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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-1

TO: Commissioners of
 Social Services

DIVISION: Commissioner's
 Office

DATE: January 8, 1992

SUBJECT: Annual Index of Administrative Directives,
 Informational Letters and Manual Bulletins for 1991

SUGGESTED
 DISTRIBUTION: Program Directors
 Administrative Directives
 Staff Development Coordinators

CONTACT PERSON: Michael J. McNaughton, Director, Policy
 Communications Unit, (1)-800-342-3715, ext. 3-6369

ATTACHMENTS: See ATTACHMENT A for 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.
91 INF-1					
90 INF-1					
89 INF-1					
88 INF-1					
87 INF-1					
86 INF-2					
85 INF-2					
84 INF-3					
83 INF-5					
82 INF-7					
81 INF-3					
80 INF-2					
79 INF-9					
78 INF-4					

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1991. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, Informational Letter and Manual Bulletin is also provided. Additionally, a listing of releases superseded during 1991 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all professional staff. The Ofislink Electronic Library (Elib-LDPC02) also contains a current index of all ADMs and INFs as well as a subject index of ADMs which is updated quarterly.

III. RECOMMENDED ACTION

It is recommended that this release be maintained with previous Department Indexes in the Index Reference binder.

Gregory M. Kaladjian
Acting Commissioner

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives Released in 1991 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative Directives Released in 1991 - (Available on-line)
- ATTACHMENT III Numerical Listing of Informational Letters Released in 1991 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational Letters Released in 1991 - (Available on-line)
- ATTACHMENT V Numerical Listing of Manual Bulletin Updates Released in 1991 - (Available on-line)
- ATTACHMENT VI Program-Specific Listing of Manual Bulletin Updates Released in 1991 - (Available on-line)
- ATTACHMENT VII Listing of Releases Superseded in 1991 - (Available on-line)

Attachment I

ADMINISTRATIVE DIRECTIVES

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 ADM-01	01/10/91	PUBLIC ASSISTANCE SHELTER AND FUEL NEEDS FOR CHILDREN IN FOSTER CARE
ADMIN	91 ADM-02	01/10/91	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1990-91 STATE SHARE ADMINISTRATIVE CAP
IM	91 ADM-03	01/24/91	FUEL ALLOWANCES FOR DEPENDENT CHILDREN RESIDING WITH SELF-MAINTAINING NON-LEGALLY RESPONSIBLE CARETAKERS (McMULLEN V. PERALES ET AL.)
MA	91 ADM-04	01/28/91	INCREASES IN THE MA-ONLY INCOME AND RESOURCE EXEMPTION STANDARDS FOR 1991
MA	91 ADM-05	02/08/91	ELIMINATION OF THE CATASTROPHIC ILLNESS PROGRAM
IM	91 ADM-06	02/11/91	PA AND FS DISREGARDS: TREATMENT OF AGENT ORANGE PAYMENTS
F&CS	91 ADM-07	02/19/91	FOSTER CARE: SPECIAL AND EXCEPTIONAL SERVICES FOR CHILDREN IN FAMILY BOARDING HOMES
MA	91 ADM-08	02/22/91	FEDERAL AND STATE CHANGES CONCERNING MEDICAL ASSISTANCE ELIGIBILITY POLICY
COMM	91 ADM-09	03/04/91	CANCELLATION OF OUTDATED OR DUPLICATIVE ADMINISTRATIVE DIRECTIVES
DAS	91 ADM-10	03/04/91	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS
MA	91 ADM-11	03/07/91	MEDICAL EXPENSES PAID/INCURRED BY A PUBLIC PROGRAM OF THE STATE OR ITS POLITICAL SUBDIVISIONS
F&CS	91 ADM-12	04/08/91	FOSTER CARE: VOLUNTARY PLACEMENT AGREEMENT INSTRUMENT
MA	91 ADM-13	04/30/91	SPOUSAL IMPOVERISHMENT: INCREASES IN INCOME AND RESOURCE AMOUNTS FOR 1991

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 ADM-14	05/06/91	ELIMINATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING (MRRB) FOR CERTAIN GROUPS OF PUBLIC ASSISTANCE AND PUBLIC ASSISTANCE/FOOD STAMP RECIPIENTS
IM	91 ADM-15	05/13/91	FOOD STAMPS: DEFINITION OF DISABLED
F&CS	91 ADM-16	05/14/91	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD OCTOBER 1, 1990 THROUGH SEPTEMBER 30, 1991
MA	91 ADM-17	06/07/91	TREATMENT OF MEDICAL ASSISTANCE APPLICATIONS WHEN THERE ARE EXCESS RESOURCES AND OUTSTANDING MEDICAL BILLS
MA	91 ADM-18	06/25/01	CHILD HEALTH INSURANCE PLAN (CHIP) / "CHILD HEALTH PLUS"
MA	91 ADM-19	07/03/91	FUNDS SET ASIDE FOR BURIAL OF MA-ONLY SSI-RELATED APPLICANTS/RECIPIENTS
DAS	91 ADM-20	07/03/91	PROTECTIVE SERVICES FOR ADULTS: DEVELOPMENT OF WRITTEN PLANS FOR THE PROVISION OF SERVICES TO INVOLUNTARY CLIENTS
	91 ADM-21		NOT ISSUED
MA	91 ADM-22	07/23/91	MEDICAL ASSISTANCE UTILIZATION THRESHOLD PROGRAM
MA	91 ADM-23	07/25/91	TREATMENT OF GERMAN REPARATION PAYMENTS RECEIVED BY INSTITUTIONALIZED INDIVIDUALS
MA	91 ADM-24	08/06/91	PERSONAL CARE SERVICES: EXCEPTIONS TO THE MANDATORY TREND FACTOR FOR 1991 MEDICAL ASSISTANCE PERSONAL CARE SERVICES RATES
IM	91 ADM-25	08/07/91	SECTION 8: AMENDMENT TO DEPARTMENT REGULATION 352.3(d) AND THE EFFECT ON PUBLIC ASSISTANCE HOUSEHOLDS IN SECTION 8 RENT SUBSIDY PROGRAMS

