

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

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TO: Local District Commissioners, FFFS Plan Coordinators, Employment Coordinators,
Temporary Assistance Directors, Staff Development Coordinators

FROM: Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: Revisions to LDSS-4725 (TANF Services Certification/Application Review Form)

EFFECTIVE DATE: April 5, 2011

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The purpose of this message is to inform local districts of the changes that have been made to the LDSS-4725 (rev. 2/11) "TANF Services Certification/Application Form" which is used by local districts and other authorized entities to determine eligibility for TANF services.

The following changes have been made to the LDSS-4725:

- Only the last four digits of the applicant's social security number are now requested and the first five digits have been blocked out; and
- Checkboxes have been added to the Certification Decision and Second Level Review sections.

Districts should ensure that other authorized entities also begin using the revised version. Districts may order a supply of the revised TANF Services Certification/Application Review Form (LDSS-4725) using the forms ordering procedures described below.

- The revised version of the LDSS-4725: "*TANF Services Certification/Application Review Form*," is **not** State printed but available to local districts in PDF format or as master camera ready copies.
- The above referenced document has also been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and is available for downloading by districts for reproduction locally.
- Any future written requests for master camera ready copies of the version of the document should be submitted on OTDA-876: "*Request for Forms or Publications*," and should be sent to:

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