

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

April 15, 2015

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TO: Commissioners; TA Directors; SNAP Directors; MA Directors; WMS Coordinators;
Staff Development Coordinators

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

SUBJECT: Clarification of Affixed SSDs Representative's Signature on Interim Assistance
Reimbursement Authorizations

EFFECTIVE DATE: Immediately

CONTACT PERSON: Meshell Garcia, Temporary Assistance Bureau at 1 (800) 343-8859 ext. 4-9344

The purpose of this General Information System (GIS) message is to provide clarification to Social Services Districts (SSDs) regarding the meaning of the term "affixed" as it relates to authorized methods by which a SSD can capture a SSD representative's required signature on applications for assistance which include an Interim Assistance Reimbursement (IAR) authorization.

SSDs were informed of the three available methods to capture a SSD representative's signature in 14 ADM-02, entitled "The Use, Capture and Reporting of a SSD Representative's Signature on Interim Assistance Reimbursement (IAR) Authorizations," including affixing the signature to the IAR Authorization found on the following documents:

- **LDSS-2921:** Statewide Common Application
- **LDSS-3174:** Recertification Form for Temporary Assistance (TA), Medical Assistance (MA) Medicare Savings Program (MSP), Food Stamp Benefits (FS)-now known as Supplemental Nutritional Assistance program (SNAP)
- **LDSS 4887:** Mail-in Recertification/Eligibility Questionnaire; Mail-in Recertification/Eligibility Questionnaire (M327-h)
- Approved local equivalents

A SSD representative's signature affixed to any one of the above documents is not limited to a pen and ink (also known as a wet signature) signature. It may include the SSD representative's signature affixed to the documents by:

- ink stamp; or
- sticker with the SSD representative's signature; or
- any other methods utilized by SSD internal operations to meet a pen and ink (also known as a wet signature) signature requirement.

A SSD representative's signature that is affixed, electronically captured through the Welfare Management System (WMS) via the SSD representative's user ID and password used in WMS at the time of case opening and recertification, or electronically captured via the Paperless Office System (POS), has the same legal effect and can be enforced in the same way as a signature made by pen and ink (also known as wet signature).

Please contact Meshell Garcia at (518) 474-9344 with questions relating to this issue.