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
MA	91 ADM-26	08/13/91	UPDATED FEDERAL POVERTY INCOME GUIDELINES FOR MEDICAL ASSISTANCE ELIGIBILITY
MA	91 ADM-27	08/13/91	FEDERAL COMPLIANCE: MA ELIGIBILITY CHANGES RELATING TO RESOURCE AND INCOME EXEMPTION STANDARDS AND HOUSEHOLD SIZE
MA	91 ADM-28	08/19/91	MEDICAL ASSISTANCE APPLICATIONS AT HOSPITALS AND FEDERALLY-QUALIFIED HEALTH CENTERS
IM	91 ADM-29	08/19/91	ESSENTIAL PERSONS
MA	91 ADM-30	8/20/91	TREATMENT OF INCOME-PRODUCING PROPERTY AS A RESOURCE FOR MEDICAL ASSISTANCE APPLICANTS/RECIPIENTS
MA	91 ADM-31	08/20/91	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES AND IN THE METHOD OF CALCULATING TRANSFER PENALTY PERIODS
IM	91 ADM-32	08/20/91	REVISED DSS-2474, SSI REFERRAL AND CERTIFICATION OF CONTACT
MA	91 ADM-33	08/22/91	SPOUSAL IMPOVERISHMENT: FAMILY MEMBER ALLOWANCE INCREASE AND COMMUNITY SPOUSE ENTITLEMENT TO MONTHLY INCOME ALLOWANCE
F&CS	91 ADM-34	08/23/91	CHILD CARE: REIMBURSEMENT OF PAYMENTS FOR CHILDREN WITH SPECIAL NEEDS
MA	91 ADM-35	09/13/91	<u>SULLIVAN v. ZEBLEY</u> - CHANGE OF DISABILITY STANDARDS FOR CHILDREN UNDER AGE 18
F&CS	91 ADM-36	09/16/91	FOSTER CARE AND ADOPTION: HIV-RELATED ISSUES AND RESPONSIBILITIES
MA	91 ADM-37	09/24/91	AMENDMENTS TO TRANSFER OF RESOURCE PROVISIONS UNDE THE MEDICAL ASSISTANCE PROGRAM

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 ADM-38	09/25/91	PUBLIC ASSISTANCE SAVINGS
IM	91 ADM-39	09/27/91	FOOD STAMP EMPLOYMENT & TRAINING HEAD OF HOUSEHOLD DETERMINATION
IM	91 ADM-40	10/07/91	PUBLIC ASSISTANCE (IV-A), MEDICAL ASSISTANCE AND FAMILY AND CHILDREN SERVICES (F&CS) INTERFACE WITH CHILD SUPPORT ENFORCEMENT (IV-D)
IM	91 ADM-41	10/09/91	FOOD STAMPS: REPLACEMENT OF COUPONS AND FOOD
MA	91 ADM-42	10/25/91	PERSONAL EMERGENCY RESPONSE (PERS) PROCEDURES AND GUIDELINES
IM	91 ADM-43	10/30/91	EMERGENCY HOME RELIEF INCOME ELIGIBILITY CRITERIA AND OTHER CHANGES TO THE EMERGENCY HOME RELIEF PROGRAM
IM	91 ADM-44	10/30/91	CHANGES TO HOME RELIEF (HR/PG-ADC) DRUG ALCOHOL REHABILITATION REQUIREMENTS
IM	91 ADM-45	11/12/91	RECOVERY/RECOUPMENT OF SECURITY DEPOSITS OR SECURITY AGREEMENTS, FINDERS'/BROKERS' FEES AND MOVING EXPENSES DUE TO NON-PAYMENT OF RENT
F&CS	91 ADM-46	11/22/91	TRANSITIONAL CHILD CARE: EFFECT OF INTERSTATE CHANGES OF RESIDENCE ON ELIGIBILITY
MA	91 ADM-47	11/27/91	STATEWIDE MANAGED CARE PROGRAM: SOCIAL SERVICES DISTRICT GUIDELINES AND PROCEDURES
IM	91 ADM-48	11/27/91	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS
ADMIN	91 ADM-49	12/04/91	REIMBURSEMENT FOR BURIALS

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
MA	91 ADM-50	12/11/91	MEDICAL ASSISTANCE COVERAGE OF CHILDREN UP TO 100% OF THE FEDERAL POVERTY LINE
IM	91 ADM-51	12/11/91	USE OF THE DISQUALIFICATION CONSENT AGREEMENT (DCA) IN THE FOOD STAMP PROGRAM
F&CS	91 ADM-52	12/12/91	FOSTER CARE: PAYMENT FOR CERTAIN INDEPENDENT LIVING SERVICES
MA	91 ADM-53	12/27/91	COBRA CONTINUATION COVERAGE PROGRAM
MA	91 ADM-54	12/31/91	AIDS HEALTH INSURANCE CONTINUATION PROGRAM FOR PERSONS WITH AIDS (AIDS HEALTH INSURANCE PROGRAM)

Attachment II

ADMINISTRATIVE DIRECTIVES
Program Specific

DIVISION OF ADMINISTRATION

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-02	01/10/91	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1990-91 STATE SHARE ADMINISTRATIVE CAP Provides instructions to social services districts for the submission of plans to the Department for activities exempt from the State Share Cap on administrative costs for State Fiscal Year 1990-91.
91 ADM-49	12/04/91	REIMBURSEMENT FOR BUIRALS To inform districts of the reimbursement policy with respect to burial of body parts.

