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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-3

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: January 8, 1990

SUBJECT: Revisions to Applications and Recertification
 Forms and Their Companion Publications (DSS-2921,
 2921(S), 2921(NYC), 2921(NYC)(S), 3174, 3174(S);
 PUB-1301, 1301(S), 1301(NYC), 1301(NYC)(S),
 1313 and 1313(S))

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamps Directors
 Medical Assistance Directors
 Services Directors
 WMS Coordinators
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt
 1-800-342-3715, extension 3-6165.

ATTACHMENTS: Attachment I - Listing of all attachments (available
 on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-16		351.21		PASB	
88 INF-70		360.1		VIII-B,	
		369.1		V-C,	
		369.4		III-E	
		387.6			
		387.17		FSSB	
		404.1		IV-F,	
				VI-A	

The purpose of this release is to introduce revisions to the applicant/recipient-completed eligibility forms and their accompanying publications (copies attached). The upstate and New York City Applications were expanded from four pages to six pages so that when Page Five is folded back, the information for each person is carried all the way across the top of Pages Two, Three and Five. All "How To Complete" publications were enlarged to 8½" x 11".

In the Recertification's accompanying "How To Complete" publication, the phrase "Recertification Form" was changed to "Recertification Application". Appropriate references to applicants and recipients were changed, as necessary. In addition, both the Recertification Application and its publication were printed in brown.

Please note that no changes were made to any of the WMS Data Entry fields. Below is a listing of the revised documents:

DSS-2921: (Rev. 6/89)	"Application For Public Assistance, Medical Assistance, Food Stamps, Services"
DSS-2921(NYC): (Rev. 12/89)	"Application For Public Assistance, Medical Assistance, Food Stamps, Services" (New York City)
DSS-3174: (Rev. 6/89)	"Recertification For Public Assistance, Medical Assistance, Food Stamps"
PUB-1301: (Rev. 6/89)	"How To Complete The Social Services Application Form"
PUB-1301(NYC): (Rev. 6/89)	"How To Complete The Social Services Application Form" (New York City)
PUB-1313: (Rev. 6/89)	"How To Complete The Social Services Recertification Application"

The Spanish versions of these revised forms (the same form/publication numbers with an "S" suffix) will also be available at a later date.

These forms were revised by an Applications Redesign Workgroup which met in the first half of 1989. The Workgroup was made up of representatives from the New York State Department of Social Services and local social services districts. Workgroup members included a representative from each of the State program areas (Income Support Programs, Medical Assistance, Food Stamps, Family and Children Services, Employment, Energy), IM/WMS Corrective Action staff (Upstate and New York City) and IM/WMS Program Operations forms production staff. Local district representatives were from the New York City/Human Resources Administration (HRA) and the following counties: Erie, Suffolk, Albany, St. Lawrence, Chemung and Wayne.

During the April - June, 1989 meetings of the workgroup, mandated changes to the certifying applications (e.g., the Immigration Reform Control Act (IRCA)) requirement that all applying household members certify their citizenship/alien status) were discussed and accommodated, and the new six page format was designed. In addition, other revisions to reflect changes in program policy since the last revisions and to assist local district case processing were suggested and incorporated into the new versions of both the certifying and recertifying applications and their "How To Complete" publications. Detailed listings of all revisions are attached.

DISTRIBUTION OF THESE NEW FORMS WILL BE AS FOLLOWS:

1. The new 6/89 version of the DSS-2921 and new 12/89 version of the DSS-2921(NYC) are expected to be delivered to the State (Albany) and New York City (HRA) warehouses in December and January 1990. Distribution of the upstate versions to the counties will begin upon receipt of the forms in Albany.
2. The new 6/89 versions of the DSS-3174 and PUB-1301, 1301(NYC) and 1313 are expected to be delivered to the State (Albany) and New York City (HRA) warehouses in January 1990. Distribution of the upstate/Statewide documents to the counties will begin upon receipt of the forms in Albany.

SINCE THE APPLICATIONS AND PUBLICATIONS WILL NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW APPLICATIONS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS. THE SAME WILL APPLY TO THE SPANISH VERSIONS WHEN THEY ARE DELIVERED.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (10/88) applications and (12/88) publications are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once your shipments of new applications and publications have been received.

