

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

July 24, 2012

Page: 1

TO: Commissioners, Temporary Assistance Directors, Food Stamp Directors, HEAP Directors

FROM: Phyllis Morris, Acting Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: District Contact for Out of District/State Inquires

EFFECTIVE DATE: Immediately

CONTACT PERSON: Food Stamp Bureau 518-473-1469

Purpose

The purpose of this message is to inform Social Service Districts (SSDs) that a new contact listing for "District Contact for Out of District/State Inquires" will be added to the "County Profile" section in CentraPort.

Background

A new Statewide Clearance Report recently was added to myWorkspace for Upstate use and to New York City WMS. In the near future, the enhanced clearance report will also be available to the NYC Job and F Centers through the Paperless Office System (POS).

With the implementation of the statewide clearance report it is more vital than ever that SSDs have a single point of contact for other districts to contact regarding out of county clearance matches that require further action to resolve, or require clarification of issues relating to an application for an assistance program (TA, FS, HEAP, MA).

Required Action

Each SSD must provide the name, telephone number and fax number of a contact for that district to Rosanne Rose by Wednesday, August 8, 2012 using one of the following three ways:

- E-mail to Rosanne.Rose@otda.ny.gov
- E-mail to Rosanne Rose through Outlook if you have a computer connected to the New York State Human Services Enterprise Network (HSEN)
- Fax to (518) 474-8090 Attention: Rosanne Rose

Also, please note that the CentraPort "Contact Us" field can be used by SSDs to provide any information regarding changes to the county SSD profile.