DIVISION OF ADULT SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-10	03/04/91	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS To advise districts of the revised Process Standards for the Protective Services for Adults (PSA) Program.
91 ADM-20	07/03/91	PROTECTIVE SERVICES FOR ADULTS: DEVELOPMENT OF WRITTEN PLANS FOR THE PROVISION OF SERVICES TO INVOLUNTARY CLIENTS To advise districts of the requirement to develop a written plan for the provision of involuntary services to certain Protective Services for Adults (PSA) clients. This transmittal assists the districts in meeting the requirements in the recently revised Part 457 of the Department's regulations as well as in enhancing service delivery to certain involuntary PSA clients.

COMMISSIONER'S OFFICE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-09	03/04/91	CANCELLATION OF OUTDATED OR DUPLICATIVE ADMINISTRATIVE DIRECTIVES

To inform districts about the cancellation of certain outdated or duplicative Administrative Directives.

DIVISION OF FAMILY & CHILDREN SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-07	02/19/91	<p>FOSTER CARE: SPECIAL AND EXCEPTIONAL SERVICES FOR CHILDREN IN FAMILY BOARDING HOMES</p> <p>To inform of the amendments to the Department regulations that govern the eligibility of social services districts to receive State reimbursement for payments for special and exceptional foster care services.</p>
91 ADM-12	04/08/91	<p>FOSTER CARE: VOLUNTARY PLACEMENT AGREEMENT INSTRUMENT</p> <p>To inform you of requirements related to voluntary placement agreements between parents or guardians and social services districts to whom the parents or guardians voluntarily transfer the care and custody of their child(ren). Chapter 256 of the Laws of 1990 amended section 384-a of the Social Services Law to require changes in the form and language of such transfer instruments.</p>
91 ADM-16	05/14/91	<p>REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD OCTOBER 1, 1990 THROUGH SEPTEMBER 30, 1991</p> <p>To advise districts of the closed-ended Title XX funds for the Federal Fiscal Year 1990/91.</p>
91 ADM-36	09/16/91	<p>FOSTER CARE AND ADOPTION: HIV-RELATED ISSUES AND RESPONSIBILITIES</p> <p>To inform you of the requirements of Chapter 584 of the Laws of 1988 and Chapter 592 of the Laws of 1990 concerning confidentiality of AIDs and HIV-related information affecting foster and adoptive children and families.</p>

DIVISION OF FAMILY & CHILDREN SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-46	11/22/91	TRANSITIONAL CHILD CARE: EFFECT OF INTERSTATE CHANGES OF RESIDENCE ON ELIGIBILITY To communicate Department policy regarding the effect of interstate changes of residence on eligibility for child care benefits under the Transitional Child Care (TCC) program.
91 ADM-52	12/12/91	FOSTER CARE: PAYMENT FOR CERTAIN INDEPENDENT LIVING SERVICES To inform of the per diem rates that the Department recommends that social services districts pay to voluntary child caring agencies for additional staff to coordinate the provision of independent living services.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-01	01/10/91	PUBLIC ASSISTANCE SHELTER AND FUEL NEEDS FOR CHILDREN IN FOSTER CARE To advise districts of Chapter 747 of the Laws of 1989. This law requires districts to continue that portion of the public assistance grant intended to meet the cost of shelter and fuel for heating when a child is placed in foster care and the Child Services Plan includes a goal of discharge to a parent, legally responsible relative or other member of the public assistance household.
91 ADM-03	01/24/91	FUEL ALLOWANCES FOR DEPENDENT CHILDREN RESIDING WITH SELF-MAINTAINING NON-LEGALLY RESPONSIBLE CARETAKERS (McMULLEN V. PERALES, ET AL.) To advise in the matter of McMullen v. Perales, et al. Federal District Court has declared unconstitutional the Department's policy of denying fuel for heating allowances to dependent children in receipt of Aid to Dependent Children (ADC) and residing with self-maintaining caretakers who are not their parents of step-parents.
91 ADM-06	02/11/91	PA AND FS DISREGARDS: TREATMENT OF AGENT ORANGE PAYMENTS To advise districts how to treat Agent Orange payments for purposes of determining eligibility and degree of need for public assistance and food stamps.
91 ADM-14	05/06/91	ELIMINATION OF MONTHLY REPORTING AND RETROSPECTIVE BUDGETING (MRRB) FOR CERTAIN GROUPS OF PUBLIC ASSISTANCE AND PUBLIC ASSISTANCE/FOOD STAMP RECIPIENTS To advise districts of a regulatory change which eliminates certain public assistance and public assistance/food stamp cases from monthly reporting/retrospective budgeting (MRRB) requirements.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-15	05/13/91	<p>FOOD STAMPS: DEFINITION OF DISABLED</p> <p>To advise districts of a new Food Stamp Program definition of "disabled".</p>
91 ADM-25	08/07/91	<p>SECTION 8: AMENDMENT TO DEPARTMENT REGULATION 352.3(d) AND THE EFFECT ON PUBLIC ASSISTANCE HOUSEHOLDS IN SECTION 8 RENT SUBSIDY PROGRAMS</p> <p>To advise districts that Department regulation 352.3(d) has been amended to establish two Statewide shelter schedules for public assistance households who participate in the Section 8 Certificate Rent Subsidy program.</p>
91 ADM-29	08/19/91	<p>ESSENTIAL PERSONS</p> <p>To inform districts of a change in federal Department of Health and Human Services' (HHS) policy on the subject of essential persons (EPs) and to provide instructions to carry out this change.</p>
91 ADM-32	08/20/91	<p>REVISED DSS-2474, SSI REFERRAL AND CERTIFICATION OF CONTACT</p> <p>To provide districts with the revised DSS-2474 and instructions for its completion and use.</p>
91 ADM-38	09/25/91	<p>PUBLIC ASSISTANCE SAVINGS</p> <p>To advise districts of changes to Department regulations which promote efficiency in the operation of public assistance programs while maintaining essential assistance for the needy.</p>
91 ADM-39	09/27/91	<p>FOOD STAMP EMPLOYMENT & TRAINING HEAD OF HOUSEHOLD DETERMINATION</p> <p>To inform districts that the designation of "head of household" for Food Stamp Employment and Training (FSE&T) purposes may no longer be made at time of non-compliance. It is also to establish procedures for designating the FSE&T "head of household".</p>

