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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-29

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: August 22, 1995

SUBJECT: Revision of Applications (DSS-2921 and DSS-2921 NYC),  
 Recertification Forms (DSS-3174 and DSS-3174 NYC) and  
 Accompanying "How To Complete" Publications (Pub.  
 1301, 1301 NYC, 1313 and 1313 NYC) and Food Stamp  
 Applications for SSI Recipients and Group Living  
 Residents (DSS-3035 and DSS-3035 NYC)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Services Directors  
 CAP Coordinators  
 WMS Coordinators  
 Corrective Action Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Maria Schollenberger  
 1-800-343-8859, extension 4-6501, av1030

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
85 ADM-38		350.4		PASB	95 ADM-1
95 INF-8		351.21		III-E,	
93 INF-7	93 INF-7	360.1		III-H	
93 INF-6	93 INF-6	369.1		V-B-1, V-C	
91 INF-69	91 INF-69	369.4		FSSB	
89 INF-53		387.6		IV-E-2,	
		387.17		IV-E-5,	
		404.1		IV-F,	
				VI-A	
				MARG	
				p. 368	
				p. 376	

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This is to introduce minor revisions to the following mandated forms and their Spanish versions:

<u>DSS-2921</u> :	Upstate Application
<u>DSS-2921 NYC</u> :	New York City Application
<u>DSS-3174</u> :	Upstate Recertification Form
<u>DSS-3174 NYC</u> :	New York City Recertification Form
<u>Pub. 1301</u> :	"How To Complete"/Upstate Application
<u>Pub. 1301 NYC</u> :	"How To Complete"/New York City Application
<u>Pub. 1313</u> :	"How To Complete"/Upstate Recertification Form
<u>Pub. 1313 NYC</u> :	"How To Complete"/New York City Recertification Form
<u>DSS-3035</u> :	Food Stamp Application For SSI Recipients And Group Living Residents/Upstate Application
<u>DSS-3035 NYC</u> :	Food Stamp Application For SSI Recipients And Group Living Residents/New York City Application

Since it was necessary to reprint the above forms immediately after all the initial drop-shipments were made in April, we changed the Revision Date on all the forms to "4/95", corrected some typographical errors and made the following minor changes:

- I. Revision to all Applications, Recertifications and Food Stamp Applications for SSI Recipients and Group Living Residents (DSS-2921, DSS-2921 NYC, DSS-3174, DSS-3174 NYC, DSS-3035, DSS-3035 NYC)

On the Signature Page, in the "Food Stamp Penalty Warning" section, second paragraph, the third sentence was changed to:

THE INDIVIDUAL CAN BE FINED UP TO \$250,000, SENT TO JAIL FOR UP TO 20 YEARS, OR BOTH.

This new language was mandated by the United States Department Of Agriculture.

II. Revisions to the "How To Complete" Publications (Pub. 1301, Pub. 1301 NYC, Pub. 1313, Pub. 1313 NYC)

- A. In the "Shelter" section of all these publications, first\* sentence, the word "monthly" was deleted from "PRINT the monthly amount you pay for rent...."

This change was requested by the United States Department Of Agriculture.

\*In the Pub. 1313, it is in the second sentence.

- B. On the front page of all these publications, Spanish clarification was made to the translation explaining that the forms are available in Spanish.

- C. Pub. 1301 and Pub. 1301 NYC Only

In the "Employment/Training" section, the following note was added:

If you are employed, you may still be eligible for Medical Assistance benefits and help with paying your child care costs.

(This Note is already contained in the Pub. 1313 and Pub. 1313 NYC.)

NOTE: The DSS-3570: "Certification Guide" must still be used with the Applications, as mandated in 85 ADM-38. Although the Applications were reformatted and now resemble the combined DSS-3174 (Upstate Recertification) (which is a combined Application and Recertification Guide in one document), the Applications do not contain the detailed worker questions that the DSS-3174 contains. Also, the DSS-3570 will be revised shortly, and local districts should have the revised version delivered in the fall of 1995.

III. Delivery Information

The new 4/95 versions of all the forms are expected to be delivered to the State (Albany) Warehouse and New York City (HRA) Warehouse by mid-August, 1995. Only those counties with back orders for these forms will automatically receive the 4/95 versions.

Local districts may use the "new" 4/95 Applications with the "old" 7/94 publications, and vice-versa, until September 29, 1995. After that date, however, all local districts should be using only the 4/95 versions, and all prior versions must be destroyed. The same applies to the Spanish versions.

IV. Forms Ordering

Requests for English and Spanish versions of these forms should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and should be sent to:

New York State Department of Social Services  
Welfare Management System  
PO Box 1990  
Albany, New York 12201  
Attention: Office of Customer Support Services

Questions concerning ordering forms should be directed to the Office of Customer Support Services by calling 1-800-343-8859, extension 6-6223.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Economic Security