



Eliot Spitzer
Governor

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

David A. Hansell
Commissioner

December 20, 2007

Dear WMS/CNS Coordinator:

The Client Notices System district contact data record was recently expanded to include a field for zip code plus four values. This field was added to ensure that the correct postal account is charged when clients return their Food Stamps Recertification Application as part of the new Telephone Recertification process. FS Telephone Recertification notices are mailed with a postage paid envelope, form number LDSS-4464.3 enclosed.

We are requesting that district staff enter zip+4 values for all district level contact data records that could reasonably be associated with sending Food Stamps Telephone Recertification notices (CNS reason code Z95). Please note that the zip+4 values for the return of these notices may be different from the zip+4 associated with the district's physical business address. Only zip+4 values associated specifically with the LDSS-4464.3 postage paid envelope, used to return FS Recertification applications, should be entered. These envelopes are similar to those used to mail all CNS notices: 6"x9.5" double window. We are including zip+4 values provided to us by postal officials for some of the addresses currently on record for your district that have been validated for CNS notice envelopes. Districts should check with local postal officials to obtain correct values if not already known.

District staff should utilize the quarterly produced CNS District Address Report, sent via the BICS queue, to identify all district contact data records that would logically be associated with Food Stamps notices. This report is next scheduled for the weekend of December 29, 2007.

Thank you for your cooperation in this effort. Please feel free to contact Jim Dormond or Bob Markham at 1-800-343-8859, extensions 4-9286 and 4-2166 respectively, if you should have any questions.

Sincerely,

Tully Lenihan

Tully Lenihan
Center for Employment and Economic
Supports/WMS

Cc: Commissioner
TA Director
FS Director

"providing temporary assistance for permanent change"