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General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC088 Upstate Only
Date:	December 28, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, Deputy Commissioners, TA Directors, SNAP Directors, HEAP Coordinators, Medicaid Directors, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	NYDocSubmit Mobile Application Deployment of Release 1.5
Effective Date:	December 30, 2021
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Attachments:	Attachment 1: NYDocSubmit Quick Reference Card (Rev. 12/21)

Section 2

The purpose of this general information message (GIS) is to inform social services districts (districts) of the deployment of Release 1.5 of the NYDocSubmit mobile application (Application) on 12/30/21. Districts were previously informed of the availability of the Application in [19-ADM-07](#) (Phase I districts) and [20-ADM-04](#) (Phase 2 districts).

This release adds Haitian Creole and Yiddish to the supported Application languages. With the deployment of Release 1.5, the Application will be available in: English, Spanish, Arabic, Bengali, Chinese (Traditional), Haitian Creole, Korean, Russian and Yiddish. An individual may select their preferred language from these options before logging into the Application. If the individual does not select a language from the list, the Application will display in the language currently set on their mobile device, provided that the device is set to one of the languages mentioned above. Otherwise, the Application will default to English, but may be changed at any time to one of the languages identified above through the menu that is available in the left corner of the screen.

Districts are reminded that individuals must use the latest version of the Application to successfully upload documents to a participating district. Individuals with “auto update” enabled on their mobile device should automatically receive Release 1.5. After signing into the Application, individuals who do not have “auto update” enabled and have an earlier version of the Application on their mobile device will be offered the opportunity to visit the mobile app store and update the Application. They will need to download and use the latest version of the Application to successfully transmit a document to a participating district.

The GIS also transmits the NYDocSubmit Quick Reference Card (QRC) which has been updated to add Haitian Creole and Yiddish to the list of available languages. Districts that have implemented the Application are encouraged to distribute the updated NYDocSubmit QRC to relevant staff.