

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

George E. Pataki
Governor

Brian J. Wing
Commissioner

January 28, 2000

Dear WMS/CNS Coordinator:

The purpose of this letter is to introduce the 12/99 revision of the LDSS-4398: "WMS Non-Services Code Cards" on the Intranet. By accessing the Code Cards through the Intranet, local district staff have the convenience of printing copies of the whole set of Code Cards, entire sections, or individual pages as needed. Card stock of this 12/99 revision are being printed, and local districts will be notified when printing is completed and the automatic mailing has begun.

The attachment contains specific instructions on how to access the Code Cards by opening "Internet Explorer" and then downloading the "Adobe Acrobat Reader" software. The Code Cards can be accessed through certain PCs, such as BICS NT, ACS, CSMS (ASSETS), CCFS and EEDS. Connections PCs cannot be used to access the Code Cards, since it is not possible to download Adobe Acrobat Reader on these terminals.

Basic instructions for reading and printing the Code Cards are provided on the Intranet WMS Code Card Access Screen.

If you have any questions accessing, downloading Adobe Acrobat Reader, or printing the Code Cards, please contact the New York State Consolidated Help Desk at 1-800-242-0723.

If you have any questions concerning the content of the Code Cards, please contact Wayne Marquit at 1-800-343-8859, extension 3-9779.

Sincerely,

WD

Wendy Dmitri
Division of Temporary Assistance/WMS

cc: Commissioner
IM Director
MA Director
FS Director

How to View WMS Code Cards

Open "Internet Explorer"

In the address box type `http://sdssnet5/`

Press the enter key. This will open the "NYS Department of Family Assistance" home page.

Click on the "Organizational Pages" link.

Click on the "Division of Temporary Assistance" link below "Office of Temporary and Disability Assistance".

Click on "WMS Code Cards" link.

If you DO HAVE Adobe Acrobat Reader software installed on your computer, just click on the appropriate WMS Code Card Screen button to view the cards.

If you DO NOT HAVE Adobe Acrobat Reader software installed on your computer, follow the instructions below to download this FREE software.

How to Download Adobe Acrobat Reader

Click on the "Get Acrobat Reader" yellow box icon.

The "Internet Clients and Tools" screen will appear.

Scroll down the "Internet Clients and Tools" screen to the "Miscellaneous Utilities" section.

Click on the "Adobe Acrobat Reader" link right above the yellow box icon.

Adobe will ask you where you want "Acrobat Reader" installed.

Click on "Save to Disk" (this is your hard drive).

Click "OK".

Choose appropriate Drive and File where you want "Acrobat Reader" to reside.

Click "Save" and "Acrobat Reader Files" will download.

"Download Complete" box will appear.

Click "OK".

Click on the "Back" to previous screen arrow in "Internet Explorer".

You should now be able to click on the appropriate "WMS Code Cards Screen" button to view the cards.