



General Information System (GIS) Message

Section 1

Transmittal:	25DC062 Upstate and New York City
Date:	September 18, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, TA and SNAP Directors, HEAP Directors, Child Support Directors, Finance Directors, Employment Coordinators, Staff Development Coordinators, Fair Hearing Officers
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	Acceptance of LDSS Forms with Signatures on NYDocSubmit
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau: (518) 474-9344 or tabureau@otda.ny.gov

Section 2

The purpose of this message is to inform social service districts (districts) that LDSS forms containing signatures of applicants, recipients, or other required third parties may be uploaded through the NYDocSubmit Application and **must** be accepted.

Please note: Individuals are advised in the NYDocSubmit's "Disclaimer" that the NYDocSubmit should not be used to upload periodic reports or applications for services/benefits such as:

- [2921 - Application for Certain Benefits and Services](#)
- [3421 - Home Energy Assistance Program \(HEAP\) Application](#)
- [4826 – Supplemental Nutrition Assistance Program \(SNAP\) Application/Recertification](#)
- [5166 - Application/Recertification for Supplemental Nutrition Assistance Program \(SNAP\) Benefits](#)

However, should an individual upload an application for Temporary Assistance (TA), SNAP, HEAP, or Medical Assistance (MA), the district must process that application in accordance with State and federal program rules and regulations. Districts should also process a periodic report that may be uploaded through the NYDocSubmit consistent with State and federal program rules and regulations. Applications for any other programs or services should be securely transmitted to the appropriate agency/area for action.

Required Action

Documents with signatures that are electronically submitted through the NYDocSubmit must be reviewed and verified by the district in the same manner as any other documentation provided to the district to support a household's initial application or continued eligibility for one or more of the programs identified. This includes the responsibility to review and verify that the documents are valid and meet program documentation requirements. Districts are encouraged to review and verify documents prior to indexing. Districts must use existing procedures to address documents that are not legible or for which legitimacy is questionable, including documents that appear to be altered.