

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

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Page: 1

TO: Commissioners; Temporary Assistance Directors; Food Stamp Directors; TOP Coordinators; Medical Assistance Coordinators; Staff Development Coordinators; Employment Coordinators

FROM: Russell Sykes; Deputy Commissioner

SUBJECT: Social Services District Responsibility for Updating District Specific Information Found on the OTDA Intranet and CentraPort

EFFECTIVE DATE: Immediately

CONTACT PERSON: Rosanne Rose at (518) 474-9379

The purpose of this message is to reiterate that each Social Services District (SSD) has responsibility for updating their county specific District of Fiscal Responsibility (DFR) contact information for Temporary Assistance (TA), Food Stamps (FS), Medicaid (MA), Drug/Alcohol (D/A), Domestic Violence (DV) program and payment contacts, and separately for updating their Domestic Violence Liaison (DVL) contact information.

SSDs are reminded that OTDA no longer publishes a departmental release identifying DFR contacts. Therefore, it is the responsibility of each SSD to keep their DFR contact information updated. DFR contacts are now posted in county profiles found on the OTDA Intranet and in CentraPort. Any changes to county profile information including DFR contact information for TA, FS, MA, D/A, DV (program and payment), or to the DVL contact information may be made anytime by contacting Rosanne Rose in any of the following three ways:

- Email at Rosanne.Rose@otda.state.ny.us
- Email through Outlook if you have a computer connected to the New York State Human Services Enterprise Network (HSEN)
- Fax at (518) 474-8090

If you need instructions on how to access DFR contacts via the OTDA Intranet or CentraPort, you may refer to 04 INF-18, "Local Department of Social Services District of Fiscal Responsibility Contacts Found on the OTDA Intranet Site and CentraPort." In addition, the CentraPort "Contact Us" field can be used by SSDs to provide information concerning changes to county profile information including DFR contacts.