

WGIUPD

GENERAL INFORMATION SYSTEM

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DIVISION: Office of Health Insurance Programs

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TO: Local District Commissioners, Medicaid Directors

FROM: Judith Arnold, Director
Division of Coverage and Enrollment

SUBJECT: Informational Booklets: LDSS-4148A, LDSS-4148B and LDSS-4148C

EFFECTIVE DATE: December 1, 2011

CONTACT PERSON: Local District Support Unit:
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The purpose of this General Information System (GIS) message is to inform local departments of social services (LDSS) of a procedural change regarding the distribution of informational booklets LDSS-4148A, LDSS-4148B and LDSS-4148C (also referred to as Books 1, 2 and 3) for Medicaid-only applicants. Currently, these informational booklets are distributed to Medicaid applicants either at the time an application is requested or when an application is received by the LDSS.

With the elimination of the face-to-face interview, the implementation of a centralized call center and the general public's growing use of the internet, the State Department of Health is granting LDSS flexibility in the way these informational booklets are distributed. Application packages mailed out by LDSS may refer individuals to the following website to obtain the informational booklets:

<http://www.otda.ny.gov/programs/applications/>.

However, districts must also give applicants the choice to request the booklets be mailed to them. Districts can provide applicants with the phone number for New York Health Options, 1-800-541-2831, to request the booklets.

Districts electing to refer applicants to the website and call center for copies of Books 1, 2 and 3 must include the attached informational notice with the application package.