



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #06-58-OPE

### OBSOLETION OF STATE FORM LDSS-4399

| <p><b>Date:</b><br/>April 14, 2006</p>                                                                                                     | <p><b>Subtopic(s):</b><br/>Forms</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p> This procedure can now be accessed on the FIAweb.</p> | <p>This policy bulletin is to inform Job Center and Non Public Assistance (NPA) Food Stamp staff that the Client Notices Batch Notice Input Form WCN022 (<b>LDSS-4399</b>) was made obsolete by New York State Office of Temporary and Disability Assistance.</p> <p>Previously, the Worker used the manual <b>LDSS-4399</b> to document cases which required a specific notice to be sent to the applicant/participant. The <b>LDSS-4399</b> was then processed by the Job Center/NPA Food Stamp Office's Control unit. This manual process is no longer required because most notices are code driven. When the Job Opportunity Specialist (JOS)/Eligibility Specialist (ES) enters a specific code into the Client Notice System (CNS), a letter is generated and sent to the applicant/participant. When the CNS system is unable to generate the appropriate automated notice, the JOS/ES Worker will provide a manual notice.</p> <p>Center Directors and Food Stamp Site Managers must ensure all previous versions of the <b>LDSS-4399</b> are recycled.</p> <p><i>Effective Immediately</i></p> <p><b>Related Items:</b></p> <p>PB #06-54-OPE<br/>PD #02-20-SYS<br/>The Client Notice System (CNS) Manual prepared by the New York State Office of Temporary and Disability Assistance.</p> |

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

 Please use Print on Demand to obtain copies of forms.

**Attachment:**

**LDSS-4399** Client Notices Batch Notice Input Form WCN022  
(Obsolete)

