

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

April 26, 2011

Page: 1

**TO:** Commissioners, FS Directors; TA Directors

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment & Economic Supports

**SUBJECT:** Delayed Mailing of March Periodic Reports (LDSS- 4310)

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** FS Bureau 518-473-1469

This is to notify local districts that the March mailing of some Periodic Reports was delayed. The mailing delay affected approximately 1600 of the periodic reports mailed to several upstate districts.

At this time we are aware that the delay affected reports mailed to some recipients in the following counties: Chautauqua, Cattaraugus, Allegany, Steuben, Schuyler, Chemung, Tompkins and Washington. Other districts also may be affected. As a consequence, **we are directing the above listed districts and any other districts that receive reports of late receipt of periodic reports to permit affected households until May 10<sup>th</sup> to return the reports. Workers should not close the cases of any affected households in April for failure to return or late return of the Periodic Report.**

We apologize for any inconvenience this may cause.