



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	25DC070 Upstate and New York City
Date:	October 28, 2025
To:	Subscribers
Suggested Distribution:	Social Services District Commissioners, Temporary Assistance (TA) Directors, Supplemental Nutrition Assistance Program (SNAP) Directors, Home Energy Assistance Program (HEAP) Directors, Child Support Directors, Medicaid (MA) Directors, Finance Directors, Employment Coordinators, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
Subject:	Supplemental Security Income Case Correction Procedure: Use of form SSA-3911-U4
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau (518) 474-9344 or tabureau@otda.ny.gov , Supplemental Nutrition Assistance Program (518) 473-1469 or SNAPBureau@otda.ny.gov , Department of Health Local District Support Unit: Upstate – (518) 474-8887; New York City – (212) 417-4500
Attachments:	SSA-3911-U4

Section 2

The purpose of this message is to provide updated instructions to social services districts (districts) for the standard method of correcting Supplemental Security Income (SSI) data, as directed in [95-ADM-5](#).

Districts should continue sending the completed Report of Change (SSA-3911-U4) forms to the Social Security Administration (SSA) Field Office that services their county.

However, districts should discontinue sending copies of completed Report of Change forms to the SSA Regional Office.