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-40	10/07/91	PUBLIC ASSISTANCE (IV-A), MEDICAL ASSISTANCE AND FAMILY AND CHILDREN SERVICES (F&CS) INTERFACE WITH CHILD SUPPORT ENFORCEMENT (IV-D) This directive implements new Income Maintenance (IV-A) and Child Support Enforcement (IV-D) procedures, explains the IV-A, Medical Assistance (MA), Children Services and IV-D workers' responsibilities in the interface process and reinforces the Department's position that both parents must contribute, to the best of their ability, to the financial support of their children.
91 ADM-41	10/09/91	FOOD STAMPS: REPLACEMENT OF COUPONS AND FOOD To advise districts of food stamp replacement procedures and how they are affected by the electronic benefit issuance systems (Alternate Food Stamp Issuance (AFSI) system for social services districts outside New York City, and Electronic Payment File Transfer (EPFT) system for New York City).
91 ADM-43	10/30/91	EMERGENCY HOME RELIEF INCOME ELIGIBILITY CRITERIA AND OTHER CHANGES TO THE EMERGENCY HOME RELIEF PROGRAM To advise social services districts of the recent amendments to Part 370 of Department regulations.
91 ADM-44	10/30/91	CHANGES TO HOME RELIEF (HR/PG-ADC) DRUG ALCOHOL REHABILITATION REQUIREMENTS To advise districts of changes in Home Relief (HR/PG-ADC) drug and alcohol rehabilitation requirements resulting from Chapter 165 of the Laws of 1991.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-45	11/12/91	RECOVERY/RECOUPMENT OF SECURITY DEPOSITS OR SECURITY AGREEMENTS, FINDERS'/BROKERS' FEES AND MOVING EXPENSES DUE TO NON-PAYMENT OF RENT To advise districts of amendments to Department regulations 352.6(c) and (d) which define as overpayments any money paid as security, finders' or brokers' fees or moving expenses because a recipient did not apply his/her shelter allowance to the rent in situations where there was a legal obligation to pay the rent.
91 ADM-48	11/27/91	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS To advise districts of the January 1992 federal cost-of-living adjustment (COLA) in Social Security (RSDI) benefits, and its impact on PA, MA, SSI and FS; the pass-through of the January 1, 1992 federal COLA in federal Supplemental Security Income (SSI) benefits; and the impact of the increased SSI Congregate Care benefit levels and increased minimum personal needs allowances (PNAs).
91 ADM-51	12/11/91	USE OF THE DISQUALIFICATION CONSENT AGREEMENT (DCA) IN THE FOOD STAMP PROGRAM To advise districts of the procedures for using the Disqualification Consent Agreement (DCA) in establishing Food Stamp Intentional Violations (IPVs). These procedures include the introduction of a specific time frame for advance notification to a household before a Disqualification Consent Agreement may be completed.

DIVISION OF MEDICAL ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-04	01/28/91	INCREASES IN THE MA-ONLY INCOME EXEMPTION STANDARDS FOR 1991 To advise districts of the increase in Medical Assistance (MA) Only Income Eligibility Standards to be used effective January 1, 1991 in determining the MA eligibility of medically needy applicants/recipients (A/Rs).
91 ADM-05	02/08/91	ELIMINATION OF THE CATASTROPHIC ILLNESS PROGRAM To notify districts of the enactment of Chapter 922 of the Laws of 1990, which repeals Section 366(2)(c) of Social Services Law, eliminating the catastrophic illness program.
91 ADM-08	02/22/91	FEDERAL AND STATE CHANGES CONCERNING MEDICAL ASSISTANCE ELIGIBILITY POLICY To advise districts of several Medical Assistance (MA) eligibility policy changes necessitated by recent federal and State regulatory or statutory revisions and clarifications. These revisions concern changes to Earned Income Disregards; Disregard of restitution to Japanese-Americans and Aleuts for relocation or internment during World War II; Disregard of payment due to Agent Orange exposure; and Categorical eligibility of stepparents for ADC.
91 ADM-11	03/07/91	MEDICAL EXPENSES PAID/INCURRED BY A PUBLIC PROGRAM OF THE STATE OR ITS POLITICAL SUBDIVISIONS To advise districts of a change in the Social Security Act concerning the use of medical and remedial care expenses paid by a public program of the State, or a political subdivision of the State, as incurred by medical expenses in determining Medical Assistance (MA) eligibility.

