

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

May 23, 2012
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TO: Commissioners; Temporary Assistance Directors; Food Stamp Directors; TOP Coordinators; Medical Assistance Coordinators; Staff Development Coordinators; Employment Coordinators

FROM: Phyllis Morris, Acting 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) is responsible for updating all the contact information found in Centraport "county profile" section and the Intranet.

OTDA no longer publishes a departmental release identifying program contacts. Therefore, it is the responsibility of each SSD to keep their contact information updated. Any changes to county profile information may be made anytime by contacting Rosanne Rose in any of the following three ways:

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

In addition, the Centraport "Contact Us" field can be used by SSDs to provide information concerning changes to county profile information.