

RECEIVED AUG 1 1 2000

UPSTATE ONLY MESSAGE

DSS-4357EL	GENERAL INFORMATION SYSTEM	08/09/00
WGIUPD	DIVISION: Temporary Assistance	PAGE 1
GIS 2000 TA/WMS013		

TO: Commissioners; IM Directors; FS Directors; WMS Coordinators

FROM: Wendy Dmitri, Division of Temporary Assistance/WMS

SUBJECT: PA & FS Quarterly Mailers

EFFECTIVE DATE: Immediately

CONTACT PERSON: Tully Lenihan @ 1-800-343-8859, ext. 4-8749 or e-mail to 73A002 or tully.lenihan@dfa.state.ny.us
Wendy Dmitri @ 1-800-343-8859, ext 3-7991 or e-mail to 0IW030 or wendy.dmitri@dfa.state.ny.us

It has been reported by several districts that PA & FS Quarterly Mailers, which were produced on 7/22/00 and delivered to the Post Office on 7/27/00 have not been received by the intended recipients. Although the mailers direct recipients to respond by 8/10/00, these districts have had no completed mailers returned.

We anticipate doing a re-run of the original mailers for those districts which are experiencing the problem. For this reason, it is imperative that each district call or e-mail the contacts listed above to let us know if mailers should be re-run for your district. Districts who have received returned mailers should also call the contact persons, in order to prevent duplicate mailings to their caseload. The "return by" date on the re-run mailers will be adjusted to give clients time to complete and return the mailer.

CC BW
BB
JK
DF