Future requests for these documents 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 Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance

Listing of all Attachments

- Attachment I - Listing of all Attachments - (available on-line).
- Attachment II - Changes to 10/88 versions of DSS-2921 and 2921 (NYC): "Applications" - (available on-line).
- Attachment III - Changes to 10/88 version of the DSS-3174: "Recertification Application" - (available on-line).
- Attachment IV - Changes to the 12/88 version of PUB-1301 and PUB-1301 (NYC): "How to Complete" Publications for Applications - (available on-line).
- Attachment V - Changes to the 12/88 version of PUB-1313: "How to Complete" Publication for Recertification Application - (available on-line).
- Attachment VI - DSS-2921: "Application for Public Assistance, Medical Assistance, Food Stamps, Services" - (not available on-line).
- Attachment VII - DSS-2921 (NYC): "Application for Public Assistance, Medical Assistance, Food Stamps, Services" (New York City) - (not available on-line).
- Attachment VIII - DSS-3174: "Recertification for Public Assistance, Medical Assistance, Food Stamps" - (not available on-line.)
- Attachment IX - PUB-1301: "How to Complete the Social Services Application Form" - (not available on-line).
- Attachment X - PUB-1301 (NYC): How to Complete the Social Services Application Form" (New York City) - (not available on-line).
- Attachment XI - "How to Complete the Social Services Recertification Application" - (not available on-line).

CHANGES TO 10/88 VERSIONS OF DSS-2921 And 2921(NYC): "APPLICATIONS"

A. Page One

1. The "I Consent To Withdraw My Application" section at the top was shaded, since this section should only be completed under supervision by the examiner.
2. The areas for "First Name" and "Last Name" were made larger, and the areas for "Marital Status" and "Phone Number" were made smaller (DSS-2921 only).
3. Directly underneath the geographical information, a new Section Two for Food Stamps was added in order to comply with the USDA policy regarding minimum application requirements.
4. In Section Two "Check Which Programs . . .", a "Medicare Buy-In" box was added for Medical Assistance purposes. Also, the "Expedited Food Stamps" box was deleted, and a new Section Three explaining Expedited Food Stamps was added.
5. In Section Two "Do You Have . . . Problems", "Fuel or Power Shutoff" was changed to "Fuel or Utility Shutoff". Directly underneath this section, the two blank "Explain" lines were deleted.
6. The Section Three questions on present and past assistance were moved to Page Four, Section 16, "Additional Information Required".
7. Section Four "Absent Parent" and Section Five "Absent Spouse" were reversed, and their wordings were changed to help clarify what information is to be recorded in the boxes.

B. Page Two

1. Section Six "Household Members" at the top of the page was reworded to help clarify that everyone who is living together, even if they are not applying, should be recorded.
2. In Section Six, at the top, a revised Food Stamps question was added: "Does this person buy food and/or prepare meals with you?".
3. Section Seven "Other Names" became Section Eight.
4. The Section Eight Food Stamps fraud questions were moved to the new Page Four, Section 16, "Additional Information Required".
5. Sections 9, 10, 11, 12 and 14 were moved to Page Four.

6. Section 13 (Resources) was moved to Page Three.
7. Section 15 (Income) from Page Three was moved to this page, became Section 9 "Income" and the following changes were made:
 - a. The initial direction "Indicate If You Or Any Member Of Your Household Receives Money From:" was changed to "Indicate If You Or Anyone Who Lives With You Receives Money From:".
 - b. Two columns for "Who" and two columns for "If Yes, Give Amount/Value" were added.
 - c. "Alimony" was changed to "Alimony/Support (Received)".
 - d. "Child Support Payments" was changed to "Child Support Payments (Received)".
 - e. "Private Disability Insurance - Health/Accident Insurance Policy" was changed to "Private Disability Insurance - Health/Accident Insurance Policy Income".
 - f. "SSI Benefits" was changed to "Supplemental Security Income (SSI) Benefits".
 - g. "No Fault Benefits" was changed to "No Fault Insurance Benefits".
 - h. "Income (Rent) From Boarders/Lodgers" was changed to "Boarders/Lodgers Income (Received)".
 - i. "Rental Income" was changed to "Rental Income (Received)".
 - j. "Income From Self-Employment" was changed to "Self-Employment".
 - k. "Contributions/Gifts (Received)" was added.
 - l. "Loans (Received)" was added.

