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Governor

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

**Robert Doar**  
Acting Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	03 INF 37
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Program Support & Quality Improvement
<b>Date:</b>	October 22, 2003
<b>Subject:</b>	Revision to Spanish Versions of the Client Information Books and the Introduction of Other Available Languages Including Russian, Arabic and Chinese.
<b>Suggested Distribution:</b>	Temporary Assistance Directors, Food Stamp Directors, Medical Assistance Directors, Services Coordinators, CAP Coordinators, Staff Development Coordinators, Child Support Enforcement Coordinators, Employment Coordinators Forms Coordinators
<b>Contact Person(s):</b>	John M. Paolucci, Assistant Division Director (518) 474-1683 John.Paolucci@dfa.state.ny.us
<b>Attachments:</b>	LDSS-4148A-SP (11/02) LDSS-4148A-RU (11/02) LDSS 4148A-AR (11/02) LDSS-4148B-SP (11/02) LDSS-4148B-RU (11/02) LDSS-4148B-AR (11/02) LDSS-4148C-SP (11/02) LDSS-4148C-RU (11/02) LDSS-4148C-AR (11/02) LDSS-4148A-CH (11/02) LDSS-4148B-CH (11/02) LDSS-4148C-CH (11/02)
<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.
03 INF 9 93 INF 26 91 INF 60 90 ADM 41		387.2	CFR 273.2 (b) & (c)	PASB MARG	

## Section 2

### I. Purpose

The purpose of this release is to inform the local districts that the (Rev 11/02) versions of LDSS-4148A, LDSS-4148B and LDSS-4148C client information books have been translated into **Spanish, Russian, Arabic and Chinese**:

#### Spanish:

**LDSS-4148A-SP:** What You Should Know About Your Rights and Responsibilities

**LDSS-4148B-SP:** What You Should Know About Social Services Programs

**LDSS-4148C-SP:** What You Should Know If You Have an Emergency

#### Russian:

**LDSS-4148A-RU:** What You Should Know About Your Rights and Responsibilities

**LDSS-4148B-RU:** What You Should Know About Social Services Programs

**LDSS-4148C-RU:** What You Should Know If You Have an Emergency

#### Arabic:

**LDSS-4148A-AR:** What You Should Know About Your Rights and Responsibilities

**LDSS-4148B-AR:** What You Should Know About Social Services Programs

**LDSS-4148C-AR:** What You Should Know If You Have an Emergency

#### Chinese:

**LDSS-4148A-CH:** What You Should Know About Your Rights and Responsibilities

**LDSS-4148B-CH:** What You Should Know About Social Services Programs

**LDSS-4148C-CH:** What You Should Know If You Have an Emergency

### II. Background

Local Districts must continue to distribute the LDSS-4148A, LDSS-4148B and LDSS-4148C as outlined in releases, 93 INF-26, 91 INF-60 and 90 ADM 41. The last revision (11/02) to these forms was announced in 03 INF 9.

### III. Program Implications

Any 6/01 versions of the three **Spanish** client information books LDSS-4148A-S, LDSS-4148B-S or LDSS-4148C-S must be destroyed upon receipt of the 11/02 versions of LDSS-4148A-SP, LDSS-4148B-SP and LDSS-4148C-SP. You will notice that we have changed the **Spanish** form number suffix from a single "S" to a two letter "SP", which is now our Office standard as we revise or create new translated forms. Since this is the first release in **Russian, Chinese and Arabic** there are no existing books to destroy.

The NYC districts automatically received supplies of the 11/02 versions of these Client Information Books in each language. Other districts must order **Spanish, Russian, Arabic** or **Chinese** versions using the procedure described below.

Future requests for printed copies of the 11/02 **Spanish** versions LDSS-4148A-SP, LDSS-4148B-SP and LDSS-4148C-SP; **Russian** versions LDSS-4148A-RU, LDSS-4148B-RU and LDSS-4148C-RU; **Arabic** LDSS-4148A-AR, LDSS-4148B-AR and LDSS-4148C-AR; or **Chinese** LDSS-4148A-CH, LDSS-4148B-CH and LDSS-4148C-CH 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

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 4-9522.

These client information books are also published on the Office of Temporary and Disability Assistance, Intranet Home Page, which you can access on the LDSS E-FORMS site at:

[http://sdssnet5/otda/ldss\\_eforms/default.htm#4000](http://sdssnet5/otda/ldss_eforms/default.htm#4000)

#### **IV. Other Information**

Because these booklets provide current program and policy information as well as mandated legal information, comments on the format and content of these booklets are welcomed. Comments received will be pended and considered at the next printing of these booklets. Comments may be forwarded to:

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#### **Issued By**

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**Title:** Deputy Commissioner  
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