

OFFICE OF CHILDREN AND FAMILY SERVICES

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| LOCAL COMMISSIONERS MEMORANDUM |
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OCFS-4616EL (Rev. 11/98)

Transmittal No: 99 OCFS LCM-6

Date: March 15, 1999

Division: Public Information/
Policy Communications

TO: Local District Commissioners

SUBJECT: Local District Policy Communications

ATTACHMENTS: Survey Questions

As a result of the Department of Social Services/Division for Youth merger last year and the departure of the Medical Assistance and Employment programs from the former DSS, communications have changed somewhat. The policy communications staff from the former Department of Social Services were relocated to the Office of Children and Family Services. The telephone numbers have remained the same but the address has changed to:

Policy Communications
Office of Children and Family Services
Capital View Office Park, Rm. 237
52 Washington Street
Rensselaer, New York 12144-2796

Since Policy Communications is a shared service between the Office of Children and Family Services (OCFS) and the Office of Temporary and Disability Assistance (OTDA), all LCMs, INFs and ADMs from both OCFS and OTDA will continue to come through Policy Communications. As we indicated to you in 98 OCFS LCM-1, all OTDA releases will continue to be filed in file drawer LDPC02 and all OCFS releases will be filed in PCOCFS.

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We realize that there are instances in which InfoOfis is not readily available to local staff, making the use of the electronic library difficult. Therefore, in order to assure that your staff receive informational and policy releases from the Office of Temporary and Disability Assistance and Children and Family Services, we would like to remind you to disseminate releases to appropriate staff electronically or in hard copy as soon as you receive them.

During this time of transition, we will continue to try to maintain the level of communications with you that is needed in order for you to implement policy changes and to remain current with informational releases which affect your programs. To help achieve this goal, we request that you share this LCM with your staff to obtain a collaborative response to the attached survey. Please e-mail your response to Debra Stark (OMB050) or LDPC on InfoOfis by April 1, 1999.

If you have any questions/issues regarding this LCM or policy communications in general, please contact Debbie Stark or Kevin Kelley at (518) 473-6369.

Kevin Kelley
Policy Communications

Survey Questions

1. Are you satisfied with local district policy communications?

If not, could you please explain any problems that you or your staff have encountered?

2. Do you find the format of the different vehicles, i.e., LCM, INF and ADM to be in need of any change? If yes, what changes would you recommend?

3. Are the releases giving you the information you need in order to accomplish what you need to do?

4. Additional comments (Please attach additional pages if necessary).