C. Page Three

1. The "U.S. Citizen" question at the top was incorporated into an entire citizenship declaration section (Section Seven) in order to comply with the Immigration Reform and Control Act (IRCA).
2. Section 15 (Income) was moved to Page Two, Section 9.
3. The two "Alien Sponsor" questions under Section 15 were moved directly under the new Section Seven.

4. The shaded Services data entry fields were all moved to the new Page Five.
5. Section 13 (Resources) was moved to this page, became Section 10, and the following changes were made:
 - a. The initial direction "Indicate If You Or Any Member Of Your Household Who Is Applying" was changed to "Indicate If You Or Anyone Who Lives With You Who Is Applying:".
 - b. Two columns for "Who" and two columns for "If Yes, Give Amount/Value" were added.
 - c. "Has A Credit Union Account" was changed to "Has A Credit Union Account(s)".
 - d. "Has An IRA Or Keogh" was changed to "Has An IRA, Keogh, 401-K Or Deferred Compensation Account(s)".
 - e. "Is Currently The Beneficiary Of a Trust" was changed to "Is Named The Beneficiary Of a Trust".
 - f. "Has An Income Tax Refund" was changed to "Is Eligible For An Income Tax Refund".
 - g. "Has A Motor Vehicle/Year/Make/Other Vehicles (Specify)" was changed to "Has A Motor Vehicle/Year/Make/Model/Other Vehicles (Specify)".
 - h. "Has Anyone Sold/Transferred Any Cash, Real Estate or Personal Property In The Past 24 Months" was changed to "Has Anyone Sold/Transferred/Given Away Any Cash, Real Estate Or Personal Property In The Past 30 Months?".
 - i. "Does Anyone Expect To Receive A Trust Fund, Lawsuit Settlement, Inheritance Or Income From Any Other Source?" was changed to "Expects To Receive A Trust Fund, Lawsuit Settlement, Inheritance or Income From Any Other Sources".
 - j. "Have Resources Other Than Those Listed Above" was changed to "Has Resources Other Than Those Listed Above".
 - k. "Buys or Plans to Buy Meals From A Home Delivery or Communal Dining Service" was moved to the new Page Four, Section 13, "Other Expenses".
 - l. "Has Savings Bonds" was added.

D. Page Four

1. The "Non-Discrimination Notice" was moved to the new Page Four above Section 17.

2. The "Property Transfer" question was moved to the new Page Four and became Section 14.
3. The "Assistance Status" question was deleted.
4. The "Race/Ethnic" question was moved to the new Page Four and became Section 17.
5. The remaining legal information sections were all moved to the new Page Six with the following changes:
 - a. Social Security Number - The first sentence was changed to read "A person making application . . . is requested, except when the individual is an alien seeking MA-only for the treatment of an emergency medical condition".
 - In the fourth line, "360.28" was changed to "360-1.2".
 - In the last sentence, after "data", the following was added: "and with the New York State Department of Labor for earned income data."
 - b. Penalties - The following warning was added at the end of this section: "Federal and State law provide that any transfer of a resource for less than fair market value made within or after the thirty months immediately preceding the date the individual becomes institutionalized, or the date of application for Medical Assistance as an institutionalized person, if later, may render the individual ineligible for nursing facility services for up to thirty months. This provision applies only to transfers made on or after October 1, 1989.
 - c. The Interim Assistance section was changed to include more information on Interim Assistance granted pending an initial SSI determination.
 - d. At the bottom, the "Name" signature box was changed to "Name of Authorized Representative".
6. Section 10 "Shelter (Housing) Expense" was moved to this page, became Section 11, and the following changes were made:
 - a. "Do you or any member have a monthly shelter (housing) expense such as rent or mortgage?" was changed to "Do you (or anyone who lives with you) have a rent, mortgage or other shelter expense?".

