INFORMATIONAL LETTER

TO: Commissioners of Social Services

DATE: November 4, 1993

SUBJECT: Introduction of "PA and FS Citizenship/Alien Status Desk Aid" (DSS-4404)

SUGGESTED DISTRIBUTION:
- Income Maintenance Directors
- Food Stamp Directors
- WMS Coordinators
- Staff Development Coordinators
- Forms Coordinators

CONTACT PERSON: Maria Eckhardt
1-800-342-3715, extension 4-6501.

ATTACHMENTS:
- Attachment I - "PA and FS Citizenship/Alien Status Desk Aid" (DSS-4404)
  (not available on-line).

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the new DSS-4404: "PA and FS Citizenship/Alien Status Desk Aid" (copy attached).

This Desk Aid was developed in response to local district requests for a reference tool to help in sorting through the complexities of determining status and eligibility for citizens and non-citizens.

The new Desk Aid should be delivered to the Albany and NYC/HRA Warehouses in November 1993, and districts will automatically receive initial supplies of these forms.

Future requests for the DSS-4404 should be submitted on Form WMS-47 (Rev. 09/89): "WMS Order Form" and should be sent to:

New York State Department of Social Services
Welfare Management System
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development

Questions concerning ordering forms should be directed to the Office of Systems Development (OSD) by calling 1-800-342-3715, extension 6-6223.

_________________________________
Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security