



General Information System (GIS) Message

Section 1

Transmittal:	25DC050 Upstate Only
Date:	July 14, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, TA, HEAP and SNAP Directors, WMS Coordinators
From:	Upstate Systems Bureau Employment and Income Support Programs (EISP)
Subject:	Client Notice System (CNS) Quarterly Contact Data Reports
Effective Date:	June 28, 2025
Contact Information:	otda.sm.eisp_upstatesystems@otda.ny.gov
Attachments:	None

Section 2

The purpose of this GIS message is to inform social services districts (districts) that the end-of-the quarter reports containing information from the Upstate CNS Contact Data records was completed on the evening of 6/28/25. Each district received reports CNS-RP04 and CNS-RP05. These reports contain the social services districts addresses, worker names and telephone numbers that print on CNS Notices produced for that district.

These reports are now available for review and can be accessed on PHRED, with report numbers CNS00120, CNS00125, and CNS00135.

Please see the following link for instructions on how to change, delete or add information to the CNS Contact Data screen <https://intranet.otda.ny.gov/dta/manuals/CNSManual.pdf>