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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-67

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: December 10, 1991

SUBJECT: Food Stamps: Food Stamp Household Composition Desk
 Guide (DSS-4314)

SUGGESTED

DISTRIBUTION: Food Stamp Directors
 Income Maintenance Directors
 Staff Development Coordinators

CONTACT PERSON: County Food Stamp Representative at 1-800-342-4100,
 extension 4-9225

ATTACHMENTS: Food Stamp Household Composition Desk Guide
 (DSS-4314) - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 387.1(w)	7 CFR 273.1	FSSB V-A-All	

The purpose of this release is to introduce the attached "Food Stamp Household Composition Desk Guide", designated DSS-4314. Use of this form by local districts is optional.

The Desk Guide resulted from a collaborative effort of staff from this Department and the New York City Human Resources Administration to help reduce food stamp household composition errors. The Guide was later shared with local districts during 1989 Regional Meetings. Subsequently, a number of local districts began using the Guide and, because of positive feedback from these districts, we have decided to print and encourage statewide usage of the Guide. We believe the Guide can be an effective tool for PA-FS and NPA-FS workers since determination of household composition can differ significantly between the two program areas. In addition:

- o The Guide could be kept in an accessible place by workers, would be easier to reference than the same material in the Food Stamp Source Book, and would constitute a "ready reference guide".
- o As a "ready reference guide" it would be an aid to workers in clarifying household relationships and composition. Since household composition errors account for a significant percentage of total food stamp (QC) errors, the Guide has the potential for aiding in the reduction of this error element.

The Guide is expected to be available January 6, 1992. Your district will not automatically receive copies.

Requests for the Guide 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
WMS
P.O. Box 1990
Albany, NY 12201
Attn.: Office of Systems Development (OSD)

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

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