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-13	04/30/91	SPOUSAL IMPOVERISHMENT: INCREASES IN INCOME AND RESOURCES AMOUNTS FOR 1991 To inform districts of January, 1991 increases in the following amounts used in determining Medical Assistance (MA) eligibility for institutionalized spouses: A). the maximum community spouse resource allowance (CSRA); and B). the minimum monthly maintenance needs allowance (MMMNA) for a community spouse.
91 ADM-17	06/07/91	TREATMENT OF MEDICAL ASSISTANCE APPLICATIONS WHEN THERE ARE EXCESS RESOURCES AND OUTSTANDING MEDICAL BILLS To provide districts with procedures for the treatment of Medical Assistance applications in cases where an applicant has resources in excess of the applicable resource standard and unpaid medical bills that exceed the amount of the excess resources.
91 ADM-18	06/25/01	CHILD HEALTH INSURANCE PLAN (CHIP) / "CHILD HEALTH PLUS" This directive describes the Child Health Insurance Plan (CHIP) and the relationship between CHIP and Medical Assistance (MA). It also advises districts how to proceed when a CHIP recipient is in a household which receives MA.
91 ADM-19	07/03/91	FUNDS SET ASIDE FOR BURIAL OF MA-ONLY SSI-RELATED APPLICANTS/RECIPIENTS This directive presents revised Medical Assistance (MA) eligibility policy regarding funds set aside for burial of Supplemental Security (SSI)-Related applicants/recipients (A/Rs).

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-22	07/23/91	<p>MEDICAL ASSISTANCE UTILIZATION THRESHOLD PROGRAM</p> <p>To inform districts of the implementation of a Utilization Threshold Program for Medical Assistance (MA) recipients between the ages 21 through 64 who are in the Home Relief (HR), HR-related, or HR-Federally non participating Parent (FNP) categories.</p>
91 ADM-23	07/25/91	<p>TREATMENT OF GERMAN REPARATION PAYMENTS RECEIVED BY INSTITUTIONALIZED INDIVIDUALS</p> <p>To inform districts of a policy change in the treatment of German Reparation payments received by institutionalized individuals.</p>
91 ADM-24	08/06/91	<p>PERSONAL CARE SERVICES: EXCEPTIONS TO THE MANDATORY TREND FACTOR FOR 1991 MEDICAL ASSISTANCE PERSONAL CARE SERVICES RATES</p> <p>To inform districts of the conditions under which exceptions to the 1991 mandatory trend factor for contract/rate years beginning on or after July 1, 1990 will be considered and outlines the specific information that must accompany each exception request.</p>
91 ADM-26	08/13/91	<p>UPDATED FEDERAL POVERTY INCOME GUIDELINES FOR MEDICAL ASSISTANCE ELIGIBILITY</p> <p>To advise districts of the annual update of the federal income official poverty line (poverty line). The poverty line is the basis for the Medical Assistance (MA) income eligibility standards applied to several categories of MA applicants/recipients.</p>

DIVISION OF MEDICAL ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-27	08/13/91	<p>FEDERAL COMPLIANCE: MA ELIGIBILITY CHANGES RELATING TO RESOURCE AND INCOME EXEMPTION STANDARDS AND HOUSEHOLD SIZE</p> <p>To advise districts about changes in the Medical Assistance (MA) eligibility Requirements which were enacted by Chapter 938 of the Laws of 1990. Pursuant to Chapter 938, resource exemption standards are being reduced and certain income exemptions are being eliminated. In addition, the method for determining household size is revised for Supplemental Security Income (SSI)-related adult applicants/recipients (A/Rs).</p>
91 ADM-28	08/19/91	<p>MEDICAL ASSISTANCE APPLICATIONS AT HOSPITALS AND FEDERALLY-QUALIFIED HEALTH CENTERS</p> <p>To advise districts of the Medical Assistance (MA) outreach provisions in the Omnibus Budget Reconciliation Act (OBRA) of 1990 (P.L. 101-58). States must provide for the receipt and initial processing of MA applications for pregnant women and certain children at sites other than those used to accept applications under Title IV-A programs. These sites are disproportionate share hospitals and Federally-Qualified Health Centers (FQHCs).</p>
91 ADM-30	8/20/91	<p>TREATMENT OF INCOME-PRODUCING PROPERTY AS A RESOURCE FOR MEDICAL ASSISTANCE APPLICANTS/RECIPIENTS</p> <p>To advise districts of changes relating to the treatment of income-producing property as a resource in determining Medical Assistance (MA) eligibility for applicants/recipients (A/Rs) related to the Supplemental Security Income (SSI) and Aid to Dependent Children (ADC) programs.</p>

