



**George E. Pataki**  
Governor

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

**Robert Doar**  
Acting Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	04-INF-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	February 20, 2004
<b>Subject:</b>	Revision of LDSS-4398: "WMS Non-Services Code Cards" (November 2003 Update)
<b>Suggested Distribution:</b>	WMS Coordinators Temporary Assistance Directors Food Stamp Benefits Directors HEAP Coordinators Medicaid Directors Employment Coordinators CAP Coordinators TOP Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859, Extension 6-1095 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) 473-7991
<b>Attachments:</b>	Attachment - WMS Non-Services Code Cards (11/03) - Available on the Intranet - For instructions on 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 03 INF-6 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 11/03 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 2002.

Most of the changes are as a result of Federal and State Welfare Reform Time Limits Tracking reporting requirements.

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

We expect delivery of the revised WMS Non-Services Code Cards in early March 2004 and will be distributed shortly after that.

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

Card Stock code cards will continue to be issued on a periodic basis.

The 11/03 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 (11/03) 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 4-9522.

#### **Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

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