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 | ADMINISTRATIVE DIRECTIVE |
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TRANSMITTAL: 91 ADM-9

TO: Commissioners of
 Social Services

DIVISION: Commissioner's
 Office

DATE: March 4, 1991

SUBJECT: Cancellation of Outdated or Duplicative Administrative
 Directives

 SUGGESTED
 DISTRIBUTION: All Staff

CONTACT
 PERSON: Jane Roman at 1-800-342-3715, extension 4-7722.

ATTACHMENTS: Listing of Cancelled Administrative Directives
 (Available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
88 ADM-5	See				
88 ADM-26	Attachment				
88 ADM-34					
88 ADM-52					
89 ADM-16					
89 ADM-52					
90 ADM-15					

I. PURPOSE

The purpose of this directive is to inform local districts about the cancellation of certain outdated or duplicative Administrative Directives.

II. BACKGROUND

As noted in 88 ADM-5, the Department will periodically notify local districts of those directives which have been cancelled. This directive is the eighth such effort and contains 30 Administrative Directives which have been identified as obsolete.

III. PROGRAM IMPLICATIONS

This process of review and cancellation of outdated or duplicative Administrative Directives will result in clearer and more concise program policy and procedures. Much of the material being cancelled is no longer relevant because:

- A. It pertained to a specific time period; or
- B. The program no longer exists; or
- C. The information was not policy-related; or
- D. The information is contained elsewhere, such as program manuals.

IV. REQUIRED ACTION

This directive includes a listing of directives which are obsolete and, therefore, cancelled. Local districts should choose one of the following options to insure that outdated program policy and procedures are not confused with effective policy and procedures.

- A. Remove and discard all directives which are herein identified as cancelled; or
- B. Remove all such directives from current files and place in separate file clearly identified as cancelled; or
- C. Keep all such directives in current files but clearly identify on the face sheet that the particular directive(s) are cancelled.

V. SYSTEM IMPLICATIONS

NONE.

VI. ADDITIONAL INFORMATION

Any local district choosing Option A above may contact PCU and request a copy of a cancelled directive if the need arises (e.g., for research or audit purposes). Such requests should be directed to:

Michael J. McNaughton
Local District Policy Communications Unit
NYS Department of Social Services
40 North Pearl Street
Albany, NY 12243

VII. EFFECTIVE DATE

This directive is effective March 15, 1991.

Gregory M. Kaladjian
Executive Deputy Commissioner

ATTACHMENT

NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES
KEY TO DIVISION/OFFICE ABBREVIATIONS

ADMIN/OFM - Division of Administration/Office of
Financial Management

F&CS - Division of Family and Children's Services

DIVISION	TRANSMITTAL NUMBER	SUBJECT
ADMIN/OFM	71 PWD-076	STATE AID CLAIMS, REFUND REPORTS, AND BILLS FOR CHILDREN IN STATE TRAINING SCHOOLS AND JUVENILE DELINQUENTS
ADMIN/OFM	72 PWD-038	RETIREMENT CLAIMS
F&CS	72 PWD-168	RESPONSIBILITIES OF LOCAL SOCIAL SERVICES OFFICIALS FOR ABUSED CHILDREN AND PROTECTIVE SERVICES (CHAPTER 270, LAWS OF 1972)
F&CS	72 PWD-181	MEDICAL TREATMENT FOR ABUSED CHILDREN (CHAPTER 592, LAWS OF 1972)
ADMIN/OFM	73 PWD-047	CLAIMING FOR ON-STAFF HOMEMAKERS, HOUSEKEEPERS AND DAY CARE WORKERS
F&CS	73 PWD-073	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES
F&CS	73 PWD-169	CHAPTER 870, LAWS OF 1973. AMENDMENTS RELATING TO THE DEFINITION OF PERMANENTLY NEGLECTED CHILDREN
F&CS	73 PWD-194	MEDICAL TREATMENT FOR ABUSED AND NEGLECTED CHILDREN (CHAPTER 660, LAWS OF 1973)
F&CS	74 ADM-033	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD JULY 1, 1973 THROUGH JUNE 30, 1974
ADMIN/OFM	74 ADM-121	PERCENTAGES TO BE USED FOR AABD RECOVERIES SUBSEQUENT TO JANUARY 1, 1974
ADMIN/OFM	74 ADM-144	DISCHARGED MENTAL HYGIENE RECIPIENTS - V CLAIMING PROCEDURES
F&CS	75 ADM-011	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD JULY 1, 1974 THROUGH JUNE 30, 1975
F&CS	75 ADM-023	REVISED REIMBURSEMENT CEILING FOR SOCIAL SERVICES FOR THE PERIOD JULY 1, 1973 THROUGH JUNE 30, 1974
ADMIN/OFM	76 ADM-048	REIMBURSEMENT FOR SSI ACTIVITIES
ADMIN/OFM	76 ADM-096	ADC/FC CLAIMING-CHILDREN PLACED IN CUSTODY OF DIVISION FOR YOUTH
F&CS	77 ADM-011	REVISED REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD 7/1/75 - 6/30/76

DIVISION	TRANSMITTAL NUMBER	SUBJECT
F&CS	77 ADM-051	REIMBURSEMENT CEILING FOR SOCIAL SERVICES FOR THE PERIOD 10/1/76 - 9/30/77
F&CS	77 ADM-092	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD 10/1/77 - 9/30/78
F&CS	77 ADM-116	REVISED REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD 7/1/76 - 9/30/76
ADMIN/OFM	78 ADM-032	ACCOUNTING FOR LUMP SUM DEATH BENEFITS
ADMIN/OFM	78 ADM-062	STATE REIMBURSEMENT OF JUVENILE DELINQUENT/PERSONS IN NEED OF SUPERVISION (JD/PINS)
ADMIN/OFM	84 ADM-006	PERSONAL CARE SERVICES REIMBURSEMENT LIMITATIONS
F&CS	84 ADM-023	ACCESS TO RECORDS IN YOUNG ADULT SHELTERS RECEIVING FEDERAL RUNAWAY AND HOMELESS YOUTH ACT OR STATE DIVISION FOIR YOUTH FUNDS
ADMIN/OFM	87 ADM-007	INCREASED BURIAL REIMBURSEMENT
ADMIN/OFM	87 ADM-034	ANNUAL REPORTING OF PUBLIC HOME EXPENDITURES
ADMIN/OFM	87 ADM-048	PROCEDURES FOR PROCESSING MEDICAL ASSISTANCE PAYMENTS AND/OR REIMBURSEMENT AS A RESULT OF COURT DECISIONS, FAIR HEARINGS OR AGENCY RECONSIDERATIONS
ADMIN/OFM	87 ADM-054	STATE ASSUMPTION OF LOCAL DISTRICT'S SHARE OF SUPPLEMENTAL PAYMENTS
ADMIN/OFM	88 ADM-045	CLAIMING INSTRUCTIONS FOR SLIAG UNDER THE IRCA OF 1986 AND NOTIFICATION OF THE REDUCTION IN THE PERIOD IN WHICH 100% FEDERAL REIMBURSEMENT IS AVAILABLE FROM 31-24 MONTHS FOR REFUGEE/ENTRANT ASST. PRO.
ADMIN/OFM	90 ADM-002	REVISED RF-2A: MONTHLY STATEMENT OF ADMINISTRATIVE EXPENDITURES AND CLAIMS AND PURCHASE OF SERVICES EXPENDITURES AND CLAIMS
ADMIN/OFM	90 ADM-004	CHANGES TO CLAIMING SCHEDULES: A, C, F, J, RF-2, FR-3, RF-5 AND RF-6