- b. "Do you pay for heat separately" was changed to "Do you (or anyone who lives with you) have a heat bill separate from your rent?".
 - c. The itemization of the other shelter expenses separate from rent was changed from single questions to the following subsections: "Electricity", "Gas", "Other Utilities (Water, etc.)", "Telephone", "Air Conditioning" and "Utility/Telephone Installation Fees". These items were all grouped under the single question: "Do you (or anyone who lives with you) have the following expenses separate from your rent?".
 - d. "Does any group or organization pay any of the expenses of the household (including subsidized housing)?" was added.
7. Section Nine (Health/Medical) was moved to this page from Page Two, became Section 12, and the following changes were made:
- a. "Is In A Medical Institution" was changed to "Is In A Hospital, Nursing Home or Other Medical Institution".
 - b. "Receives Treatment From Drug Abuse Or Alcohol Treatment Center" was changed to "Receives Treatment From Drug Abuse Or Alcohol Treatment Program".
 - c. "Is A U.S. Armed Forces Veteran Or Widow, Spouse, Child Or Mother Of A U.S. Veteran" was moved to the new Page Four, Section 16, "Additional Information Required".
 - d. "Moved Into New York State Within The Past 12 Mos. was moved to the new Page Four, Section 16, "Additional Information Required".
 - e. "Moved Into The County From Another County Within The Past Two Months" was moved to the new Page Four, Section 16, "Additional Information Required".
 - f. "Expects Any Changes In Household Circumstances In The Near Future" was deleted.
 - g. "Receives Medicare" was moved to this Section from Section 11 and changed to "Has Medicare (Red, White, and Blue Card)".
 - h. "Has A Health Attendant" was moved to this Section from Section 11.
 - i. "Has Health or Hospital/Accident Insurance" was moved to this Section from Section 11.
 - j. "Has Any Medical Bills Or Medically-Related Expenses" was moved to this Section from Section 11.

- k. "Has Paid Or Unpaid Medical Bills For The Three Months Preceding The Month Of This Application" was moved to this Section from Section 11.
8. Section 11 (Other Expenses) was moved to this page from Page Two, became Section 13, and the following changes were made:
- a. "Has A Health Attendant" was moved to the new Page Four, Section 12, "Health/Medical".
 - b. "Has Unusual Expenses/Specify _____" was changed to "Has Additional Expenses/Specify _____".
 - c. "Has Health or Hospital/Accident Insurance" was moved to the new Page Four, Section 12, "Health/Medical".
 - d. "Receives Medicare" was moved to the new Page Four, Section 12, "Health/Medical".
 - e. "Has Any Medical Bills Or Medically-Related Expenses" was moved to the new Page Four, Section 12, "Health/Medical".
 - f. "Has Paid Or Unpaid Medical Bills For The Three Months Preceding The Month Of This Application" was moved to the new Page Four, Section 12, "Health/Medical".
 - g. "Buys Or Plans To Buy Meals From A Home Delivery Or Communal Dining Service" was moved to this section from Section 13.
 - h. A new question with a bold line over it "Are You Able To Prepare Meals at Home?" was added to capture information for meals allowances.
9. Section 12 (Employment/Training) was moved to this page from Page Two, became Section 15, and the following changes were made:
- a. "Is Attending School" was changed to "Is 16 Years Of Age Or Older And Is Attending School, College Or A Training Program".
 - b. "Stopped Working In The Last Year" was deleted.
10. A new Section 16 "Additional Information Required" was added.

CHANGES TO THE 10/88 VERSION OF THE DSS-3174:
"RECERTIFICATION APPLICATION"

A. Page One

1. The "I Request That My Case Be Closed" section at the top was shaded, since this section should only be completed under supervision by the examiner.
2. The areas for "First Name" and "Last Name" were made larger, and the areas for "Marital Status" and "Phone Number" were made smaller.
3. The "Directions To Home" lines were shortened to one line.
4. Directly underneath the geographical information, a new Section Two for Food Stamps was added in order to comply with USDA's policy regarding minimum application requirements.
5. In Section Two "Check Which Programs . . .", a "Medicare Buy-In" box was added for Medical Assistance purposes. Also, the "Expedited Food Stamps" box was deleted, and a new Section Three explaining Expedited Food Stamps was added.
6. In Section Two "Do You Have . . . Problems", "Fuel or Power Shutoff" was changed to "Fuel or Utility Shutoff". Directly underneath this section, the two blank "Explain" lines were deleted.
7. Section Three "Household Composition" was moved to Page Two and became the new Section Seven.
8. Section Four "Other Names" was deleted.
9. Information from the "Absent Parent" and "Absent Spouse" questions Seven and Eight from Page Two were moved to this Page and became Sections Five and Four, and their wordings were changed to help clarify what information is to be recorded in the boxes.
10. The two "Food Stamp Fraud" questions from Page Two, Section Six, were moved to this page and became the new Section Six.

