



George E. Pataki
Governor

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

Brian J. Wing
Commissioner

March 26, 2003

Dear WMS/CNS Coordinator:

The WMS Non-Services Authorization (LDSS-3209) and the Application Turnaround Document (LDSS-3636) have been redesigned to accommodate data element changes that have been or will be made on the Welfare Management System.

A list of the changes to these documents, and copies of the documents in Adobe Acrobat are included with this letter. All versions of both documents have been changed: 3209-1, 3209-2, 3209-4, 3209-A, 3209-B, 3636-1, and 3636-2.

The scheduled Production date for the new documents is July 21, 2003; a WMS Coordinator letter will be distributed prior to the actual migration.

In the past, revised documents were shipped based on each district's forms usage during the preceding year, but due to problems during the last implementation we are requesting that each district's Forms Coordinator order the versions of the forms that his or her district uses. The documents should be ordered through the normal procedures for requesting forms from OTDA. Your Forms Coordinator must place your district's initial order for these documents no later than the first week in June to insure that you receive the documents in time for the scheduled Production date. Shipping will occur during June and July. If you have any questions on distribution of the forms, please contact Jackie Brace at 518-474-9522 or AX1970.

If you have any questions regarding the forms, please contact me at (518) 473-3706 or 00I080.

Sincerely,

PAS

Patricia A. Shoemaker
Welfare Management System

cc: Commissioner

CHANGES TO THE 3209 AND 3636

LDSS 3209 WMS Authorization

Back

There are no changes to the back of the document.

Front

SECTION 1

Additions

Mailer Date – a 4-digit output field.

TOP – Transitional Opportunities Program - 1-digit entry and output field

HII – Health Insurance Indicator - a 1-digit entry and output field

Changes

PA / FS CODE – The field label was changed to **FS CODE**.

SECTION 2

No changes.

SECTION 3

Changes

DEGR – The field size was corrected to 1-digit.

FAP IND – The field label was deleted because this field has been eliminated.

MA INDIV – The field label was changed to

MA INS RC for **MA Insert Reason Code**

RACE was expanded from 2 to 6 digits with a dotted line between the first and second digits

CTHP – The field label was deleted because this field is no longer used.

SECTION 4

Addition

UNIQ POP – 2-digit field – You will be notified by a WMS Coordinator letter when to begin using this field.

SECTION 4 (contd)

Changes

The field heading, **SAVE**, was deleted.

SECTION 5

This section was shifted to the right to make space available for **UNIQ POP**.

SECTION 6/9

Additions

HEAP VENDOR ID – an 8-digit field

CUSTOMER ACCOUNT NO – a 20-digit field

Changes

IND LN – The field size was corrected to 2 digits.

SPC CLM – The **Special Claiming Category Code** was expanded to 2 digits.

VENDOR ID - The field that was previously used for **HEAP VENDOR ID** was corrected from 9 to 8 digits, and the label was changed.

AUTHORIZED BUDGETS Field headings were deleted.

SECTION 7

No changes.

LDSS 3636 Application Turnaround Document

Back

There are no changes to the back of the document.

Front

SECTION 1

Additions

Mailer Date – 4-digit output-only field.

TOP – Transitional Opportunities Program - 1-digit entry and output field for case actions.

HII – Health Insurance Indicator - a 1-digit field entry and output field

Changes

PA / FS CODE – field label changed to **FS CODE**

SECTION 2

No changes.

SECTION 3

Changes

DEGR was corrected to a 1-digit field

FAP IND – The field label was deleted.

MA INDIV – field label changed to

MA INS RC – MA Insert Reason Code

RACE was expanded from 2 to 6 digits with a dotted line between first and second digits

CTHP – The field label was deleted.

SECTION 4

Addition

UNIQ POP – 2-digit field – You will be notified by a Coordinator letter when to use this field.

Change

The field heading, **SAVE**, was deleted.

SECTION 5

This section will be shifted to the right to make space available for the **UNIQ POP** field.

SECTION 6/9

Additions

HEAP VENDOR ID – 8-digit field
CUSTOMER ACCOUNT NO – 20-digit field

Changes

IND LN – The field size was corrected to 2 digits
SPC CLM - The **Special Claiming Category Code** was expanded to 2 digits.
VENDOR ID - The field that was previously used for **HEAP VENDOR ID** was corrected from 9 to 8 digits, and the label was changed.
AUTHORIZED BUDGETS The headings were deleted.

SECTION 7

No changes.