



General Information System (GIS) Message

Section 1

Transmittal:	25DC075 Upstate Only
Date:	November 13, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, SNAP Directors, HEAP Coordinators, Employment Coordinators, Staff Development Coordinators, WMS Coordinators, Medical Assistance Directors, LDSS LAN Administrators
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	NYDocSubmit Mobile Application Update
Effective Date:	Immediately
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Attachments:	None

Section 2

The purpose of this message is to inform social services districts of the deployment of the latest version of the NYDocSubmit mobile application (Application) on November 14, 2025. This update includes changes to the “Your Documents” screen to inform users of a new 20-file limit on the number of files to be uploaded in a single upload and to provide plain language instructions.

Updated Instructions

The instructions on the “Your Documents” screen have been updated to include the following statements:

- You can add up to 20 pictures or files in one document.
- Submit each document separately, even if it is only a single page. For example, if you have birth certificates for four children, do not add them all to the document. Submit them one at a time.
- Do not upload password protected PDF documents.

New 20-File Limit

If a user attaches 20 files to a document, the following message will be displayed: “You have reached the 20 page file limit for this document. If you need to add more pages, submit this document now, and then submit another document with the rest of the pages.”