

GUIDANCE DOCUMENTS

Not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all Guidance Documents on which the agency currently relies [SAPA, section 202-e(1)]. However, an agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA, section 202-e(2)].

Office of Temporary and Disability Assistance

The State Administrative Procedure Act (SAPA) § 202-e requires every State agency, at least once a year, to submit to the Secretary of State for publication in the *State Register* a list of guidance documents on which the agency currently relies and to provide information on where and how regulated parties and members of the public may inspect and obtain copies of the documents. Set forth below is the list of guidance documents relied upon by the New York State Office of Temporary and Disability Assistance (OTDA). Many of these documents are available for review on OTDA's website at www.otda.ny.gov. Copies of the documents may be requested from OTDA's Public Information Office by writing to 40 North Pearl Street, Albany, New York 12243-0001, by calling (518) 474-9516 or by e-mailing: nyspio@otda.state.ny.us. Arrangements can be made with that Office for inspection of the documents. If copies are requested, OTDA will charge fees pursuant to the Freedom of Information Law for copies of the documents. However, fees may be waived on any requests for copies of 10 or less pages. There will be no fee charged for inspection of any of the documents listed below.

MANUALS AND SOURCE BOOKS

1. Temporary Assistance Source Book
2. Food Stamp Source Book
3. Home Energy Assistance Program Manual
4. Home Energy Assistance Program State Plan
5. Alien Eligibility Desk Guide
6. Temporary Assistance Energy Manual
7. Cash Management Subsystem (CAMS) Manual
8. The Automated Budgeting and Eligibility Logic (ABEL) Reference Manual
9. Automated Finger Imaging System (AFIS) Enrollment Workstation Operator's Guide
10. Institute of Internal Auditors International Professional Practices Framework
11. Benefit Issuance Control Subsystem (BICS) Services Payments Processing (BSPP) Manual
12. Benefit Issuance Control Subsystem (BICS) Operations Manual
13. Electronic Benefit Transfer Fiscal (EBT) Manual
14. Fiscal Reference Manual: Policy and Procedures; Forms and Instructions; County Cost Allocation Plan; and New York City Cost Allocation Plan
15. GAO Government Auditing Standards
16. Indirect Payment Processing Subsystem (IPPS) Manual
17. Local District Claiming System Users Manual
18. Payment Issuance and Control System (PICS) Manual
19. State Data Exchange (SDX) Reference Guide

20. System Reference Manual (SRM)
21. Welfare Management System (WMS) Worker's Guide to Codes
22. Welfare Fraud Investigator Training (WFIT) Manual
23. Non Public Assistance (NPA) Food Stamp Desk Guide to Codes
24. IM Operational Handbook Authorization of Grants Manual
25. Budgeting Manual NPA Food Stamp Program
26. Budgeting Manual Public Assistance Program
27. Client Notices System (CNS) Codes & Text Catalogue
28. Welfare Management System (WMS) Code Cards
29. WMS Error Listing
30. Client Notices Manual
31. Time Limit Tracking Manual
32. Welfare-To-Work (WTW) Employment Policy Manual
33. WTW Case Management System (WTWCMS) Training Manuals (Administrator Manual, User Manual, Provider User Guide)
34. WTWCMS Release Notes
35. WTWCMS Frequently Asked Questions
36. Transitional Opportunities Program (TOP) Guide
37. Audit Institute Training Manual
38. State Verification and Exchange System (SVES)
39. MA Budgeting Manual Medical Assistance Program
40. Benefit Issuance Control Subsystem (BICS) Error List
41. Bureau of Information Technology (BIT) Project Management Reference

See Appendix in this issue for remainder of list.