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-31	08/20/91	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES AND IN THE METHOD OF CALCULATING TRANSFER PENALTY PERIODS Notifies districts of a). the January 1, 1991 revisions to the Medical Assistance (MA) regional rates used to determine the period of restricted coverage (penalty period) for persons determined to have made a prohibited transfer of resources on or after October 1, 1989; and b). changes in the method of calculating the penalty period for an MA applicant/recipient (A/R) who has made a prohibited transfer of resources.
91 ADM-33	08/22/91	SPOUSAL IMPOVERISHMENT: FAMILY MEMBER ALLOWANCE INCREASE AND COMMUNITY SPOUSE ENTITLEMENT TO MONTHLY INCOME ALLOWANCE To advise of A). an increase in the family member allowance used in determining the eligibiity of institutionalized spouses, effective July 1, 1991, and B). a change in the entitlement of the community spouse to the commuity spouse monthly income allowance (CSMIA).
91 ADM-35	09/13/91	<u>SULLIVAN v. ZEBLEY</u> - CHANGE OF DISABILITY STANDARDS FOR CHILDREN UNDER AGE 18 This release advises districts of the final regulations for the evaluation of childhood disability cases.
91 ADM-37	09/24/91	AMENDMENTS TO TRANSFER OF RESOURCE PROVISIONS UNDE THE MEDICAL ASSISTANCE PROGRAM To advise districts of the provisions of Chapter 165 of the Laws of 1991, which relate to transfer of resources under the Medical Assistance (MA) Program.

DIVISION OF MEDICAL ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-42	10/25/91	PERSONAL EMERGENCY RESPONSE SERVICES (PERS) PROCEDURES AND GUIDELINES To explain requirements found in Section 505.33 of the Department's regulations for Personal Emergency Response Services (PERS) and addresses requirements for PERS authorizations, contracts, payment, service provision, and related matters.
91 ADM-47	11/27/91	STATEWIDE MANAGED CARE PROGRAM: SOCIAL SERVICES DISTRICT GUIDELINES AND PROCEDURES Describes the process for social service districts to establish managed care programs pursuant to Chapter 165 of the Laws of 1991 (Chapter 165). To provide districts with information on the new statute, and to outline the procedures the districts must follow to develop and implement managed care programs which are authorized under Chapter 165, including requirements for preparing and submitting managed care plans to the New York State Department of Social Services (Department).
91 ADM-50	12/11/91	MEDICAL ASSISTANCE COVERAGE OF CHILDREN UP TO 100% OF THE FEDERAL POVERTY LINE Advises districts of the provisions of Chapter 472 of the Laws of 1991. This Chapter amended Social Services Law (SSL) to extend Medical Assistance (MA) coverage to children born after September 30, 1983 who are at least six years of age but younger than 19 years of age, who are not otherwise eligible for MA, and whose household incomes do not exceed 100% of the applicable federal income official poverty line (federal poverty line).
91 ADM-53	12/27/91	COBRA CONTINUATION COVERAGE PROGRAM Advises districts of the policy and procedures for implementation of the COBRA Continuation Coverage Program for certain qualified beneficiaries.

DIVISION OF MEDICAL ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 ADM-54	12/31/91	AIDS: HEALTH INSURANCE CONTINUATION PROGRAM FOR PERSONS WITH AIDS (AIDS HEALTH INSURANCE PROGRAM) Provides instructions to social services districts for implementation of the Health Insurance Continuation Program for Persons with AIDS (AIDS Health Insurance Program).

INFORMATIONAL LETTERS

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
COMM	91 INF-01	01/04/91	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1990
F&CS	91 INF-02	01/09/91	CONSOLIDATED SERVICES PLAN, 1991 INCOME ELIGIBILITY STANDARDS
IM	91 INF-03	01/09/91	1990 INCOME MAINTENANCE REGIONAL MEETINGS QUESTIONS AND ANSWERS
IM	91 INF-04	01/11/91	UNEMPLOYMENT INSURANCE BENEFITS (UIB): PERMANENT PROVISION TO EXTEND BENEFITS TO UIB CLAIMANTS IN TRAINING
IM	91 INF-05	01/15/91	EMPLOYMENT: REVISIONS TO STATE MODEL AGREEMENTS USED FOR TRAINING AND EMPLOYMENT ASSISTANCE PROGRAMS ET AL.
IM	91 INF-06	01/17/91	FOOD STAMPS: TREATMENT OF FEDERAL PENSION INCOME
IM	91 INF-07	01/31/91	MONTHLY REPORTING RETROSPECTIVE BUDGETING (MRRB): PROSPECTIVE BUDGETING
IM	91 INF-08	02/06/91	SSI: BUDGETING OF INCOME OF PERSONS LIVING WITH ADC HOUSEHOLDS
IM	91 INF-09	02/06/91	SOCIAL SECURITY FIELD OFFICES - LIST OF LIAISON PERSONNEL
IM	91 INF-10	02/08/91	INTRODUCTION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT TO CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)
MA	91 INF-11	02/11/91	AIRAMBULANCE TRANSPORTATION FOR MEDICAL CARE
IM	91 INF-12	02/11/91	FILING UNIT: A NON-LEGALLY RESPONSIBLE CARETAKER RELATIVE AND A NATURAL PARENT RESIDE WITH A MINOR DEPENDENT CHILD
IM	91 INF-13	02/15/91	CWEP PARTICIPATION AND ADC-U ELIGIBILITY

