BMS Document Services and Operational Support at 1-800-343-8859, ext. 4-9522.

- Documents also may be ordered through Outlook. To order the forms, you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at

<http://otda.state.nyenet/> then to the Division of Program Support & Quality Improvement page, then to PSQI E-Forms page (this page contains the electronic OTDA-876).

- For those who do not have Outlook, but who have Internet access for sending and receiving email, the Internet email address is: [gg7359@otda.state.ny.us](mailto:gg7359@otda.state.ny.us). For a complete list of available forms, please refer to OTDA Intranet site: [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) .

**Issued By**

**Name: John M. Paolucci**

**Title: Deputy Commissioner**

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