

+-----+
| INFORMATIONAL LETTER |
+-----+

TRANSMITTAL: 96 INF-16

TO: Commissioners of
Social Services

DIVISION: Management
Support and
Quality
Improvement

DATE: April 25, 1996

SUBJECT: Implementation of the revised DSS-876: "Request For
Forms or Publications" (Rev. 2/96)

SUGGESTED

DISTRIBUTION: Administrative Directors
Food Stamps Directors
Medical Assistance Directors
Income Maintenance Directors
Staff Development Coordinators
Forms Coordinators

CONTACT PERSON: Jerry Vigeant, Program/Forms Coordinator
Bureau of Forms and Print Management
518-473-3099, USERID AZ1300

ATTACHMENTS: DSS-876: "Request For Forms or Publications"
(available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

I am pleased to announce the availability of the revised DSS-876: "Request For Forms or Publications" (Rev. 2/96). All other order forms for Department forms or publications are now obsolete. The DSS-876 can be used to order quantities of all forms, documents and publications which are printed by the State Department of Social Services.

The Bureau of Forms and Print Management has recently been established as a consolidated source for all forms ordering, printing, warehousing and distribution in the Department. All forms correspondence which was previously directed to either the WMS forms organization (Office of Customer Support Services, System Support and Information Services) or the Forms Management Unit (Office of Administrative Support Services) should now be directed to the Bureau of Forms and Print Management. The address is:

New York State Department of Social Services
Bureau of Forms and Print Management
P. O. Box 1990
Albany, New York 12201

Supplies of the "Request For Forms or Publications" can be obtained by writing to this address.

An electronic version of the DSS-876 can be found in the Department's Electronic Library. To access the electronic Forms Management forms in ELIB:

1. Select File Drawer "E-Form - Electronic Forms"
2. Select File "FORMS MGMT - Department Printed Forms"

The third form listed, "DSS-876EL: To Order Copies of Forms" is the "Request For Forms or Publications".

Please Note: At this time we cannot accept electronic orders for supplies of forms or documents. In the near future, once the required equipment and procedures are installed, we will have this capability. You will be informed when this service is in place.

Date April 25, 1996

Trans. No. 96 INF-16

Page No. 3

We anticipate that the establishment of a single order form is only the first small step in our renewed efforts to provide the most effective forms service to our customers in the most efficient manner. If you have suggestions or problems you would like to communicate to us, please contact:

Jerry Vigeant
Program/Forms Coordinator
New York State Department of Social Services
Bureau of Forms and Print Management
67 N. Pearl Street
Albany, New York 12201
(USERID AZ1300)

David Avenius
Deputy Commissioner
Management Support and
Quality Improvement