

NEW YORK STATE
 DEPARTMENT OF SOCIAL SERVICES
 40 NORTH PEARL STREET, ALBANY, NEW YORK 12243 - 0001



CESAR A. PERALES
 Commissioner

ADMINISTRATIVE DIRECTIVE

TRANSMITTAL: 89 ADM-50

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: December 20, 1989

SUBJECT: New Regulatory Requirements Regarding Eligibility Mailout
 Questionnaires

SUGGESTED DISTRIBUTION:	Income Maintenance Staff Food Stamp Staff Staff Development Coordinators
CONTACT PERSON:	Dorothy O'Brien 1-800-342-3715, extension 4-9323
ATTACHMENTS:	There are no attachments to this ADM.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
77 ADM-40 86 ADM-28	76 ADM-134	351.21 351.22	SSL 132	PASB V-D FSSB VI-B-3.1	

DSS-296EL (REV. 9/89)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I. PURPOSE

To inform local social services districts of a change to Department regulation 351.22. Districts that use eligibility mailouts must now develop plans outlining the eligibility mailout process and submit such plans to this Department for approval.

II. BACKGROUND

76 ADM-134 directed districts to use eligibility mailouts on a periodic basis. The use of eligibility mailouts provided local districts with an efficient and cost-effective means of targeting particular error prone segments of the public assistance population in order to reduce the incidence of quality control errors.

Since the implementation of WMS much of the information gathered by use of the eligibility mailout questionnaires became available through computer matches and proper use of anticipated future action (AFA) codes. Also, local districts were directed via 86 ADM-28 to implement Monthly Reporting/Retrospective Budgeting (MRRB), which has targeted earned income cases.

Eligibility mailouts are a separate process from the recertification process, correspondence, contact with collateral sources and other documentation processes used by the local district to determine or redetermine eligibility.

This Administrative Directive addresses only eligibility mailouts.

III. PROGRAM IMPLICATIONS

In those social service districts that use the eligibility mailout process, the Department's approval of local district procedures must be obtained before the eligibility mailouts can be used. The approval procedure also allows for suspension of the process when circumstances so warrant.

IV. REQUIRED ACTION

Social services districts which use eligibility mailouts must develop plans outlining that process. The plan should include target areas (i.e. household composition, school attendance, etc.), how often eligibility mailout questionnaires will be sent, the timeframe within which the client must respond, and the action the agency will take if the questionnaire is not returned.

A social services district may request and the Department may approve a waiver of the regulatory provisions which direct that failure to respond to an eligibility mailout within certain time periods will result in case closing. Such waiver requests may be included with the district's eligibility questionnaire process plan or may be submitted anytime thereafter.

Please submit eligibility mailout process plans and waiver requests to:

Barbara Wellman, Director
Bureau of Income Support Programs
40 North Pearl Street
Albany, New York 12243

Districts that use eligibility mailouts must have an approved plan in place by 60 days from the effective date of this directive and should allow 30 days from the date they submit their plans for Departmental review and response.

No district may conduct eligibility mailouts unless their plan has been approved by this Department.

The Department may rescind the approval of any eligibility mailout plan or may direct districts to suspend their eligibility mailout process when circumstances warrant such action to be appropriate.

V. SYSTEMS IMPLICATIONS


There are no systems implications.

VI. ADDITIONAL INFORMATION

A separate determination of food stamp eligibility must be completed when any public assistance/food stamp household's public assistance is terminated solely because a household failed to return an eligibility mailout questionnaire. The separate food stamp eligibility determination process is described in the Food Stamp Source Book (FSSB), section VI-B-3.1.

VII. EFFECTIVE DATE

The effective date of this directive is September 20, 1989.


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