



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC036
	Upstate and NYC
Date:	June 07, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, WMS Coordinators, Staff Development Coordinators
From:	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
Subject:	LDSS-5183 – Determination of <i>Stewart</i> Class Membership
Effective Date:	Immediately
Contact Information:	Temporary Assistance (TA) Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov
Attachments:	Attachment 1 – LDSS-5183 – Determination of Stewart Class Membership

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the LDSS-5183 “Determination of *Stewart* Class Membership” notice has been created. This form is available on Centraport, the Intelligent Autofill (IAF) application, and MyWorkspace. As directed in [21-INF-04-T](#), districts must provide the LDSS-5183 to each potential *Stewart* class member within 30 days of their interview or submission of requested documents (whichever is later), advising them of the determination. The district must store a copy of the completed LDSS-5183 in the case file and track information about each individual on their reporting requirements spreadsheet. See 21-INF-04-T for additional information. If potential class members believe the determination that they are not a class member is incorrect they may challenge this decision by requesting a desk review, in writing, to the Office of Temporary and Disability Assistance (OTDA).

Districts are reminded that on June 3, 2021, OTDA sent out opt-in notices to potential class members as described in 21-INF-04-T. Districts should refer to that directive for additional information pertaining to those notices.

Forms Ordering Information

- The revised English and Spanish versions of the LDSS-5183: “*Determination of Stewart Class Membership*” are Print on Demand forms by the New York State Office of Temporary and Disability Assistance.

- This form is also available on the OTDA Intranet website in the following other than English languages: Arabic, Bengali, Chinese, Haitian-Creole, Italian, Korean, Polish, Russian, Spanish and Yiddish. To access the English and other than English languages, go to the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/.
- The above referenced document has been posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/ and may be available for downloading by local districts for reproduction locally, depending on print specifications.
- Any future requests for print on demand copies of the English version, should be submitted to OTDA, please use [OTDA Form 876 \(PDF\)](#) and email it to: forms.orders@otda.ny.gov.
- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.