



A learning program for **all levels of staff working in Child Protection, Juvenile Justice, Prevention or Foster Care services, and provider agencies.**

ABOUT

This eLearning program allows learners to practice using the Service Management Portal (SMP) to complete the Local Equivalent Department of Social Services (LE-DSS) 2921 application.

BENEFITS

Learners will:

- Be trained to identify when and how to generate and submit a LE-DSS 2921 form.
- Understand the differences between an initial and updated LE-DSS 2921.
- Be trained how to utilize a mailbox request.

COMPONENTS

Once enrolled in the course, learners will complete:



A one-hour eLearning course



Completion of all components is necessary to receive a Certificate of Completion.

PREREQUISITES

There are no prerequisites for this course.

CONTINUING EDUCATION UNITS

There are no CEUs associated with this course.

REGISTRATION

Register for this course by logging in to [Cornerstone](#), browse for the course name and complete all information. For more information about the ACS Workforce Institute, please contact the Help Desk at WIhelpdesk@acs.nyc.gov or call (212) 748-1898.

ABOUT ACS WORKFORCE INSTITUTE

The ACS Workforce Institute (WI) is a state-of-the-art professional development institute that supports child welfare and juvenile justice direct service staff and strengthens their skills as they support and strengthen New York City's families and children. Through partnership with the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work), the ACS Workforce Institute offers professional learning initiatives that move beyond the classroom to enhance skill development for new and seasoned ACS and provider agency staff.

Visit our website at www.nycacstraining.org

