



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

**David A. Paterson**  
*Governor*

**Informational Letter**

**Section 1**

<b>Transmittal:</b>	09-INF-15
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	August 10, 2009
<b>Subject:</b>	Re-instatement of form LDSS-2640: "Request for Action/Services"
<b>Suggested Distribution:</b>	
<b>Contact Person(s):</b>	Policy Questions: TA Questions @ 1-800-343-8859, ext. 4-9344 FS Questions @ 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
<b>Attachments:</b>	<a href="#">LDSS-2640: "Request for Action/Services"</a>
<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.
93 ADM-21					

## Section 2

### I. Purpose

The purpose of this INF is to re-instate the LDSS-2640: “*Request for Action/Services*” for LDSS use.

### II. Background

Certain districts continue to use the LDSS-2640, *Request for Action/Services*, both in locally reproduced format and through the Intelligent Auto-Fill (IAF) process although OTDA made the printed form obsolete. Since the use of the form continues in an electronic format, and OTDA is required to maintain the IAF format, OTDA has determined to re-instate the form in a format described in Section IV below.

### III. Program Implications

There is no mandated specific use of this form. For example, when an individual applies for Temporary Assistance, this form can be used as a referral document to refer an individual or his/her household to a state or county veteran’s agency as outlined in 93 ADM-21, *Utilization of Veteran's Benefits as a Resource*. A local district may also use the LDSS-2640 in instances where a general “referral” to other services is required and no mandated form exists for such action.

### IV. Forms Ordering Information

- The English version of the LDSS-2640: “*Request for Action Services*” is **not** State printed but available to local districts in PDF format or as master camera ready copy. The procedures for ordering PDFs or a master camera ready copy is listed below.
- The above referenced document has also been posted on the OTDA Intranet website at [http://otda.state.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) and is available for downloading by local districts for reproduction locally.
- Any future requests for master camera ready copy of the document should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should either be sent to:

Office of Temporary and Disability Assistance  
BMS Documentation Services and Operational Support  
PO Box 1990  
Albany, NY 12201

OR

- Download and complete OTDA-876 Form ([http://otda.state.nyenet/psqi/eforms/OTDA-876-Req\\_For\\_Documents\\_or\\_Publications.dot](http://otda.state.nyenet/psqi/eforms/OTDA-876-Req_For_Documents_or_Publications.dot)) and e-mail form to [gg7359@dfa.state.ny.us](mailto: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.nyenet/ldss\\_eforms/default.htm](http://otda.state.nyenet/ldss_eforms/default.htm) .

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports