



**George E. Pataki**  
Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Brian J. Wing**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	03 INF 6
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	February 6, 2003
<b>Subject:</b>	Revision of LDSS-4398: "WMS Non-Services Code Cards" (November 2002 Update)
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469 Central Region - (518) 474-9344 Western Region - (518) 473-0332 Metro Region - (212) 383-1658 WMS Questions: (518) 473-9779
<b>Attachments:</b>	Attachment - WMS Non-Services Code Cards (11/02) - Available on the Intranet - For instructions how to download (See WMS/CNS Coordinator Letter - 1/28/00)
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 ADM-21 97 ADM-20 02 INF-12 01 INF-7 00 INF-9 99 INF-1	02 INF-12				WMS/CNS Coordinator Letter 1/28/00

## **Section 2**

### **I. Purpose:**

The purpose of this release is to introduce the 11/02 revision of the LDSS-4398: "WMS Non-Services Code Cards".

### **II. Background**

The WMS Non-Services Code Cards are designed to assist **Upstate** local district staff in locating Welfare Management System (WMS) data-entered and system generated codes.

### **III. Program Implications**

The latest updates to the code cards reflect additions, deletions and changes in WMS codes, which have occurred since the last card stock update in November of 2001.

Most of the changes are as a result of federal and State welfare reform time limits tracking reporting requirements, changes to Medical Assistance Case Type 24 – Family Health Plus Program (FHP), and new Medical Assistance legislation.

### **IV. Forms Distribution and Ordering Information**

Your district **will** automatically receive supplies of the WMS Non-Services Code Cards based on previous ordering practices.

The vendor printed code cards have been delivered to the Upstate (Albany) warehouse. If a local district has not received copies, they can expect them shortly. Card Stock code cards will continue to be issued on a periodic basis.

The 11/02 revision of the code cards is also accessible through the Intranet. See the 1/28/00 "Dear WMS /CNS Coordinator" letter for instructions on how to download the code cards through the Intranet.

Requests for additional card stock sets of LDSS-4398 (11/02) should be submitted on OTDA-876 (Rev. 6/98): "Request For Forms or Publications" form, and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201  
Attention: Document Supply Control & Distribution

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 2-0159.

#### **Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**