

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

May 10, 2012

Page: 1

**TO:** Commissioners, TA Directors, FS Directors, HEAP Liaisons, Employment Coordinators  
**FROM:** Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports  
**SUBJECT:** Release of Updated LDSS-3151  
**EFFECTIVE DATE:** Immediately  
**CONTACT PERSON:** FS Bureau @ 1-518-473-1469

The English and Spanish versions of LDSS-3151: "FS Change Report Form" have been revised and are available for ordering from Document Services:

On pages 2 and 5, the resource limit has been adjusted to \$3,250. The US Department of Agriculture (USDA) has increased the asset limit from \$3,000 to \$3,250 for households with any aged/disabled members that still are subject to a resource test for Food Stamp Program eligibility (GIS 12TA/DC001).

The resource limit for households with **out** any aged/disabled members that still are subject to a resource test has **not** changed, and remains at \$2,000.

The above referenced documents have 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 are available for downloading by local districts for reproduction locally.

Upon receipt of this GIS all previous versions of the above form **must immediately be destroyed** and replaced with the revised version.

Any future written requests for master camera ready copies of the English and Spanish versions of the documents 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. 49522.

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](mailto: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](http://otda.state.nyenet/ldss_eforms/default.htm).