B. Page Two

1. Section Five became Section Eight.
2. The two "Food Stamp fraud" questions in Section Six were moved to Page One, Section Six.
3. Information from Section Seven was split and moved to Page One, Section Five and Page Two, Section Nine.
4. Section Eight was moved to Page One, Section Four.

5. Section Nine (Health/Medical) and Section Ten "Shelter (Housing) Expense" were moved to Page Three.
6. Section Three "Household Members" from Page One was moved to this Page, became Section Seven and was reworded to help clarify that everyone who is living together, even if they are not applying, should be recorded.
7. In the new Section Seven, at the top, a revised Food Stamps question was added: "Does this person buy food and/or prepare meals with you?"
8. The "U.S. Citizen" checkbox was added to the new Section Seven.
9. The Section 12 "Employment/Training" questions from Page Three were moved to Page Two, Section Nine.
10. Section 13 "Income" from Page Three was moved to this page and became Section Ten and the following changes were made:
 - a. The initial direction "Indicate If You Or Any Member Of Your Household Who Is Applying For Or Receiving Assistance Has:" was changed to "Indicate If You Or Anyone Who Lives With You Receives Money From:".
 - b. Two columns for "Who" and two columns for "If Yes, Give Amount/Value" were added.
 - c. "Alimony" was changed to "Alimony/Support (Received)".
 - d. "Child Support Payments" was moved to the new Section Nine and reworded as a question.
 - e. "SSI Benefits" was changed to "Supplemental Security Income (SSI) Benefits".
 - f. "Union Benefits" was changed to "Union Benefits (Including Strike Benefits)".
 - g. "No Fault Benefits" was changed to "No Fault Insurance Benefits".
 - h. "Income (Rent) From Boarders/Lodgers" was changed to "Boarders/Lodgers Income (Received)".
 - i. "Income from Rent" was changed to "Rental Income (Received)".
 - j. The space for "Other Income" was increased.
 - k. "Contributions/Gifts (Received)" was added.
 - l. "Loans (Received)" was added.

C. Page Three

1. Section 11 "Other Expenses/Needs" became Section 15, and the following changes were made:
 - a. "Has A Health Attendant" was moved to Section 13, "Health/Medical".
 - b. "Has Unusual Expenses/Specify _____" was changed to "Has Additional Expenses/Specify _____".
 - c. "Has Health or Hospital/Accident Insurance" was moved to Section 13, "Health/Medical".
 - d. "Receives Medicare" was moved to Section 13, "Health/Medical".
 - e. "Has Any Medical Bills Or Medically-Related Expenses" was moved to Section 13, "Health/Medical".
 - f. A new question with a bold line over it "Are You Able To Prepare Meals at Home?" was added to capture information for meals allowances.

NOTE: The duplicate "Buys or Plans To Buy Meals . . ." question will be deleted at the next reprinting.
2. Section 12 "Employment/Training" became Section 16, and the following changes were made:
 - a. The four questions in this section were moved to the new Section Nine.
 - b. "Is Participating In A Strike" was added.
 - c. "Is A Migrant Or Seasonal Farm Worker" was moved to this section from Page Two, Section Nine.
3. Section 13 (Income) was moved to Page Two, Section 10.
4. Section 14 (Resources) became Section 11, and the following changes were made:
 - a. In order to properly complete the question asked, the word "Has" was added before each listed resource.
 - b. The initial direction "Indicate If You Or Any Member Of Your Household Who Is Applying For Or Receiving Assistance Has:" was changed to "Indicate If You Or Anyone Who Lives With You Who Is Applying For Or Receiving Assistance:".
 - c. Two columns for "Who" and two columns for "If Yes, Give Amount/Value" were added.
 - d. "In Trust Acct(s)/P.A.S.S. Fund" was changed to "Has An In Trust or P.A.S.S. Account(s)".

