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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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Brian J. Wing
Commissioner

Informational Letter

Section 1

Transmittal:	03 INF 13
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance
Date:	April 1, 2003
Subject:	Revision to LDSS-4753: "Food Stamps- Request For Contact/Missed Interview"
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators CAP Coordinators
Contact Person(s):	Forms Questions: Bob Gullie 1-800-343-8859, Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469 Central Region - (518) 474-9344 Western Region - (518) 473-0332 Metro Region - (212) 383-1658 WMS Questions: (518) 474-8749 CNS Notice Questions: (518) 473-1469
Attachments:	Attachment - I LDSS-4753: Food Stamps - Request For Contact/Missed Interview
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
01 ADM-8					

Section 2

I. Purpose

The purpose of this release is to introduce the federally mandated “in-office interview hardship” language to the manual notice, LDSS-4753: “Food Stamps-Request For Contact/Missed Interview”,

to CNS Code Z97 “Missed FS Application Interview”, CNS Code Z98 “Missed FS Recertification Interview” and to all the CNS PA/FS, FS “Recertification Call-In” Codes.

II. Background

01 ADM–8 advised local districts that households receiving Food Stamp Benefits are no longer required to appear in person for an “in-office” interview during their Certification period. If eligibility information is required during the Certification period, a “Request for Contact” notice must be sent to the household. In addition, if households miss either their Certification or Recertification “in-office” interview they must also receive a “Missed Interview” notice. To that end, CNS Codes V19 “Request for Contact”, Z97 “Missed FS Application Interview”, Z98 “Missed FS Recertification Interview”, and the manual notice, LDSS-4753: “Food Stamps-Request for Contact/Missed Interview” were created.

III. Notices Implications

The following language has been added to CNS Code Z97 “Missed FS Application Interview”, Code Z98 “Missed FS Recertification Interview” (as well as all CNS PA/FS, FS Recertification Call-In Codes), and the manual notice, LDSS-4753: “Food Stamps-Request For Contact/Missed Interview”:

NOTE: You have the right to request that the Food Stamp in-office interview be waived in hardship situations. Hardship generally includes, but is not limited to, illness, transportation difficulties, care of a household member, hardship due to residency in a rural area, prolonged severe weather, or work or training hours that prevent you from coming in during regular office hours.

CNS Notices generated after 9/30/02 using the above referenced codes contain the above revised language. Local districts must always issue the CNS version of this notice, when applicable.

If CNS is temporarily unavailable due to a systems problem, local districts must then issue a manual notice (LDSS-4753) *within the appropriate time frames*.

IV. Forms Implications

Until the printed supplies of the 1/03 version of the LDSS-4753 are available, local districts can download this form from the NYS OTDA intranet site at http://sdssnet5/otda/ldss_eforms/default.htm.

The revised 1/03 printed version of the LDSS-4753: “Food Stamps-Request For Contact/Missed Interview” will be available for ordering in mid-April 2003.

Districts will not automatically receive copies of this form.

The Spanish version of this form, LDSS-4753-SP (Rev.1/03), will not be printed, but is available as a camera-ready copy for reproduction or can also be downloaded from the NYS OTDA intranet site at http://sdssnet5/otda/ldss_eforms/default.htm.

In order to ensure that usage of the revised forms begin within a reasonable amount of time, and your district is unable to download the most current version, you may continue to use the previous

2/02 printed supplies until your stock is depleted, or until June 2003 whichever occurs first. If your local district downloaded a 10/02-version for reproduction, please destroy that version and download the 1/03 version, which has been posted at http://sdssnet5/otda/ldss_eforms/default.htm .

Any requests for the LDSS-4753 (Rev.1/03) or a Spanish camera ready copy, LDSS-4753-SP (Rev.1/03) should be submitted on Form OTDA-876 (Rev. 6/98): “Request for Forms or Publications”, and should be sent to:

Office of Temporary and Disability Assistance
Document Services
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 4-9522.

Issued By

Name: Patricia A. Stevens

Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance