



George E. Pataki
Governor

New York State
Office of Temporary and Disability Assistance
40 North Pearl Street
Albany, NY 12243-0001

Robert Doar
Commissioner

August 6, 2004

Dear WMS/CNS Coordinator:

In response to requests from local districts, the purpose of this letter is to introduce a newly-developed document which explains how to read the WMS Clearance Report.

This is a three page document. Page 1 provides workers with a brief, detailed summary of the Clearance match process and provides a sample "No Match" Clearance report, illustrating the field headings contained on the Report. Page 2 provides a field-by-field description of the various fields and their contents. Page 3 provides a sample Clearance Report showing Clearance matches.

Districts may wish to use this document as a training tool and/or may wish to reproduce Pages 1-2 as a back-to-back, laminated worker's desk-aid.

Any questions concerning the attachment should be directed to the following individuals at 1-800-343-8859:

Patty Hanson @ ext. 3-8625
Tully Lenihan @ ext. 3-9253

Sincerely,

Wendy Dmitri

Wendy Dmitri
Division of Temporary Assistance/WMS

Attachment

Cc: Commissioner
TA, FS & MA Director
HEAP Liaison