- e. "IRA Or Keogh Account" was changed to "Has An IRA, Keogh, 401-K Or Deferred Compensation Account".
 - f. "Income Tax Refund(s)" was changed to "Is Eligible For An Income Tax Refund".
 - g. "Life Insurance Policies" was changed to "Has Life Insurance".
 - h. "Real Estate (Including Vacation Properties): Own Home, Income-Producing Property and Non-Income Producing Property" was changed to "Has Real Estate Including Own Home, Income-Producing and Non-Income Producing Property".
 - i. "Motor Vehicle/Year/Make/Other Vehicles (Specify)" was changed to "Has A Motor Vehicle/Year/Make/Model/Other Vehicles (Specify)".
 - j. "Resources Other Than Those Listed" was changed to "Has Resources Other Than Those Listed Above".
 - k. "Trust Fund, Pending Lawsuit or Settlement, Inheritance Or Income From Any Other Source?" was changed to "Expects To Receive A Trust Fund, Lawsuit Settlement, Inheritance or Income From Any Other Sources".
 - l. "Has Anyone Received Any Special One-Time Only Payments In The Past Year?" was changed to "Has Anyone In The Household Received Any Income Or Payments In the Past Year That Have Stopped? This Includes Payments That You May Have Received Only Once" and was moved to Page Three, Section 17, "Additional Information Required".
 - m. "Has Savings Bonds" was added.
 - n. "Is Named The Beneficiary of A Trust" was added.
 - o. "Has Anyone Sold/Transferred/Given Away Any Cash, Real Estate or Personal Property In the Past 30 Months/If Yes, When?" was added.
5. The Section 15 question "Does The Step-Parent of Any Children In Your Household Have Any Resources Or Receive Income Of Any Kind" was changed to "Does The Step-Parent Of Any Children Who Live With You Have Any Resources Or Receive Income Of Any Kind?" and was moved to the new Section 17, "Additional Information Request".
6. The Section 15 "Alien" questions were moved to below the new Section 13 "Health/Medical".
7. Section Ten "Shelter/Housing Expenses" was moved to this page, and became Section 12, and the following changes were made:

- a. "Do you or any household member have a monthly shelter (housing) expense such as rent or mortgage?" was changed to "Do you (or anyone who lives with you) have a rent, mortgage or other shelter expense?".
 - b. "Do you pay for heat separately" was changed to "Do you (or anyone who lives with you) have a heat bill separate from your rent?".
 - c. The itemization of the other shelter expenses separate from rent was changed from single questions to the following subsections: "Electricity", "Gas", "Other Utilities (Water, etc.)", "Telephone", "Air Conditioning" and "Utility/Telephone Installation Fees". These items were all grouped under the single question: "Do you (or anyone who lives with you) have the following expenses separate from your rent?".
 - d. "Does any group or organization pay any of the expenses of the household (including subsidized housing)?" was added.
8. Section Nine "Health/Medical Expenses" was moved to this page, became Section 13, and the following changes were made:
- a. "Is In A Medical Institution" was changed to "Is In A Hospital, Nursing Home or Other Medical Institution".
 - b. "Is A Migrant or Seasonal Farm Worker" was moved to Page Three, Section 16, "Employment/Training".
 - c. "Receives treatment from Drug Abuse or Alcohol Treatment Center" was changed to "Receives Treatment From Drug Abuse Or Alcohol Treatment Program".
 - d. "Expects Any Changes In Household Circumstances In The Near Future" was deleted.
 - e. "Has Any Medical Bills Or Medically-Related Expenses" was moved to this Section from Section 11.
 - f. "Has Health or Hospital/Accident Insurance" was moved to this Section from Section 11.
 - g. "Receives Medicare" was moved to this Section from Section 11 and changed to "Has Medicare (Red, White, and Blue Card)".
 - h. "Has A Health Attendant" was moved to this Section from Section 11.
9. A new Section 17 "Additional Information Required" was added.

10. The "Property Transfer" question from Page Four was moved to this page and became Section 14.
11. The "Non-Discrimination Notice" from Page Four was moved to this page above Section 18.
12. The "Race/Ethnic" question was moved to this page from Page Four and became the new Section 18.

