

TO: Local District Commissioners; Medicaid Directors

FROM: Linda LeClair and Cindy Schaffhausen, Acting Directors, Division of Consumer and Local District Relations

SUBJECT: Forms and Notices Available via the NYS Department of Health (DOH) Intranet Library

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Liaison
Upstate (518)474-8887 NYC (212)417-4500

The purpose of this message is to inform local departments of social services (LDSS) that certain forms and notices are now available for printing on demand from the DOH intranet. The intranet library can be accessed by inputting: <http://health.state.nyenet/revlibrary2.htm> or from CentraPort by selecting "Medicaid" from functional areas and then by going to "ADMs, LCMs, INFs, GIS, WMS and CNS Docs". The first posting in the library includes 75 forms.

Districts must reproduce "Action Taken Notices" as legal-size and two-sided (not two paged) notices. It is particularly important that this notice is two sided to ensure the recipient can be properly identified when the notice is received by the Office of Temporary and Disability Assistance for fair hearing purposes.

Both the English and Spanish "Action Taken Notices" should be printed on Legal Size Paper (8 1/2 inches x 14 inches).

This can be accomplished by opening the PDF
Go to "File" on the menu bar
In the drop down box go to "Print"
In the print box, click on "Properties"
To "Paper Size"
Drop down and select "Legal" size
To "OK"

If the printer being used has the ability to print 2 sided, select that option. Otherwise, the pages must be copied as a double sided document.

If duplicate or triplicate copies are required, it is the responsibility of the local district to copy the appropriate number of notices required.

New forms and notices will be added to the DOH intranet as they become available. Please be aware that forms will no longer be available for ordering through the warehouse when the local districts have the capability of printing on demand.