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
ADMIN	91 INF-14	02/25/91	TRAINING SESSIONS ON JOBS CLAIMING PROCEDURES: QUESTIONS AND ANSWERS
IM	91 INF-15	02/28/91	REVISION OF "BANK INQUIRY AND CLEARANCE REPORT" (DSS-760) REV. 1/91)
IM	91 INF-16	03/04/91	INCOME MAINTENANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1990
DLA	91 INF-17	03/11/91	DIGEST OF LAWS OF 1990 RELATING TO SOCIAL SERVICES
IM	91 INF-18	03/14/91	UNEMPLOYMENT INSURANCE BENEFITS (UIB): PERMANENT PROVISION TO EXTEND BENEFITS TO UIB CLAIMANTS IN TRAINING
IM	91 INF-19	03/14/91	REVISION OF APPLICATIONS AND RECERTIFICATION APPLICATION (DSS-2921, DSS2921(NYC), DSS-3174) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301, PUB. 1301(NYC), PUB. 1313)
IM	91 INF-20	03/20/91	THE 1991 EARNED INCOME CREDIT CAMPAIGN
IM	91 INF-21	03/21/91	REVISION OF "JOB READINESS EVALUATION" FORM (DSS-4159)
IM	91 INF-22	03/26/91	JOB OPPORTUNITIES AND BASIC SKILLS TRAINING (JOBS) PROGRAM QUESTIONS AND ANSWERS
IM	91 INF-23	04/17/91	FOOD STAMP STANDARD UTILITY ALLOWANCE AND HEATING/AIR CONDITIONING ALLOWANCE INCREASES (1991)
MA	91 INF-24	04/26/91	REDUCTION OF CERTAIN INSTITUTIONALIZED VETERANS' PENSION BENEFITS
IM	91 INF-25	05/07/91	RESOURCE FILE INTEGRATION
DAS	91 INF-26	05/21/91	PROTECTIVE SERVICES FOR ADULTS: CHAPTER 37 OF THE LAWS OF 1991, COMMUNITY GUARDIANSHIP EXTENSION

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 INF-27	05/29/91	REVISION OF DSS-3151: "FOOD STAMP HANGE REPORT FORM" (REV.5/91)
IM	91 INF-28	05/31/91	INMATE/PARENT-CHILD VISITATION
F&CS	91 INF-29	06/05/91	FAMILY DAY CARE: INCENTIVES FOR PUBLIC ASSISTANCE RECIPIENTS TO BECOME PROVIDERS
F&CS	91 INF-30	06/17/91	SURRENDER FORMS (SPANISH LANGUAGE TRANSLATIONS)
DAS	91 INF-31	06/17/91	FAMILY TYPE HOMES FOR ADULTS: REVISED WAIVER REQUEST PROCESS
IM	91 INF-32	06/24/91	REVISED SSA FACT SHEET "SSI IN NEW YORK"
F&CS	91 INF-33	06/25/91	CHILD CARE AND DEVELOPMENT BLOCK GRANT (CCDBG)
DAS	91 INF-34	07/01/91	HEALTH CARE AGENTS AND PROXIES STATUTE
IM	91 INF-35	07/17/91	CLARIFICATION OF REQUIREMENTS TO PROVIDE CLIENT INFORMATION BOOKS DSS-4148A AND DSS-4148B
ITM	91 INF-36	07/18/91	CLARIFICATION OF EDP-RELATED REIMBURSEMENTS
MA	91 INF-37	08/02/91	CARE AT HOME III MEDICAID MODEL WAIVER FOR SNF LEVEL CARE
IM	91 INF-38	08/09/91	FOOD STAMPS: SSI/FOOD STAMP JOINT PROCESSING PROCEDURES
F&CS	91 INF-39	08/15/91	ABILITY TO HIRE EMPLOYEES PRIOR TO RECEIVING SCR SCREENING
DAS	91 INF-40	08/19/91	PROTECTIVE SERVICES FOR ADULTS: CLARIFICAITON OF ARTICLE 77 OF THE MENTAL HYGIENE LAW RELATING TO THE POWERS OF CONSERVATORS TO MAKE PLACEMENT DECISIONS (IN THE MATTER OF GRINKER v. ROSE, STATE OF NEW YORK COURT OF APPEALS)

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 INF-41	08/22/91	USE OF UNIFORM TERMS AND NAMES
IM	91 INF-42	08/22/91	REVISION OF "DOCUMENTATION REQUIREMENTS" (DSS-2642)
IM	91 INF-43	08/22/91	FOOD STAMPS: STANDARD UTILITY ALLOWANCE AND HEATING/AIR CONDITIONING ALLOWANCE INCREASES OCTOBER 1, 1991
COMM	91 INF-44	08/26/91	REVISED COMMISSIONERS LIST
F&CS	91 INF-45	08/29/91	1991 STATE LAWS AFFECTING FOSTER CARE, ADOPTION AND PREVENTIVE SERVICES
MA	91 INF-46	08/30/91	PROVIDER PRIOR APPROVAL/SATISFACTION OF PRE-CLAIMING CONDITIONS
IM	91 INF-47	09/04/91	FOOD STAMPS QUALITY CONTROL ALERT
IM	91 INF-48	09/09/91	FOOD STAMPS: POLICY CLARIFICATION REGARDING AGED, BLIND OR DISABLED ALIENS UNDER THE IMMIGRATION AND NATIONALITY ACT (INA)
IM	91 INF-49	09/12/91	FOOD STAMPS QUALITY CONTROL ALERT: FAILURE TO BUDGET CORRECT SHELTER COSTS FOR HOUSEHOLDS REPORTING CHANGES IN HUD RENT SUBSIDIES
ADMIN	91 INF-50	09/20/91	STATE ASSUMPTION OF LOCAL DISTRICTS' SHARE OF SUPPLEMENTAL PAYMENTS
IM	91 INF-51	09/25/91	PUBLIC ASSISTANCE SAVINGS
IM	91 INF-52	09/26/91	NEW RELEASE: SSI HANDBOOK FOR CHILDREN
DAS	91 INF-53	10/03/91	PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON CLIENT CHARACTERISTICS
IM	91 INF-54	10/07/91	REVISION TO THE FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035), (DSS-3035S), (DSS-3035NYC), (DSS-3035NYC(S)) (REV. 7/91)

