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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-5

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: January 11, 1990

SUBJECT: Revision to Food Stamp ABEL Budget Narratives  
 (DSS-3959, DSS-3960, DSS-3961)

SUGGESTED

DISTRIBUTION: Food Stamp Directors  
 Income Maintenance Directors  
 Staff Development Coordinators

CONTACT PERSON: IM/WMS Program Operations  
 Carl Poole  
 1-800-342-3715, extension 4-1160.

ATTACHMENTS: DSS-3959: Food Stamp Excess Net Income Narrative  
 (not available on-line).  
 DSS-3960: Food Stamp Excess Gross Income Narrative  
 (not available on-line).  
 DSS-3961: Food Stamp Budget Narrative  
 (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
	88 INF-60	358-2.2(n)		FSSB	
	87 INF-21	358-3.3(b)		Section	
		387.20(b)		VII-D-all	

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According to Department regulations 358-2.2(n) and 358-3.3(b), a timely and adequate notice as well as a food stamp budget must be sent when a social services agency proposes to discontinue, suspend or reduce a recipient household's food stamp benefits based on a budget calculation. An adequate notice and a food stamp budget must be sent when a social services agency accepts or denies a food stamp application or increases a recipient household's food stamp benefits based on a budget calculation. An adequate notice and a food stamp budget is also required when a change occurs in any factor in the calculation of a household's benefit even though there is no resulting change in the amount of the household's food stamp benefit.

The food stamp budget to be sent in a majority of the above-mentioned cases will be the Automated Budgeting and Eligibility Logic (ABEL) budget. To promote applicant/recipient understanding of these budgets, the social services agency must also send an appropriate Food Stamp Budget Narrative. As a result of changes to upstate ABEL screens and changes required by Department regulation 358, the Food Stamp Budget Narratives have been revised for districts outside New York City.

The purpose of this release is to introduce the revised Food Stamp ABEL Budget Narratives:

DSS-3959 - Food Stamp Excess Net Income Narrative

To be used when there is a denial, suspension or discontinuance of food stamp benefits due to excess net income.

DSS-3960 - Food Stamp Excess Gross Income Narrative

To be used when there is a denial, suspension or discontinuance of food stamp benefits due to excess gross income.

DSS-3961 - Food Stamp Budget Narrative

To be used when there is a reduction or increase in food stamp benefits, as well as when there is a change in the amount of a factor used in the calculation of a household's benefit even though there is no resulting change in the amount of the household's food stamp benefit.

The 12/89 revisions to the budget narratives are outlined below:

- I. DSS-3959 and DSS-3960 - Section 7 of the screen facsimile was changed to reflect the addition of one "DEP CARE" (Dependent Care) field to accommodate entry of dependent care expenses for up to three dependents.

II. DSS-3961

- A. The title of the form was changed from "Food Stamp Reduction Narrative" to "Food Stamp Budget Narrative" to allow the budget narrative to be utilized for reductions, increases, and no change budgets.
- B. Section 7 of the screen facsimile was changed to reflect the addition of one "DEP CARE" (Dependent Care) field to accommodate entry of dependent care expenses for up to three dependents.

Attached are sample copies of the revised (12/89) Narratives. Your district should use the existing (6/88) supply of Narratives and phase-in the newly revised Narratives.

Requests for additional copies of these Narratives are to 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  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development (OSD)

Questions concerning ordering the Narratives should be directed to OSD by calling 1-800-342-4100, extension 6-6223.

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