

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NEW YORK 12243-0001

Human Services
Application Service Center

July 13, 1999

Dear WMS Coordinator:

The WMS Non-Services Authorization (DSS-3209) and Application Turnaround Document (DSS-3636) have been redesigned to accommodate data elements which have been or will be added to the Welfare Management System (WMS).

A list of the changes to these documents is attached to this letter. This letter and the list of changes will be distributed to the WMS Coordinator in each district via OFIS Link and the Post Office. Copies of the documents will be included with the letter sent through the Post Office. The staff listed to receive copies of this letter (LDSS Commissioner, BICS Coordinator) will receive a letter and list of changes via OFIS Link only and will not receive copies of the actual documents.

The scheduled Production date for the revised documents is October 23, 1999. All versions of both documents have been changed: 3209-1, 3209-2, 3209-4, 3209-A, the 3209-B, 3636-1, and 3636-2. Many of the new fields were added to WMS as part of the June 21, 1999, migration. Information on that migration can be found in the WMS Coordinator letter dated June 7, 1999, and in the WMS migration summary dated June 1, 1999. For those fields that were not part of the June 21 migration, information will be sent to you when those fields are supported.

Your initial supply of documents will be shipped from Albany during the first two weeks of October. This initial distribution will be based on the number of forms your district ordered from the Office of Temporary and Disability Assistance Document Services during the past twelve months. If you need a version of the form which you have not ordered during that time, please call Bob Clingerman at (518) 474-2573 to order that version of the form.

If you have any questions regarding the distribution of the forms, please call Bob Clingerman at (518) 474-2473. If you have any questions regarding the forms, please call me at (518) 473-3706, or send e-mail to 00I080.

Sincerely,

PAS

Patricia A. Shoemaker
Welfare Management System

cc: LDSS Commissioner
BICS Coordinator

FALL, 1999, CHANGES TO DSS-3209 AND DSS-3636

For more detailed information on the fields added to WMS on June 21, 1999, see the following documents:

WMS Coordinator letter dated June 7, 1999

WMS Migration memo dated June 2, 1999

The form numbers of these documents will be changing to:

LDSS-3209

LDSS-3636

LDSS-3636 APPLICATION TURNAROUND DOCUMENT

Section 1

SUPPRESS SEP DET

01-605

SEPARATE DETERMINATION FTV SUPPRESSION CODE

This 3-digit field is new to the document, but the heading has been printed by WMS after Application Registration since the last redesign.

LDSS-3209 WMS AUTHORIZATION**LDSS-3636 APPLICATION TURNAROUND DOCUMENT**

There are no changes to the back of either document.

SECTION 1

NOTES

Shading will be added to the heading for LOCAL DATA on the final 3209.

On the final 3209 there will be a slightly heavier line around the MA EXTENSION DATA fields, as on the current 3209.

FIELD REMOVED

RACE

03-170

Because there is an INDIVIDUAL ETHNIC AFFILIATION code, this field is no longer needed at the case level.

FALL, 1999, CHANGES TO DSS-3209 AND DSS-3636

SECTION 1 (contd.)

FIELDS ADDED

SAFETY NET Safety Net Indicator 01-026

This is a new 1-digit field on Screen 1.

HEAP INC HEAP Income Level Code 01-018

This 1-digit field is new to the form, but the heading and entered data have been printed by WMS on case documents since the last redesign.

PARENT IND Parent Indicator 01-024

This 1-digit shaded box displays data calculated by WMS for Federal reporting. Because no entry can be made in this field, it will be all shaded, not half-shaded, on the final document.

NOTE: This field is on the 3209, but not the 3636

TRACKING Tracking Counts from the Tracking Subsystem

60 CT State (name in LDF record)

24 CT SNA (name in LDF record)

ABAWD This heading is misspelled AGAWD, but will be corrected on the final 3209.

You will receive information on this 3-digit field prior to implementation.

CHANGES

CLIENT NOTICES The three fields used for the Client Notices System were moved up and to the right to make room below SECTION 1 for information in SECTIONS 6 and 7.

SUPPRESS SEP DET 01-605

SEPARATE DETERMINATION FTV SUPPRESSION CODE

This field in the MA Extension Section was previously labeled REAS CODE.

FALL, 1999, CHANGES TO DSS-3209 AND DSS-3636

SECTION 2

This section has been moved down to make room for fields from SECTIONS 6 and 7.

SECTION 3

FIELDS ADDED

LMT EXM	Time Limit Exemption Code	03-048
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A new 1-digit field on Screen 3

MOM LN	Relationship of Child to Mother	03-044
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A new 2-digit field on Screen 3

WAIVERS	Domestic Violence Waiver Indicators 12-290	
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These 4 fields are one digit each and will provide information from the Domestic Violence Subsystem. Data cannot be entered in these fields.

NOTE: These fields are on the 3209, but not on the 3636, and they will not be supported until the interface between WMS and the Domestic Violence subsystem is supported.

D/A	Drug/Alcohol
IV-D	IV-D
LMT	Time Limit Exemption
OTH	Other

CHANGES

PA/MA INDIV	PA-MA Individual Reason Code	03-121
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The label for this field has been changed from PA INDIV.

MA INDIV	MA Individual Reason Code	03-015
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This field is now all shaded, because it's not an entry field.

RACE		03-170
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On the 3636 this field has been shaded because it is now available after Application Registration.

FALL, 1999, CHANGES TO DSS-3209 AND DSS-3636

SECTION 6/9 (contd.)

FIELDS ADDED

6 occurrences

RECOUPMENT PAY LN
AMOUNT

14-003

14-004

3 occurrences

ENERGY RESTRICTION PAY LN
AMOUNT

14-005

14-006

Headings and data entered for these fields have been printed by WMS on case documents since the last redesign.

The dark lines between the Recoupment data will be eliminated from the final 3209.

CHANGES

The section label has been changed from 6 to 6/9. A Screen 9 has been added to the WMS Entry Screens. If information appears on Screen 9 for a case, a second page of the 3209 will print with that information.

SECTION 7

CHANGES

The box which displays codes for ASSOCIATED NAMES AND ADDRESSES has been moved between Sections 1 and 2 to make room for fields added to Section 5.

MESSAGES

The blank space where messages (Clockdown Closing, RFI) print is now under the Anticipated Future Action portion of SECTION 4.