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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-55

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: October 3, 1990

SUBJECT: Job Opportunities and Basic Skills Training (JOBS)  
 Program Interim Forms

SUGGESTED

DISTRIBUTION: Directors of Income Maintenance  
 Directors of Administration  
 Employment Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Michael E. Pomodoro  
 1-800-342-3715, extension 4-9109

ATTACHMENTS: Attachment A - "Revised Becoming Self-Sufficient  
 Through the JOBS Program" (English) -  
 not available on-line.  
 Attachment B - "Employment Requirements" (Spanish) -  
 not available on-line.  
 Attachment C - "Becoming Self-Sufficient Through the  
 JOBS Program" (Spanish) - not  
 available on-line.  
 Attachment D - DSS-4230(S): " Conciliation  
 Notification" - not available on-line.  
 Attachment E - DSS-4231(S): "Option to End Your  
 Sanction" - not available on-line.  
 Attachment F - DSS-4232(S): "JOBS (Job Opportunities  
 and Basic Skills Training Program)" -  
 not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-27					

This release provides local social services districts with copies of the Spanish versions of the following JOBS orientation material and applicant/recipient JOBS forms:

I. Orientation Material (MUST Be Included With Application Packet)

- A. "Employment Requirements"
- B. "Becoming Self-Sufficient Through the JOBS Program"

II. Applicant/Recipient Forms

DSS-4230(S): "Conciliation Notification"

DSS-4232(S): "JOBS (Job Opportunities and Basic Skills Training Program)"

DSS-4231(S): "Option to End Your Sanction"

In addition, a revised English "Becoming Self-Sufficient Through the JOBS Program" is provided. It was necessary to delete the phrase "or recertify for" in the seventh line of the copy attached to 90 ADM-27.

The English versions were already made available as part of 90 ADM-27, dated August 29, 1990. As explained in 90 ADM-27, districts must photocopy these documents until printed copies are available. The orientation material will be printed in the 9/90 versions of the client information books (DSS-4148A(S) and DSS-4148B(S)) which are expected to be available in December 1990. The applicant/recipient forms also are expected to be available in December 1990.

Future requests for these Spanish documents should be submitted on Form WMS-47 (Rev. 9/89): "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 (OSD)

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

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance