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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 94 INF-27

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: May 25, 1994

SUBJECT: Economic Security Forms Implemented, Revised or Made
 Obsolete in 1993

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 WMS Coordinators
 Staff Development Coordinators
 Employment Coordinators
 Corrective Action Coordinators
 HEAP Liaisons
 Family and Children Services Directors
 Forms Coordinators

CONTACT PERSON: Robert Gullie
ES/WMS Program Operations
 1-800-343-8859, extension 4-6501

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 INF-22	93 INF-22				

The purpose of this release is to provide local social services districts with a list of the Department's Economic Security forms, including client notices, that were newly introduced, revised, or made obsolete in 1993. Please note that some of these forms are common forms/notices used by several program areas, but maintained by Economic Security (e.g., DSS-4015: Notice of Intent to Change Benefits: PA, FS, MA, Services). This listing should help local districts to guarantee that all new Economic Security forms have been implemented in their agency, to ensure that the latest versions of existing forms are being used, and to eliminate the use of forms which have been discontinued.

All forms and client notices are listed numerically under categories of new, revised, or obsolete. All forms with an asterisk (*) are not printed, but camera-ready boards are available for reproduction by the local districts. The 1993-94 HEAP forms are listed separately.

I. NEW FORMS

	<u>New Forms</u>	<u>Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4310	Quarterly Report	11/92	93 ADM-9	04/12/93
DSS-4310A	Follow-Up to the Quarterly Report	02/93	93 ADM-9	04/12/93
DSS-4310A-S	Follow-Up to the Quarterly Report (Spanish)	02/93	93 ADM-9	04/12/93
DSS-4310A NYC	Follow-Up to the Quarterly Report (NYC)	05/93	93 INF-42	10/07/93
DSS-4310A-S NYC	Follow-Up to the Quarterly Report (NYC) (Spanish)	05/93	93 INF-42	10/07/93
DSS-4399	CNS Batch Notice Input Form	03/93	No Release	-----
DSS-4403	Determination of Eligibility for EAF (Errata Notice Issued 11/16/93)	05/93	93 INF-48	11/06/93
DSS-4404	PA and FS Citizenship/Alien Status Desk Aid	03/93	93 INF-46	11/04/93

II. REVISED FORMS

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-2114	PA Recertification/MA Status	02/93	93 INF-23	06/11/93
DSS-2114-S *	PA Recertification/MA Status (Spanish)	02/93	93 INF-23	06/11/93
DSS-2287	Notice of Placement Into and Out of a DSS-Certified Family Type Home (Congregate Level I)	08/92	93 INF-13	04/13/93
DSS-2291	Statement of Non-Receipt of Food Stamp Benefits	04/93	No Release	-----
DSS-2502	ADC-U Screening Checklist	01/93	93 ADM-7	03/09/93
DSS-3151	FS Change Report Form	09/93 03/93	93 INF-44 93 INF-27	10/18/93 06/28/93
DSS-3151-S	FS Change Report Form (Spanish)	09/93 03/93	93 INF-44 93 INF-27	10/18/93 06/28/93
DSS-3558	FS Separate Determination Input Form	04/93	93 INF-35	09/02/93
DSS-3570	Certification Guide (Errata Notice Issued 10/21/93)	06/93	93 INF-40	09/28/93
DSS-3570A	ABEL Input Sheet	04/93	93 INF-28	06/28/93
DSS-3668	Shelter Verification	11/92	93 INF-2	01/08/93
DSS-3707	Employment Verification	07/93	93 INF-38	09/10/93
DSS-3938	Expedited FS Screening Sheet	05/93 01/93	No Release 93 INF-16	----- 04/27/93
DSS-4148A	What You Should Know About Your Rights And Responsib.	09/92	93 INF-26	06/23/93
DSS-4148A-S	What You Should Know About Your Rights And Responsib. (Spanish)	09/92	93 INF-26	06/23/93

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-4148B	What You Should Know About Social Services Programs	09/92	93 INF-26	06/23/93
DSS-4148B-S	What You Should Know About Social Services Programs (Spanish)	09/92	93 INF-26	06/23/93
DSS-4148C	What You Should Know If You Have an Emergency	09/92	93 INF-26	06/23/93
DSS-4148C-S	What You Should Know If You Have an Emergency (Spanish)	09/92	93 INF-26	06/23/93
DSS-4310A	Follow-Up To The Quarterly Report (Upstate)	05/93 02/93	93 INF-42 93 ADM-9	10/07/93 04/12/93
DSS-4310A-S *	Follow-Up To The Quarterly Report (Upstate) (Spanish)	05/93 02/93	93 INF-42 93 ADM-9	10/07/93 04/12/93
DSS-4394	CNS Code Cards	11/93	No Release	-----
DSS-4398	WMS Non-Services Code Cards	12/92	93 INF-25	06/17/93

III. OBSOLETE FORMS - None

IV. NEW CLIENT NOTICES - None

V. REVISED CLIENT NOTICES

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-2425	Repayment of Interim Assistance Notice	08/93	93 INF-45	10/19/93
DSS-2425-S *	Repayment of Interim Assistance Notice (Spanish)	08/93	93 INF-45	10/19/93
DSS-3152	Action Taken on Your FS Case	08/93	93 INF-45	10/19/93

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-3152-S *	Action Taken on Your FS Case (Spanish)	08/93	93 INF-45	10/19/93
DSS-3153	Continuing Your FS	08/93	93 INF-45	10/19/93
DSS-3153-S *	Continuing Your FS (Spanish)	08/93	93 INF-45	10/19/93
DSS-3156	Notice of FS Overissuance	08/93	93 INF-45	10/19/93
DSS-3156-S *	Notice of FS Overissuance (Spanish)	08/93	93 INF-45	10/19/93
DSS-3620	Notice of Intent to Change FS Benefits (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-3620-S *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	08/93	93 INF-45	10/19/93
DSS-3620 NYC	Notice of Intent to Change FS Benefits (Timely and Adequate)	05/93	93 INF-45	10/19/93
DSS-3620-S NYC	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	05/93	93 INF-45	10/19/93
DSS-3621	Notice of Intent to Change FS Benefits (Adequate Only)	08/93	93 INF-45	10/19/93
DSS-3621-S *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	08/93	93 INF-45	10/19/93
DSS-3621 NYC	Notice of Intent to Change FS Benefits (Adequate Only)	05/93	93 INF-45	10/19/93
DSS-3621-S NYC	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	05/93	93 INF-45	10/19/93

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4002	Action Taken On Your Request for Assistance To Meet An Immediate Need Or A Special Allowance	08/93	93 INF-45	10/19/93
DSS-4002-S *	Action Taken On Your Request for Assistance To Meet An Immediate Need Or A Special Allowance	08/93	93 INF-45	10/19/93
DSS-4004	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-compliance With Employment Related Requirements (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-4004-S *	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-compliance With Employment Related Requirements (Timely and Adequate) (Spanish)	08/93	93 INF-45	10/19/93
DSS-4005	Notification of Employability and the Right to Contest (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-4005-S *	Notification of Employability and the Right to Contest (Timely and Adequate) (Spanish)	08/93	93 INF-45	10/19/93
DSS-4013	Action Taken on Your Application: PA, FS and MA Coverage	08/93	93 INF-45	10/19/93
DSS-4013-S *	Action Taken on Your Application: PA, FS and MA Coverage (Spanish)	08/93	93 INF-45	10/19/93
DSS-4014	Action Taken on Your Recertification: PA, FS, MA Coverage and Services	08/93	93 INF-45	10/19/93

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4014-S *	Action Taken on Your Recertification: PA, FS, MA Coverage and Services (Spanish)	08/93	93 INF-45	10/19/93
DSS-4015	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-4015-C	Continuous Pinfeed Version of DSS-4015: Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-4015-S *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate) (Spanish)	08/93	93 INF-45	10/19/93
DSS-4016	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)	08/93	93 INF-45	10/19/93
DSS-4016-S *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only) (Spanish)	08/93	93 INF-45	10/19/93
DSS-4017	Notice of Intent to Change FS Benefits (Timely and Adequate)	08/93	93 INF-45	10/19/93
DSS-4017-S *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	08/93	93 INF-45	10/19/93
DSS-4018	Notice of Intent to Change FS Benefits (Adequate Only)	08/93	93 INF-45	10/19/93
DSS-4018-S *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	08/93	93 INF-45	10/19/93

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4050	FS Notice to Household of Disqualified Individual	08/93	93 INF-45	10/19/93
DSS-4050-S *	FS Notice to Household of Disqualified Individual (Spanish)	08/93	93 INF-45	10/19/93
DSS-4052	Notice of FS Overissuance Intentional Program Violation	08/93	93 INF-45	10/19/93
DSS-4052-S *	Notice of FS Overissuance Intentional Program Violation (Spanish)	08/93	93 INF-45	10/19/93
DSS-4053	FS Repayment Agreement	05/93	93 INF-45	10/19/93
DSS-4053-S *	FS Repayment Agreement (Spanish)	05/93	93 INF-45	10/19/93
DSS-4158	HR Notification of Job Readiness and the Right to Contest (Adequate Only)	08/93	93 INF-45	10/19/93
DSS-4158-S *	HR Notification of Job Readiness and the Right to Contest (Adequate Only) (Spanish)	08/93	93 INF-45	10/19/93

VI. HEAP FORMS

Information on the following revised Home Energy Assistance Program (HEAP) forms, except for DSS-3862, was sent to local districts in a letter to HEAP liaisons dated July 27, 1993.

	<u>HEAP Forms</u>	<u>Revision Date</u>
DSS-3421	HEAP Application	06/93
DSS-3421-S *	HEAP Application (Spanish)	06/93
DSS-3431	HEAP Documentation Requirements (English/Spanish)	06/93

	<u>HEAP Forms</u>	<u>Revision Date</u>
DSS-3431-1	HEAP Documentation Requirements (English Only)	06/93
DSS-3494	HEAP Notice of Eligibility (Carbonized)	06/93
DSS-3494-C	HEAP Notice of Eligibility (Pinfeed Version)	06/93
DSS-3862	HEAP Desk Guide	10/93
DSS-4282	HEAP Mail In Verification Letter	06/93
DSS-4282-S *	HEAP Mail In Verification Letter (Spanish)	06/93

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