



**NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001**

David A. Paterson
Governor

Informational Letter

Section 1

Transmittal:	09-INF-15
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	August 10, 2009
Subject:	Re-instatement of form LDSS-2640: "Request for Action/Services"
Suggested Distribution:	
Contact Person(s):	Policy Questions: TA Questions @ 1-800-343-8859, ext. 4-9344 FS Questions @ 1-800-343-8859, ext. 3-1469 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	LDSS-2640: "Request for Action/Services"
Attachment Available On – Line:	☒

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 ADM-21					

Section 2

I. Purpose

The purpose of this INF is to re-instate the LDSS-2640: “*Request for Action/Services*” for LDSS use.

II. Background

Certain districts continue to use the LDSS-2640, *Request for Action/Services*, both in locally reproduced format and through the Intelligent Auto-Fill (IAF) process although OTDA made the printed form obsolete. Since the use of the form continues in an electronic format, and OTDA is required to maintain the IAF format, OTDA has determined to re-instate the form in a format described in Section IV below.

III. Program Implications

There is no mandated specific use of this form. For example, when an individual applies for Temporary Assistance, this form can be used as a referral document to refer an individual or his/her household to a state or county veteran’s agency as outlined in 93 ADM-21, *Utilization of Veteran's Benefits as a Resource*. A local district may also use the LDSS-2640 in instances where a general “referral” to other services is required and no mandated form exists for such action.

IV. Forms Ordering Information

- The English version of the LDSS-2640: “*Request for Action Services*” is **not** State printed but available to local districts in PDF format or as master camera ready copy. The procedures for ordering PDFs or a master camera ready copy is listed below.
- The above referenced document has also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally.
- Any future requests for master camera ready copy of the document should be submitted on OTDA-876: “*Request for Forms or Publications*”, and should either be sent to:

Office of Temporary and Disability Assistance
BMS Documentation Services and Operational Support
PO Box 1990
Albany, NY 12201

OR

- Download and complete OTDA-876 Form (http://otda.state.nyenet/psqi/eforms/OTDA-876-Req_For_Documents_or_Publications.dot) and e-mail form to gg7359@dfa.state.ny.us.

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.ny.net/ldss_eforms/default.htm .

Issued By

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Title: Deputy Commissioner

Division/Office: Center for Employment and Economic Supports