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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-35

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: July 17, 1991

SUBJECT: Clarification of Requirements to Provide Client
 Information Books (DSS-4148A - "What You Should Know
 About Your Rights and Responsibilities (When Applying
 for or Receiving Social Services)" and DSS-4148B -
 "What You Should Know About Social Services
 Programs")

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Family and Children Services Directors
 Adult Services Directors
 Corrective Action Coordinators
 Employment Coordinators
 Child Support Enforcement Coordinators
 Staff Development Coordinators

CONTACT PERSON: Bob Gullie, IM/WMS Program Operations at 1-800-342-
 3715, extension 4-6501

ATTACHMENTS: Attachment I - Filing References - available on-line.
 Attachment II - "Distribution Requirements - Client
 Information Books" - not available
 on-line

FILING REFERENCES

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|---------------------|---|--------------------------|--------------------------|
| See Attachment I | | See Attachment I | See Attachment I | See Attach- ment I | See Attach- ment I |

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The purpose of this release is to clarify the requirements for distribution of the client information books (DSS-4148A and DSS-4148B) at application and at recertification. 90 ADM-41 states that "Local districts will be required to distribute these books at the same time they distribute the DSS-2921: "Application for PA, MA, FS, Services" (Upstate version), DSS-2921 (NYC): "Application for PA, MA, FS, Services" (NYC version) and DSS-3174: "Recertification for PA, MA, FS" (Statewide) and their accompanying "How To Complete" publications, PUB-1301, PUB-1301 (NYC) and PUB-1313, respectively.

The attached matrix (Attachment II) amends this statement and provides detailed instructions. Specifically, this matrix outlines when the books must be mailed with the Application and Recertification Application. The books must always be distributed when these forms are handed out by a local district. It is hoped that limiting the circumstances in which the books must be mailed will assist in reducing local district costs associated with envelopes, postage and processing.

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

FILING REFERENCES

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|----------------------|------------|
| 90 ADM-41 | | 387.2 | CFR 273.2 | PASB | 90 LCM-93 |
| 90 ADM-27 | | | (b) & (c) | II-All | 90 LCM-45 |
| 89 ADM-31 | | | | III-All | 90 LCM-30 |
| 89 ADM-24 | | | | IV-B, | GIS 89- |
| 89 ADM-6 | | | | V-A, B | IM/DC017 |
| 86 ADM-30 | | | | V-E-All | |
| 86 ADM-13 | | | | VII-All | |
| 86 ADM-7 | | | | VIII-C-All | |
| 85 ADM-45 | | | | VIII-R-All | |
| 85 ADM-8 | | | | IX-I-All | |
| 76 ADM-9 | | | | XI-B-All | |
| 90 INF-65 | | | | XIII-D-All | |
| 90 INF-3 | | | | XIV-D-All | |
| 89 INF-55 | | | | XIV-G-All | |
| 89 INF-21 | | | | XV-All | |
| 89 INF-16 | | | | XVI-O-All | |
| 88 INF-83 | | | | XVII-B-2.1 | |
| 88 INF-70 | | | | XVII-C-1 | |
| 88 INF-39 | | | | XVII-D-1 | |
| 88 INF-9 | | | | XXIII-K-1 | |
| 87 INF-37 | | | | XXIV-A | |
| 87 INF-30 | | | | thru D-All | |
| 86 INF-46 | | | | XXIV-F-1.1 | |
| 86 INF-35 | | | | XXIV-G & H-All | |
| | | | | XXIV-M-All | |
| | | | | FSSB | |
| | | | | III-D-All | |
| | | | | IV-B thru E-All | |
| | | | | IV-G & I All | |
| | | | | V-B-1.1 | |
| | | | | V-B-6.1 | |
| | | | | V-E-1.1 | |
| | | | | thru 1.7 | |
| | | | | V-G-All | |
| | | | | VI-A-All | |
| | | | | VI-B-1.1 | |
| | | | | VIII-A thru G-All | |
| | | | | IX-B-All | |
| | | | | IX-F-All | |
| | | | | IX-I-All | |
| | | | | XI-E-All | |
| | | | | XII-G-7 | |
| | | | | XIII-All | |

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|-----------------------|-----------------------|-------------|---|--|------------|
| | | | | <u>EM</u> C-27 C-35-36 C-38-43.1 C-45-61 C-98-99 | |
| | | | | <u>MARG</u> pp. 5, 15-20 108.1, 204-215, 297, 311 340-346.1, 351, 368-391, Appendix II <u>MA</u> <u>Disability</u> <u>Manual</u> | |