

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

**December 17, 2013**

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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Temporary Assistance Directors,  
SNAP Directors, Medical Assistance Coordinators,  
Staff Development Coordinators, Employment Coordinators

**FROM:** Phyllis D. Morris, Deputy Commissioner  
Center for Employment and Economic Supports

**SUBJECT:** Social Services District Responsibility for Updating Specific Information,  
including Out of District/State inquiries, found on the OTDA Intranet and  
CentraPort

**EFFECTIVE DATE:** Immediately

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

### **Purpose**

The purpose of this message is to reiterate that each Social Services District (SSD) is responsible for updating all the contact information found in the CentraPort "county profile" section and on the Intranet.

Additionally, with implementation of the statewide clearance report it is critical that SSDs have a single point of contact for other districts to contact regarding out of county clearance matches that require further action to resolve, or that require clarification of issues relating to an application for an assistance program (TA, SNAP, HEAP, MA and Services).

### **Required Action**

Each SSD must provide the name, telephone number and fax number of a contact for that district, including an out-of-district contact, if different, to Rosanne Rose by Friday, December 31, 2013, using one of the following three ways:

- E-mail at [Rosanne.Rose@otda.ny.gov](mailto: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 to (518) 474-8090, Attention: Rosanne Rose

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