

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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| LOCAL COMMISSIONERS MEMORANDUM |

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OTDA-4037EL (Rev. 11/98)

Transmittal No: 99 LCM-10

Date: May 7, 1999

Division: CO

TO: Local District Commissioners

SUBJECT: Year 2000 Compliance Requirements

ATTACHMENTS: HIGH RISK OCCUPANCY SPACE IDENTIFICATION FORM
(Not available on-line)

I am forwarding to you with this LCM a document prepared by the Office for Technology to help state agencies examine their facilities and systems for possible year 2000 compliance problems.

As you know, equipment manufacturers have used embedded computer systems for many years to operate essential building services such as elevators, heating/ventilation/air conditioning, security and lighting systems. These service systems may constitute a Y2K hazard. Their failure may cause serious problems to citizens, employees and services. For this reason, if you have not already done so, it is important to take the necessary precautions.

I urge you, once again, to use the enclosed procedure, or one similar to it, in order to anticipate and remedy potential Y2K compliance problems.

While we do not expect major disruptions, it is important as well to have contingency plans ready in the event of unanticipated problems, particularly those that may originate beyond our immediate control. I urge you to review carefully - both internally and together with your county Y2K coordinator - the contingency plans to be used in case of local failures that could affect your staff, clients or operations.

As you may know, Governor Pataki has made Y2K compliance a top priority. Since late 1995, the state Department of Social Services (NYSDSS), and its successor agency, the Office of Temporary and Disability Assistance (NYSOTDA), has been identifying, prioritizing, remediating and testing state systems. OTDA has three systems on the NYS Office for Technology's top 40 priority systems list: WMS, CSMS and the federal claims system. Our review and remediation of top priority OTDA systems at the state level is now 97% complete. The WMS and CSMS systems are totally compliant.

As the year progresses, I will notify you about the availability of OTDA Ready Teams that will be on call at the beginning of the year to help you handle problems that may arise with programs or operations. In the meantime, Y2K systems-related questions you may have should be addressed to Igor Koroluk at (518) 474-1179. George Reischuck is available to assist with questions or concerns about contingency planning. He may be reached at (518) 474-7420.

I am confident that, with the preparations we have made and the planning that is on-going, we will avoid major disruptions or failures. I cannot, however, overstate the importance of making these preparations in every county.

Thank you for your cooperation.

Brian J. Wing
Commissioner
NYS Office of Temporary & Disability Assistance

YEAR 2000 COMPLIANCE
HIGH RISK OCCUPANCY PROCESS

An agency may use the attached Year 2000 Compliance High Risk Occupancy Space Identification Form to identify High Risk Occupancy (HRO) space used by their agency. HRO space is defined as a location in a building that meets one or more of the following criteria:

1. Failure of a specific building/facility system or equipment would directly and severely risk the safety or lives of citizens or employees;
2. Building/facility space will be inhabited between Friday, December 31, 1999, 11:00 p.m. and Saturday, January 1, 2000, 11:00 a.m.;
3. Building/facility space houses computer equipment which supports one of the agency's critical systems and the computer must be operating at midnight on December 31, 1999, and a failed building facility system or equipment would cause the critical system to stop operating.