D. Page Four

1. The "Non-Discrimination Notice" was moved to the new Page Three above Section 18.
2. The "Social Security Number" section was changed as follows:
 - a. The first sentence was changed to read "A person making application ... is requested, except when the individual is an alien seeking MA-only for the treatment of an emergency medical condition".
 - b. In the fourth line, "360.28" was changed to "360-1.2".
 - c. In the last sentence, after "data", the following was added: "and with the New York State Department of Labor for earned income data."
3. The "Property Transfer" question was moved to Page Three and became Section 14.
4. The "Assistance Status" question was deleted.
5. In the Penalties section the following warning was added at the end of this section: "Federal and State law provide that any transfer of a resource for less than fair market value made within or after the thirty months immediately preceding the date the individual becomes institutionalized, or the date of application for Medical Assistance as an institutionalized person, if later, may render the individual ineligible for nursing facility services for up to thirty months. This provision applies only to transfers made on or after October 1, 1989.
6. The Interim Assistance section was changed to include more information on Interim Assistance granted pending an initial SSI determination.
7. The "Race Ethnic" question was moved to the new Page Three and became Section 18.
8. At the bottom, the "Name" signature box was changed to "Name of Authorized Representative".

CHANGES TO THE 12/88 VERSION OF PUB-1301 AND PUB-1301 (NYC):
"HOW TO COMPLETE" PUBLICATIONS FOR APPLICATIONS

1. Page One

- a. The "Withdrawal" instruction was added (PUB-1301 NYC only).
- b. The direction "Open To Section 1" was deleted.

2. Page Two

- a. In Section One, the heading "Contact Agency" was changed to "Agency" (PUB-1301(NYC) only).
- b. In Section One, the instruction after the "How Long Have You Lived At Present Address" heading was changed to read "Enter the number of years and/or months that you have lived where you are now living".
- c. Section Two "Programs" became Section Three, and the information regarding minimum Food Stamp Application requirements was moved to the new "Food Stamp Applicants" Section Two. Also, an explanation of the "Medicare Buy-In" program was added, and the second sentence in the "Problems" section was deleted.
- d. Section Three "Assistance" was moved to Page Four, Section 16, "Additional Information Required".
- e. Section Four "Public Assistance, Medical Assistance and Services Applicants Only" became Section Five, and "Medicare Buy-In" was added to the title.
- f. The direction "Page One Of The Application" was added to the top left corner.
- g. Section Five was moved from Page Three, became Section Four, and "Medicare Buy-In" was added to the title.
- h. Section Six "Household Members" was moved from Page Three and was reworded to reflect "Everyone Who Lives With You, Even If They Are Not Applying" to follow the new Application format. Question 4(a) in this Section was changed to include Medical Assistance. Question Five was changed to correspond with the revised Food Stamps "Purchase and Prepare" Application question. The "Note" in this section regarding Essential Persons was deleted. The direction "Page Two of The Application" was added at the beginning of this section.

3. Page Three

- a. Sections Five and Six were moved to Page Two, and the direction "Open Application and Continue With Next Section" was deleted.

- b. Section Seven "Other Names" became Section Eight.
 - c. Section Eight "Applicants for Food Stamps Must Answer These Questions" was moved to Page Two, Section Six, Question Five.
 - d. Certain information from Section Nine "Questions" was moved to Section 12 "Health/Medical" and Page Four, Section 16 "Additional Information Required".
 - e. Section Ten "Shelter" became Section 11 and was changed by deleting the phrase "Food Stamps Only", since all shelter expenses should be listed regardless of the program(s) applied for. The direction "Page Four of the Application" was added to the beginning of the Section.
 - f. Section 11 "Other Expenses Or Needs" was moved to Page Four, Section 13.
 - g. Section 15 "Income" was moved to this page from Page Four, became Section Nine, and information on Food Stamps and Foster Care Income was also added.
 - h. Section 13 "Resources" was moved to this page from Page Four, became Section Ten, and the direction "Page Three Of The Application" was added to the beginning of this section.
4. Page Four
- a. Section 12 "Employment and Training" became Section 15, and information on Food Stamps Employment sanctions was added.
 - b. Section 13 "Resources" and Section 14 "Income" were moved to Page Three.
 - c. Section 14 "Step-Parent/Alien Sponsor" was deleted.
 - d. Section 15 "Income" was moved to Page Three.
 - e. Information from Section 16 "Legal Statements" was split and moved to the new Section 18 "Legal Statements" and also to Section 14 "Property Transfer Status".
 - f. The "Signatures" information from Section 17 was moved to Section 19.
 - g. Section 18 "Authorized Representative" became Section 20.
 - h. Certain information from Section 9 was moved to this page from Page Three and became Section 12 "Health Medical".
 - i. Section 11 "Other Expenses or Needs" was moved to this page from Page Three and became Section 13 "Other Expenses". The instruction "List All Forms of Health Insurance" was deleted.

