



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-09
To:	Social Services District Commissioners
Issuing Division/Office:	Child Support Services
Date:	May 28, 2021
Subject:	Revisions to the LDSS-5171
Contact Person(s):	Eileen Stack, Deputy Commissioner and Director- (518) 474-1078
Attachments:	Attachment 1 - LDSS-5171 Acknowledgment of Parentage

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (“districts”) of recent revisions to the LDSS-5171: “Acknowledgment of Parentage.” This LCM is intended to convey changes made to the document listed above, and to provide information to districts regarding the distribution and use of these revised documents.

II. Background

The LDSS-5171 Acknowledgment of Parentage was released on February 15, 2021. Following release of the LDSS-5171, users identified the need for certain changes to the form. First, users identified the need to collect information on the location of the Other Parent’s birth. The Birth Parent’s place of birth is collected through an alternate means, therefore the following fields were added only to the Other Parent section on page 5:

- City of Birth
- State/Province of Birth
- Country of Birth

To permit the addition of the Other Parent location of birth fields to the LDSS-5171 while keeping in accord with accessibility standards, certain information formerly at the top of page 5 (i.e. reference to the agencies promulgating the form and the statutory authority) have been moved to the top of page 6.

The field for the local birth registrar name at the bottom of page 5 is also lengthened. Additionally, clarifying language has been added at the bottom of page 3 regarding the New York State Department of Health’s fee practice for amended birth certificates.

III. Program Implications

All orders placed for the former version of the LDSS-5171 between January 27, 2021 and April 28, 2021 will be replicated, relieving districts of the need to place new orders. Once the revised forms are received, districts must remove from circulation the prior English version of the LDSS-5171 and recycle or destroy all physical copies of the English version. When additional copies of the English version are needed, districts may use either the OTDA-876 form or the Electronic Forms and Publications Online System at <http://formorders/> to order replacement stock. If you have not received your stock by June 18, 2021, please inquire at forms.orders@otda.ny.gov.

You may continue to use the Spanish version of the LDSS-5171 until your stock is depleted. The online version of the LDSS-5171, as well as reference versions in Arabic, Bengali, Chinese, Haitian, Italian, Korean, Polish, Russian, Spanish, and Yiddish, will be available on www.childsupport.ny.gov on June 1, 2021.

Issued By:

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Division/Office: Child Support Services