

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |
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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-13

Date: July 13, 1999

Division: Commissioner's
Office

TO: Local District Commissioners

SUBJECT: Local District Year 2000 Contingency Plan Survey

ATTACHMENTS: Year 2000 Contingency Plan Survey Form

This survey is being sent to all 58 local social services districts as part of our commitment to ensure that the needs of New York's citizens will be met in the event of Year 2000 (Y2K) technological and systems problems that could potentially occur around January 1, 2000. The survey is very brief and is simply designed to let us know if your agency has formulated contingency plans that will allow you to deliver critical services in the event of such problems.

We would appreciate it if you would take a few moments to complete the survey and FAX (518) 473-9601 or e-mail (az0620) your response to John Thompson, NYS OTDA / PSQI, 40 North Pearl St., 12-A, Albany, NY 12243 by July 21, 1999.

If you have any questions, please call John Thompson at (518) 473-8623. Thank you.

Brian J. Wing
Commissioner
Office of Temporary & Disability Assistance

Social Services District: _____

Contingency Plans

1. Has your agency developed a contingency plan, with documented procedures that provide you with the capability of manually processing benefits and services, in order to carry out core, mission-critical functions in the event that State and local computer systems fail as a result of Y2K problems?

- | | | | |
|-----------------|-----|-------------------|----|
| - State Systems | Yes | Under Development | No |
| - Local Systems | Yes | Under Development | No |

2. Are your local systems certified Y2K compliant?

Yes Partially No

3. Does this plan accommodate a prolonged failure?

Yes No

Embedded Systems/Chips

4. Has your agency completed an inventory and assessment of embedded systems (e.g., elevators, lighting systems, security systems, communications systems, etc.) and taken remediation steps where necessary?

Yes In Process No

Facility Issues

5. Please indicate whether or not your agency has a plan to deal with facility problems which might occur as a result of the loss of:

- | | | | |
|--------------------------|-----|-------------------|----|
| - Heat | Yes | Under Development | No |
| - Electricity | Yes | Under Development | No |
| - Telephone | Yes | Under Development | No |
| - Water & Sewer Services | Yes | Under Development | No |

If you answered "YES" to any of the above questions, please enclose a copy of the plan with your survey response.

[] Contingency Plan mailed under separate cover

Signature: _____ Date: _____

Title: _____

Please feel free to add any comments related to your Y2K plans on a separate sheet of paper.