



**New York State  
Office of  
Children & Family  
Services**

George E. Pataki  
*Governor*

John A. Johnson  
*Commissioner*

October 2, 2002

Dear Commissioner or Executive Director:

As the rollout of the replacement of baseline desktop computers is near completion, the CONNECTIONS Project is in the process of reconciling all baseline desktop computer equipment previously distributed to either local districts or voluntary agencies as part of the implementation of the Project. The intention of this correspondence is to request the return of those CONNECTIONS-In-A-Box (CIAB) devices that were initially distributed as part of the baseline allocation in 1996, and replaced in 1999, as part of the NYS Office of Children and Family Services Y2K readiness plan.

Please be aware that these CIABs are the property of New York State and that there is not an option for districts or agencies to keep this equipment. It should also be noted that any further activity regarding the replacement of PCs, requests for additional equipment or, securing access to the CONNECTIONS Application via network integration is contingent upon the return of these older baseline desktop CIABs.

To assist you in the reconciliation of the CIABs we have attached the CIAB Reconciliation Spreadsheet that highlights the information necessary to identify the previously allocated equipment. It is essential that both local districts and voluntary agencies review the attached spreadsheet, relative to the identified remaining equipment that has been replaced but not yet returned. We ask that you return the spreadsheet to verify that this correspondence has been received, as well as indicate on the spreadsheet whether the information presented is correct. Instructions for the completion of the spreadsheet are attached.

If you should find any discrepancies with the information contained on the spreadsheet please contact Bill Bombardier, via Outlook/Exchange E-mail at [Bill.Bombardier@dfa.state.ny.us](mailto:Bill.Bombardier@dfa.state.ny.us) or by dialing (518) 473-5845. Please note that any discrepancies should be directly documented on the returned version of the spreadsheet. If the information presented is correct, the spreadsheets should reflect this by marking an 'X' in the Comments Column. We ask that you return completed spreadsheets to Mr. Bombardier no later than October 16, 2002.

With regard to the physical return of these CIAB devices we ask that you contact Mr. Bombardier to make the necessary

**Capital View Office Park**

52 Washington Street  
Rensselaer, NY 12144-2796

arrangements. We request that the CIAB devices be returned no later than October 31, 2002.

**The cost for the return postage of these PCs will be covered by the Office of Children and Family Services. Local districts or voluntary agencies are not expected to incur any mailing expenses when returning this equipment.**

If you should have any general questions about this correspondence you may contact the staff of the CONNECTIONS Communications Team, who may be reached via Outlook/Exchange E-mail or via telephone.

I thank you for your cooperation in this regard as we move forward with this initiative.

Sincerely,  
Zachary E. Zambri  
Project Director

cc: CONNECTIONS Implementation Coordinators