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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-19

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: March 14, 1991

SUBJECT: Revision of Applications and Recertification
 Application (DSS-2921, DSS-2921(NYC), DSS-3174)
 and Accompanying "How To Complete" Publications
 (Pub. 1301, Pub. 1301(NYC), Pub. 1313)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Services Directors
 WMS Coordinators
 Corrective Action Coordinators
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt
 1-800-342-3715, extension 3-6165

ATTACHMENTS: Attachment I - Listing of all attachments -
 available on-line

FILING REFERENCES

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|-------------|------------|
| 90 INF-32 | 90 INF-32 | 350.4 | | <u>PASB</u> | |
| 90 INF-3 | 90 INF-3 | 351.21 | | III-E,V-C, | |
| 89 INF-66 | 89 INF-66 | 360.1 | | VIII-B | |
| 89 INF-16 | 89 INF-16 | 369.1 | | <u>FSSB</u> | |
| 88 INF-70 | 88 INF-70 | 369.4 | | IV-F | |
| | | 387.6 | | VI-A | |
| | | 387.17 | | <u>MARG</u> | |
| | | 404.1 | | p. 368 | |

This to introduce revisions to the mandated Upstate and New York City Applications (DSS-2921 and DSS-2921(NYC)), the mandated Statewide Recertification Application (DSS-3174) and the mandated accompanying "How To Complete" publications (Pub. 1301, Pub. 1301(NYC) and Pub. 1313) (copies attached). The Revision Date was changed to "10/90" on all forms. Please note that the revised Spanish versions of these forms will be available at approximately the same time.

I. The following changes were made to the 3/90 versions of the DSS-2921, DSS-2921(NYC) and DSS-3174:

A. Page One

1. Section Three, "Need Food Stamps Right Away" - In the first and second lines, after each "liquid resources", "or if" was added to clarify each Expedited Food Stamps circumstance.
2. Section Five - The absent parent instruction was changed to "If Anyone Who Is Under 21 and Applying Has a Parent Who Lives Somewhere Else, Please List Below". (Note: for the DSS-3174, the wording is "... and Recertifying ...").

B. Page Two

Section Nine, "Income" (Section 11 of the DSS-3174) - "Veteran's Pensions or Benefits" was changed to "Veteran's Pensions/Benefits/Aid and Attendance".

C. Page Three

Section Ten, "Resources" (Section 12 of the DSS-3174)

1. "Has a Savings Account(s)" was changed to "Has a Savings Account(s) or C.D. (Cert. of Deposit)".
2. "Has Stocks, Bonds or Certificates" was changed to "Has Stocks, Bonds, Certificates or Mutual Funds".
3. The "Real Estate" question was split into two questions:
 - a. Has Own Home
 - b. Has Real Estate Including Income-Producing and Non-Income Producing Property
4. The "Motor Vehicle" question format was changed to:

Has a Motor Vehicle(s) or Other Vehicle(s) (specify)
Year _____ Make/Model _____
Year _____ Make/Model _____

D. Page Four - Section 11, "Shelter (Housing) Expenses" (Section 13 of the DSS-3174) - In the second and third questions, "or mortgage" was added at the end.

E. Page Six

1. Where possible, acronyms were used to save space.
2. In the "Assignment of Insurance and Other Benefits" section, the clarification "For PA and MA" was added at the beginning of the first sentence.
3. The "WIN/Work Rules Enrollment" section was deleted, since the Job Opportunities and Basic Skills (JOBS) Program, which replaced WIN, does not require such enrollment.
4. In the "Food Stamp Penalty Warning" section, the phrase "Benefit Cards and/or PIN Numbers" was added to:
 - a. DO NOT trade or sell food stamps or authorization cards.
 - b. DO NOT use someone else's food stamps or authorization cards.
5. A new section "Pick Up Your Food Stamps During the Period of Intended Use" was added.

II. In addition to the above changes, the following revisions were made:

A. DSS-2921

1. Page Four, Section 16, "Additional Information Required" - The last two clearance questions regarding receipt of assistance in other locations were broken down into six questions so that information was asked about receiving assistance in New York City, in another county within New York State and outside of New York State.
2. Page Six, Section 18 (Legal Statements) - The Interim Assistance section was reworded to cover both Initial and Post-Initial SSI payments. Therefore, the DSS-4143: "Authorization for Reimbursement of Interim Assistance Granted Pending an Initial Post-Eligibility SSI Determination" no longer should be used once the new (10/90) DSS-2921 is in use. Also, this section was given its own section number (19).

B. DSS-2921(NYC)

1. Page Four, Section 16, "Additional Information Required" - The last two clearance questions regarding receipt of assistance in other locations were broken down into four

questions so that information was asked about receiving assistance outside of New York City and outside of New York State.

2. Page Six, Section 18 (Legal Statements) - The Interim Assistance section was reworded to cover both Initial and Post-Initial SSI payments. Therefore, the DSS-4143: "Authorization for Reimbursement of Interim Assistance Granted Pending An Initial Post-Eligibility SSI Determination" no longer should be used once the new (10/90) DSS-2921(NYC) is in use. Also, this section was given its own section number (19).

C. DSS-3174

1. General - Because the Interim Assistance information on Page Five was incorporated into the Interim Assistance section on Page Six, the layout of this application was spread out.
2. Page Two, Section Nine - In the two "changes in household" questions, "into" and "out of" were bolded.

