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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-132

Date: September 28, 1993

Division: MS&QI/SSIS

TO: Local District Commissioners

SUBJECT: 1993 Forms Survey

ATTACHMENTS: I: 1993 Forms Survey (Available on-line)
II: Listing of Attachments (Available on-line)
Attachments (Not available on-line)

Recently, a Forms Study Workgroup, made up of State and local district staff, met to identify changes which might be made to Department forms or forms processing procedures which would assist local districts. A list of participants is enclosed. A number of suggestions were made which the Workgroup felt should be surveyed on a statewide level. Attached is a Forms Survey which we would like you to complete and return to us by October 20, 1993. In addition to completing the survey, we would appreciate your forwarding any and all suggestions you might have concerning any Department forms.

Please return this survey to:

Jerry Vigeant
NYS Department of Social Services
ES/WMS/7D
40 N. Pearl St.
Albany, NY 12243

If you have any questions regarding this survey, please feel free to call:

Jerry Vigeant (518 474-9315)
Maria Eckhardt (518 474-6501)
Bob Gullie (518 474-6501)

Nelson M. Weinstock
Deputy Commissioner
Division of Management
Support

John J. DiPalermo
Deputy Commissioner
Systems Support and
Information Services

4. Our district would prefer _____Agree _____Disagree
to reorder forms that are
out of stock, rather than
have the Department put
them on a Back Order list.

Comments _____

5. Each time a form is created or _____Agree _____Disagree
revised, an INF, or other
communications vehicle, should be
issued so that local districts
will know this form is
available (if the form does not
have an ADM or other policy release
related to it already).

Comments _____

6. "Forms Implications" should be _____Agree _____Disagree
a required section of every
ADM, INF, or other local district
communications vehicle.

Comments _____

7. How can the Department improve
the shipment of forms to your
district?

Please give as much specific information as possible: _____

B. SYSTEM ASSISTED FORMS

1. The DSS-4015-C pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits..." (attached) is used by our district and has been found to be helpful and a time saver. Agree Disagree

Comments _____

2. It would be helpful if other pinfeed versions of forms were made available. Agree Disagree

Comments _____

Suggestions of forms for which you would like pinfeed versions (please attach samples):

3. It would be helpful if the forms listed below could be revised so that information from the "System" could automatically be filled in. Agree Disagree

Suggestions of forms that could be fully or partially system-filled (please describe and attach samples):

Please list the name, title and phone number of the person we could contact if we had questions on your suggestions:

C. COMBINING OF FORMS

1. A separate application for Services should be developed. The Application (DSS-2921) and Certification Guide (DSS-3570) should be combined in a manner similar to the way the Recertification Application (DSS-3174) and Recertification Guide (DSS-3608) were combined, and should be used for PA, MA and FS. Agree Disagree

Comments _____

OR

- A separate application for Services should be developed. The DSS-2921: "Application", DSS-3174: "Recertification" and DSS-3570: "Certification Guide" could then be combined into a single document with a checkbox to indicate whether the form is for Certification or Recertification, and used for PA MA and FS. Agree Disagree

Comments _____

2. Call-in letters and notices, such as the DSS-2114: "PA Recertification/MA Status" and the DSS-3153: "Continuing Your FS" should be combined, so that there is one form for PA, MA and FS which also serves as a ten-day letter. Agree Disagree

Comments _____

D. SUGGESTIONS OF REVISIONS TO SPECIFIC FORMS (COPIES ATTACHED)

- 1. Collaterals DSS-3668: "Shelter Verification"
 DSS-3707: "Employment Verification"
 DSS-3708: "School Attendance Verification"

Simplify the DSS-3668 and make it one-sided so that a landlord will be more likely to fill it out. ___Agree ___Disagree

Add to the DSS-3668 a place for the landlord's Social Security Number so that two party checks can be cut easier. ___Agree ___Disagree

Make the DSS-3708 one-sided. ___Agree ___Disagree

Suggested other improvements for Collaterals:

- 2. DSS-2642: "Documentation Requirements" (Copy Attached)

The DSS-2642 is currently printed as an 8 1/2" x 14" chemically carbonless 2-ply form. Attached is a mock-up of a proposed 8 1/2" x 11" chemically carbonless 2-ply form which features the list of sample documentation on the back of the form.

Our district would prefer the proposed new form and would order it instead of the current 5/91 version. ___Agree ___Disagree

Suggested other improvements for the DSS-2642:

3. Other Forms

Suggested other improvements for any other forms:

E. STATE-PRINTING OF FORMS ISSUED THROUGH ADMS OR OTHER DEPARTMENT RELEASES

Attached are samples of forms that were not printed but were attached to ADMs or other Department releases. If you would like any of these forms to be considered for State-printing, please check "Yes" below:

- | | | | |
|----|---|--------|-------|
| 1. | Cooperative Cases/Danks/
85 ADM-9 - "'A' Notice To
Recipient" (from ADM) | ___Yes | ___No |
| 2. | Cooperative Cases/Danks/
85 ADM-9 - "'B' Notice To
Recipient" (from ADM) | ___Yes | ___No |
| 3. | Bona Fide Loans/92 ADM-43
"Exemption of Bona Fide Loans
Worksheet" (from ADM) | ___Yes | ___No |
| 4. | Bona Fide Loans/92 ADM-43
"Loan Repayment Agreement
(from ADM) | ___Yes | ___No |
| 5. | Filing Unit/Abbott and King/
85 ADM-51 - "Categorical
Screening For Non-Applying
Parent Of A Common Child"
(Section from ADM) | ___Yes | ___No |

Suggested improvements for any of these forms:

The following is a listing of all attachments to this LCM:

1. List Of Participants In the Forms Study Workgroup
2. DSS-4015-C: "Notice Of Intent To Change Benefits" (Pinfeed Version)
3. DSS-3668: "Shelter Verification" (Collateral)
4. DSS-3707: "Employment Verification" (Collateral)
5. DSS-3708: "School Attendance Verification" (Collateral)
6. DSS-2642: "Documentation Requirements" (Proposed Revision For Forthcoming ADM)
7. Cooperative Cases/Danks/85 ADM-9 - "'A' Notice To Recipient" (From ADM)
8. Cooperative Cases/Danks/85 ADM-9 - "'B' Notice To Recipient" (From ADM)
9. Bona Fide Loans/92 ADM-43 - "Exemption Of Bona Fide Loans Worksheet" (from ADM)
10. Bona Fide Loans/92 ADM-43 - "Loan Repayment Agreement" (From ADM)
11. Filing Unit/Abbott and King/85 ADM-51 - "Categorical Screening For Non-Applying Parent Of A Common Child" (Section From ADM)
12. Undue Hardship/90 ADM-39 - "Determining Undue Hardship Worksheet" (Developed By Erie County For In-House Use)
13. Mixed Households - "Mixed Household Questionnaire" (Developed By Erie County For In-House Use)
14. "Notice Of Client Responsibility" (Developed By Greene County For In-House Use)
15. "Household Composition Statement" (Collateral) (Developed By Chenango County For In-House Use)
16. Two-ply "General Request" Form (Developed By Monroe County For In-House Use)
17. "PA And FS Citizenship/Alien Status Desk Aid" (Proposed State Form For Forthcoming Department Release)
18. SS-5 Desk Guide (Proposed State Form For Forthcoming ADM)