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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-180

Date: December 29, 1993

Division: Field Operations

TO: Local District Commissioners

SUBJECT: Survey Regarding Public Assistance and Food Stamp Source
Books (PASB and FSSB)

ATTACHMENTS: Survey Form: PASB/FSSB
(Available on-line)

On September 23, 1993, 93 LCM-129 transmitted the Quality Improvement report entitled BLUEPRINT for EFFECTIVE COMMUNICATIONS with SOCIAL SERVICE DISTRICTS. The findings and recommendations contained in the report have been reviewed by the Department's Quality Steering Committee and we are now moving ahead to implement the recommendations.

One of the major recommendations of the report is to establish Program Manuals as the sole method of issuing program policy to local districts. Concurrent with this effort is the necessity to improve the distribution and access to this information by line workers and first line supervisors. As a first step, the Department will be making hard copy updates to the Food Stamp Source Book and The Public Assistance Source Book available to districts in greater quantities.

Please have the attached request form completed and returned to Kevin Kelley (OA userid PMA016) by January 20, 1994. If you have any questions, contact Kevin at (518) 473-6369.

William Gould
Director
Office of Field Operations

SURVEY FORM: PASB/FSSB

MANUAL	COUNTY	NUMBER OF COPIES NEEDED	CONTACT PERSON
PASB			
FSSB			