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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-57

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: October 24, 1991

SUBJECT: Revisions to Mandatory Client Notices

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Family and Children Services Directors  
 Corrective Action Coordinators  
 Staff Development Coordinators  
 Forms 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.
See Attach- ment II		See Attach- ment II	See Attach- ment II	See Attach- ment II	See Attach- ment II

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The purpose of this release is to introduce revisions to the mandatory client notices, as described below:

- I. DSS-4013: "Action Taken on Your Application: PA, FS and MA Coverage" (copy attached)
  - A. The Revision Date was changed to "7/91".
  - B. In the "Public Assistance" section, in the "Recoupment" checkbox, the recoupment reduction rates were changed for Home Relief (HR, PG-ADC or VA) recipients. Previously, recoupments were allowed at no more than 10%. That is still true for ADC cases, but for Home Relief (HR, PG-ADC or VA) cases the recoupment can be up to 15%. The undue hardship language was changed accordingly.
  - C. Medical Assistance Section
    - 1. In the first checkbox, the second sentence regarding Medical Assistance authorization for full services was eliminated. The third sentence was revised to read "The enclosed letter and Utilization Threshold Fact Sheet will clarify coverage under the Medical Assistance Program".
    - 2. The third checkbox regarding transfer of resources was eliminated.
- II. DSS-4014: "Action Taken on Your Recertification: PA, FS, MA Coverage and Services" (copy attached)
  - DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (copy attached)
  - DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)" (copy attached)
    - A. The Revision Dates were changed to "7/91".
    - B. In the "Public Assistance" sections, in the "Recoupment" checkboxes, the recoupment reduction rates were changed for Home Relief (HR, PG-ADC or VA) recipients. Previously, recoupments were allowed at no more than 10%. That is still true for ADC cases, but for Home Relief (HR, PG-ADC or VA) cases the recoupment can be up to 15%. The undue hardship language was changed accordingly.

C. Medical Assistance Section

1. In the first checkbox, the second sentence regarding Medical Assistance authorization for full services was eliminated.
2. The fifth checkbox regarding transfer of resources was eliminated.

III. FAIR HEARING TELEPHONE NUMBERS

A. Upstate Districts

On the reverse side of the revised (7/91) DSS-4013, 4014, 4015 and 4016, as well as on the reverse side of the following mandatory client notices, the Fair Hearing phone number for New York City was deleted, since this phone number is not used by Upstate districts. For those notices listed below, the Revision Date was changed to "3/91", and copies are not attached to this INF.

<u>Number</u>	<u>Title</u>
DSS-2425	Repayment of Interim Assistance Notice
DSS-3152	Action Taken on Your FS Case
DSS-3153	Continuing Your FS
DSS-3156	Notice of FS Overissuance
DSS-3620	Notice of Intent to Change FS Benefits (Timely and Adequate)
DSS-3621	Notice of Intent to Change FS Benefits (Adequate Only)
DSS-4002	Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or a Special Allowance
DSS-4004	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-Compliance with Employment Related Requirements (Timely and Adequate)
DSS-4005	Notification of Employability and the Right to Contest (Timely and Adequate)
DSS-4017	Notice of Intent to Change FS Benefits (Timely and Adequate)

DSS-4018	Notice of Intent to Change FS Benefits (Adequate Only)
DSS-4050	FS Notice to Household of Disqualified Individual
DSS-4051	FS Notice to Disqualified Individual(s)
DSS-4052	Notice of FS Overissuance Intentional Program Violation
DSS-4053	FS Repayment Agreement
DSS-4158	Home Relief Notification of Job Readiness and the Right to Contest (Adequate Only)
DSS-4261	Notice of Calculation for Net Loss of Cash Income Supplement

## B. New York City

On the reverse side of the following mandatory client notices that are printed for New York City, the Fair Hearing phone numbers for Upstate districts were deleted, since these numbers are not used in New York City. In addition, a designation of "NYC" was assigned to these form numbers, and the Revision Dates were changed to "3/91". Copies of these four New York City notices are not attached to this INF.

<u>Number</u>	<u>Title</u>
DSS-3152(NYC)	Action Taken On Your FS Case
DSS-3620(NYC)	Notice of Intent to Change FS Benefits (Timely and Adequate)
DSS-3621(NYC)	Notice of Intent to Change FS Benefits (Adequate Only)
DSS-4158(NYC)	Home Relief Notification of Job Readiness and the Right to Contest (Adequate Only)

IV. LOCAL EQUIVALENTS

The restrictions on local equivalent notices contained on pages 10-11 of 89 ADM-21 continue to apply. No changes in the language of State-printed notices will be permitted. Any request for approval of local equivalent notices with format changes must be submitted in accordance with the procedures described in 89 INF-53 and pages 12-1 through 12-5 of the Local District Manager's Guide.

V. FORMS DELIVERY

Delivery of the revised DSS-4013, DSS-4014, DSS-4015 and DSS-4016 to the Albany Warehouse is expected in October 1991. Your district will not automatically receive copies. In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (1/90) versions until your stock is depleted, or until January 31, 1992, whichever occurs first. Reorders will be filled with the 7/91 versions.

The 3/91 versions of the remaining Upstate and New York City notices will be revised with the Fair Hearing phone number separation and will be reprinted only at the next scheduled reprinting of each form. The previous versions of these remaining notices, however, can be used indefinitely, since the revision does not affect the content of these notices.

As explained in 89 LCM-155, clear photocopied masters of the revised Spanish versions will be available to each district which requires Spanish notices. Districts will then reproduce the forms locally.

Future requests for the revised notices, as well as requests for the Spanish masters, 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.

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

Attachment I - Listing of All Attachments

- Attachment II - Filing References - available on-line.
- Attachment III - DSS-4013: "Action Taken on Your Application: PA, FS and MA Coverage" - not available on-line.
- Attachment IV - DSS-4014: "Action Taken on Your Recertification: PA, FS, MA Coverage and Services" - not available on-line.
- Attachment V - DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" - not available on-line.
- Attachment VI - DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)" - not available on-line.

## FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21		350.5, 351.22	SSL 22	<u>MARG</u>	GIS 89
89 ADM-8		351.23	SSL 366-a	pp. 378-387	MA007
89 ADM-6		352.31(d)			
88 ADM-4		355, 358-3.3,		<u>FSSB</u>	DCL 7/13/83
87 ADM-4		360-2.4, 2.5,		Section	89 LCM-155
86 ADM-10		2.6, 6.4, 7.5		VI-A, B	89 LCM-22
86 ADM-7		369.6		VII-all	
85 ADM-45		387.14			
85 ADM-17		387.20		<u>PASB</u>	
82 ADM-55		505.14(b)(5)		Section	
82 ADM-5		(v), (viii),		VI-all	
81 ADM-55		(x)		<u>Local</u>	
80 ADM-90		385.3		<u>District</u>	
90 INF-57		385.14		<u>Manager's</u>	
88 INF-83				<u>Guide</u>	
88 INF-28				pp. 12-1 through 12-5	