- j. A new Section 16 "Additional Information Required" was added.
- k. The "Withdrawal" instruction at the bottom was moved to Page One (PUB-1301(NYC) only).

CHANGES TO THE 12/88 VERSION OF PUB-1313:
"HOW TO COMPLETE" PUBLICATION FOR RECERTIFICATION APPLICATION

1. Page One - The direction "Open To Section 1" was deleted.
2. Page Two
 - a. Section Two "Programs" became Section Three, and the information regarding minimum Food Stamp Application requirements was moved to the new "Food Stamp Applicants" Section Two. Also, an explanation of the "Medicare Buy-In" program was added, and the second sentence in the "Problems" section was deleted.
 - b. Section Three "Household Members" became Section Seven and was reworded to reflect "Everyone Who Lives With You, Even If They Are Not Recertifying" to follow the new Application format. Question 1(a) in this Section was changed to include Medical Assistance. Question Five was changed to correspond with the Food Stamps "Purchase and Prepare" Application question. The "Note" in this Section regarding Essential Persons was deleted. The direction "Page Two of The Recertification" was added at the beginning of this Section.
 - c. The direction "Page One Of The Recertification" was added to the top left corner.
 - d. Section Seven was moved from Page Three, became Section Five, and "Medicare Buy-In" was added to the title.
 - e. Section Eight was moved from Page Three, became Section Four, and "Medicare Buy-In" was added to the title.
 - f. A new Section Six was added.
3. Page Three
 - a. Section Four "Other Names" was deleted, and the direction "Open Application and Continue With Next Section" was deleted.
 - b. Section Five "Change In Number of Household Members" became Section Eight.
 - c. Section Six was moved to Page Two, Section Seven, Question Five.
 - d. Section Seven was moved to Page Two, Section Five.
 - e. Section Eight was moved to Page Two, Section Four.
 - f. Certain information from Section Nine "Questions" was moved to Section 13 "Health/Medical" and Page Four, Section 17 "Additional Information Required".

- g. Section Ten "Shelter" became Section 12 and was changed by deleting the phrase "Food Stamps Only", since all shelter expenses should be listed regardless of the program(s) applied for.
- h. Section 11 "Other Expenses Or Needs" was changed to "Other Expenses" and became Section 15. The sentence "List All Forms of Health Insurance" was deleted.
- i. In the new Section Nine, information regarding Food Stamps Employment Sanctions was added.
- j. Section 13 "Income" was moved to this page from Page Four, became Section 10, and information on Food Stamps and Foster Care Income was also added.
- k. Section 14 "Resources" was moved to this page from Page Four, became Section 11, and the direction "Page Three Of The Recertification" was added to the beginning of this Section.
- l. The "Property Transfer/Assistance Status" information from Section 16 of Page Four was moved to this page and became Section 14.

4. Page Four

- a. Section 12 "Employment and Training" became Section 16.
- b. Section 13 "Income" and Section 14 "Resources" were moved to Page Three.
- c. Section 15 "Step-Parent/Alien Sponsor" and the direction "Turn To Back Page" were deleted.
- d. Information from Section 16 "Legal Statements" was split and moved to the new Section 19 "Legal Statements" and also to Page Three, Section 14 "Property Transfer Status".
- e. The "Signatures" information from Section 17 was moved to Section 20.
- f. The "Race/Ethnic" information from Section 17 was moved to Section 18, and the direction "Page Four Of The Recertification" was added at the end of this section.
- g. Section 18 "Authorized Representative" became Section 21.
- h. A new Section 17 "Additional Information Required" was added.