III. The following changes were made to the 6/89 versions of the Pub. 1301 and 1301 (NYC) and the 3/90 version of the Pub. 1313:

A. Page One

1. The word "Form" was deleted from the title (Pub. 1301 and 1301(NYC) only).
2. Information about the corresponding client information books (DSS-4148A and DSS-4148B) was added at the bottom of the page.

B. Page Two, Section Six "Household Composition" (Section Seven of Pub. 1313)

1. Number Two - The word "Indicate" was changed to "List".
2. Number Four - The "a." line was reworded to clarify that persons not applying/recertifying do not have to include their Social Security Number.

C. Page Three

1. Section Seven "Citizenship/Alien Certification" (Section Eight of Pub. 1313)

- a. At the end of the first paragraph, the following was added to assist Services only applicants:

IF YOU ARE APPLYING ONLY FOR SERVICES, YOU DO NOT NEED TO COMPLETE THIS SECTION. (Pub. 1301 and 1301(NYC) only).

- b. Under the second bullet, the following was added to clarify correct citizenship/alien signatures for other persons:

NOTE: When signing for that individual, sign your name. For example, Mary Doe, when signing for infant Johnny Doe, must sign Mary Doe.

2. Section Nine "Income" (Section 11 of Pub. 1313) - In the second sentence, "amount/value" was changed to "amount or value".

3. Section Ten "Resources" (Section 12 of Pub. 1313)

- a. In the second sentence, "amount/value" was changed to "amount or value".

- b. The fourth sentence was changed for better readability to:

Public Assistance and Medical Assistance applicants must also answer these questions about legally responsible relatives. (For Pub. 1313, "recipients" was used)

- c. The first note was changed to the following to assist Services only/foster care applicants:

NOTE: If you are applying only for Services, you do not have to complete this section, unless you are applying for foster care. Foster care applicants must complete this section. (Pub. 1301 and 1301(NYC) only)

4. After Section 10, "Page Four of the Application" was inserted, and the following was added to assist Services only applicants:

APPLICANTS FOR SERVICES ONLY DO NOT NEED TO COMPLETE SECTIONS 11-17. IF YOU ARE APPLYING FOR SERVICES ONLY, GO TO SECTION 18 OF THIS PUBLICATION AND COMPLETE PAGE SIX OF THE APPLICATION. (Pub. 1301 and 1301(NYC) only)

5. Section 11 "Shelter" (Section 13 of Pub. 1313) - On the second line, after "homeowner's insurance", "(including fire insurance)" was added.

E. Page Four

1. Section 12 (Section 14 of Pub. 1313) "Health/Medical" - The third sentence was changed to:

List all forms of health insurance that you have or that are available to anyone applying. (For Pub. 1313, "recertifying" was used).

2. Section 15 (Section 10 of Pub. 1313) - The first two bullets were changed for better readability to:
 - o If the person in your household who earned the most money voluntarily quit a job, without good cause, within 60 days before you applied, your household's application for Food Stamps may be denied and your household may not be allowed to participate in the Food Stamp Program for 90 days starting from the date of voluntary quit. (For Pub. 1313, "applied/recertified" was used).
 - o If the person in your household who earns the most money voluntarily quits a job, without good cause, while you are receiving Food Stamps, the entire household may be disqualified from the Food Stamp Program for three months.
3. Section 18 "Legal Statements" - The second sentence in the "Note" was deleted. (Pub. 1301 and 1301(NYC) only)
4. After Section 18, a new Section 19 on Interim Assistance was added (Section 21 of Pub. 1313).
5. Section 19 "Signatures" was changed to Section 20 (Section 22 in Pub. 1313), the third sentence was deleted and the following was added to clarify who must sign the application/recertification:

When both husband and wife who live together are applying for Public Assistance, Medical Assistance or Services, both must sign. (For Pub. 1313, "recertifying" was used).

The new 10/90 versions of all the forms are expected to be delivered to the State (Albany) Warehouse in March 1991 and New York City (HRA) warehouses in late February 1991. Distribution of the upstate forms to the counties will begin upon receipt of the forms in Albany.

SINCE THE APPLICATIONS AND PUBLICATIONS WILL NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW APPLICATIONS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS. THE SAME WILL APPLY TO THE SPANISH VERSIONS WHEN THEY ARE DELIVERED.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (3/90) applications and existing (6/89 Pub. 1301, 1301(NYC) and 3/90 Pub. 1313) publications are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once your shipments of new applications and publications have been received.

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Future requests for these documents should 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
PO Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

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

Listing of All Attachments

- Attachment II - DSS-2921: "Application" (Rev. 10/90) - not available on-line.
- Attachment III - DSS-2921(NYC): "NYC Application" (Rev. 10/90) - not available on-line.
- Attachment IV - DSS-3174: "Recertification Application" (Rev. 10/90) - not available on-line.
- Attachment V - Pub. 1301: "How to Complete ... Application" (Rev. 10/90) - not available on-line.
- Attachment VI - Pub. 1301(NYC): "How To Complete ... NYC Application" (Rev. 10/90) - not available on-line.
- Attachment VII - Pub. 1313: "How to Complete ... Recertification Application" (Rev. 10/90) - not available on-line.