



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

David A. Paterson
Governor

David A. Hansell
Commissioner

Informational Letter

Section 1

Transmittal:	09-INF-13
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	June 12, 2009
Subject:	Revised LDSS-1410: "Life Insurance Information Request – Prudential and MetLife"
Suggested Distribution:	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991 Policy Questions: TA Bureau @ 1-800-343-8859, ext. 4-9344
Attachments:	LDSS-1410 : "Life Insurance Information Request – Prudential and MetLife" LDSS 1412 : "Life Insurance Adjustment Request"
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.
94 INF-37					

Section 2

I. Purpose

The purpose of this Informational Letter (INF) is to inform local departments of social services (local districts) that the Prudential Insurance Company mailing address has changed.

II. Background

The LDSS-1410 was developed in response to the needs of local districts for a standard form when making inquiries on the value of life insurance policies underwritten by Prudential and Metropolitan insurance companies held by both applicants and recipients.

III. Program Implications

The LDSS-1410 is designed to be mailed directly to the appropriate insurance company at the time of application or whenever the value of a life insurance policy must be verified. The reverse of the LDSS-1410 references a form - LDSS-1412 - which is being made available with this INF for your convenience.

IV. Forms Ordering Information

- The revised [LDSS-1410](#): “*Life Insurance Information and Request – Prudential and MetLife*” is **not** State-printed but is available to local districts in PDF format or as master camera ready copy. The procedures for ordering PDFs or master camera ready copies are listed below.
- Upon the release of this INF, all previous versions of the “*Life Insurance Information and Request – Prudential and MetLife*” **must immediately be destroyed** and replaced with the revised 3/09 version.
- The LDSS-1410, as well as the LDSS-1412, have also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and are available for downloading by local districts for reproduction locally.
- Any future requests for printed copies of the LDSS-1410 should be submitted on an OTDA-876 “Request For Forms or Publications” and sent to:

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

OR

Download and complete OTDA-876 Form
([http://otda.state.ny.net/psqi/eforms/OTDA-876-
Req_For_Documents_or_Publications.dot](http://otda.state.ny.net/psqi/eforms/OTDA-876-Req_For_Documents_or_Publications.dot)) and e-mail form to
gg7359@dfa.state.ny.us.

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

- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.ny.net/ldss_eforms/default.htm .

Issued By

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports