



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Informational Letter

Section 1

Transmittal:	11-INF-13
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	December 1, 2011
Subject:	Limited Revisions to the LDSS-3707, LDSS-4527, LDSS-4732A, LDSS-4732B, LDSS-4778
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff MA Directors CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Policy Questions: Temporary Assistance Policy: 1-800-343-8859, ext. 4-9344 Food Stamp Policy: 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment 1-LDSS-3707-Employment Verification Attachment 2-LDSS-4527-Alcoholism and Substance Abuse Treatment Program Progress Report Attachment 3-LDSS-4732A-DFR Cover Letter and Response Form Attachment 4-LDSS-4732B-District of Fiscal Responsibility (DFR) Worksheet Attachment 5-LDSS-4778-Calculation of Total Overpayment Amount
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.

Section 2

I. Purpose

This Informational Letter provides local social services districts with a list of forms recently revised limiting the capture and recording of an individual's full social security number (SSN) replacing the field with one requiring only the last four digits of the individual's SSN.

Additionally, the LDSS-3707 revisions also included a change to the Earned Income Credit information regarding disbursement options available to an employee.

II. Background

Limiting information included on printed forms to the minimum data set required to support or perform related business processes is an information security best practice. To support this practice, the Center for Employment and Economic Supports (CEES) routinely revises those forms that include full disclosure of SSN information to limit the input to only the last four digits of individual's SSN. Such changes further reduce the overall risk of inappropriate access to and/or accidental exposure of client identifying data, specifically the individual's SSN in the event of an information security breach.

The federal Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 discontinued the ability of employers to offer employees the option of receiving an advance of their Earned Income Tax Credit as part of the individual's regular paycheck effective December 31, 2010.

III. Program Implications

Local districts using the forms listed below must cease recording an individual's full SSN on those forms limiting use to only the last four digits of the SSN. Certain forms, however, do continue to require the full disclosure of such information for validation purposes. For example, applicants must continue recording full SSN information on the LDSS-2921, "Statewide Common Application."

The revised LDSS-3707 form retains the "EIC" column despite the change in available disbursement options available to eligible recipients of the Earned Income Tax Credit permitting districts to capture such verification for periods prior to January 1, 2011 when making such inquiries.

IV. Forms Ordering Information

- Your district will not automatically receive copies of the revised forms.
- Any reorders of these forms will be filled with the following version: LDSS-3707 (Rev. 2/11); LDSS-4527 (Rev. 2/11); LDSS-4732A (Rev. 2/11); LDSS-4732B (Rev. 2/11) and LDSS-4778 (Rev. 2/11)

- The above referenced documents 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 written requests should be submitted on OTDA-876: “*Request for Forms or Publications,*” and should be sent to:

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

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

- Documents may also 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 under Program Areas, go to Division of Operations and Program Support page, then to OPS 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 e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us .
- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

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Division/Office: Center for Employment and Economic Supports