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
DAS	91 INF-55	10/08/91	FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION OF THE USE OF SPACE IN FAMILY TYPE HOMES FOR OTHER ACTIVITIES
IM	91 INF-56	10/18/91	FAIR HEARINGS - COMPLIANCE WITH FAVORABLE DECISIONS
IM	91 INF-57	10/24/91	REVISIONS TO MANDATORY CLIENT NOTICES
IM	91 INF-58	10/28/91	CLARIFICATION OF POLICY ON INCOME PRODUCING PROPERTY
IM	91 INF-59	10/28/91	REVISION OF "WMS NON-SERVICES CODE CARDS (WMS-94)" (SEPTEMBER 1991 UPDATE)
IM	91 INF-60	11/06/91	REVISION OF CLIENT INFORMATION BOOKS: DSS-4148A - "WHAT YOU SHOULD KNOW ABOUT YOUR RIGHTS AND RESPONSIBILITIES (WHEN APPLYING FOR OR RECEIVING SOCIAL SERVICES)"; DSS-4148B - "WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS"; DSS-4148C - "WHAT YOU SHOULD KNOW IF YOU HAVE AN EMERGENCY"
F&CS	91 INF-61	11/12/91	PARENTS' RESPONSIBILITY AND ABILITY TO CONTRIBUTE TO THE SUPPORT OF THEIR CHILDREN IN FOSTER CARE
F&CS	91 INF-62	11/18/91	CONSOLIDATED SERVICES PLAN, 1992 INCOME ELIGIBILITY STANDARDS
F&CS	91 INF-63	11/20/91	REVISION OF "WMS EMPLOYMENT SUBSYSTEM CODES" (DSS-3794) (OCTOBER 1991 UPDATE)
DLA	91 INF-64	11/26/91	DIGEST OF LAWS OF 1991 RELATING TO SOCIAL SERVICES
IM	91 INF-65	11/26/91	REVISION TO PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (REV. 10/91)
IM	91 INF-66	12/06/91	PUBLIC ASSISTANCE SEWER, WATER AND GARBAGE CHARGES

INFORMATIONAL LETTERS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	91 INF-67	12/10/91	FOOD STAMPS: FOOD STAMP HOUSEHOLD COMPOSITION DESK GUIDE (DSS-4314)
IM	91 INF-68	12/10/91	FOOD STAMPS: MA REFERRAL OF PERSONS TERMED DISABLED TO LOCAL DISTRICT FS STAFF
IM	91 INF-69	12/18/91	REVISION OF APPLICATIONS AND RECERTIFICATION APPLICATION (DSS-2921, DSS-2921(NYC), DSS-3174), ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301, PUB. 1301(NYC), PUB.1313) AND "DECLARATION OF CITIZENSHIP /IMMIGRATION STATUS" FORM (DSS-4060)
F&CS	91 INF-70	12/19/91	CHILD CARE: MARKET RATE SURVEY OF PROVIDERS
MA	91 INF-71	12/23/91	QUESTIONS AND ANSWERS FROM THE SPRING 1991 MEDICAL ASSISTANCE REGIONAL MEETINGS

Attachment IV

INFORMATIONAL LETTERS
Program Specific

DIVISION OF ADMINISTRATION

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-14	02/25/91	TRAINING SESSIONS ON JOBS CLAIMING PROCEDURES: QUESTIONS AND ANSWERS To inform districts of the responses to questions raised at at the October 31, 1990 through November 9, 1990 Regional Training sessions on JOBS claiming procedures and other related topics.
91 INF-50	09/20/91	STATE ASSUMPTION OF LOCAL DISTRICTS' SHARE OF SUPPLEMENTAL PAYMENTS To inform that Chapter 458 of the Laws of 1991 amended Section 212 of the Social Services Law to extend the State's assumption of the local districts' share of the Supplemental Security Income (SSI) supplemental payments.

DIVISION OF ADULT SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-26	05/21/91	<p data-bbox="646 401 1430 485">PROTECTIVE SERVICES FOR ADULTS: CHAPTER 37 OF THE LAWS OF 1991, COMMUNITY GUARDIANSHIP EXTENSION</p> <p data-bbox="646 527 1430 646">To advise districts of the provisions of Chapter 37 of the Laws of 1991 which extended Section 473-c of the Social Services Law (SSL) until July 1, 1992.</p>
91 INF-31	06/17/91	<p data-bbox="646 688 1430 741">FAMILY TYPE HOMES FOR ADULTS: REVISED WAIVER REQUEST PROCESS</p> <p data-bbox="646 783 1430 842">Transmits a revised form, DSS-4259, Family Type Homes For Adults Request For Waivers.</p>
91 INF-34	07/01/91	<p data-bbox="646 877 1252 898">HEALTH CARE AGENTS AND PROXIES STATUTE</p> <p data-bbox="646 940 1430 1094">To inform districts of an amendment to the Public Health Law (PHL) in relation to the appointment of a health care agent to make health care decisions for individuals who no longer have the capacity to make such decisions.</p>
91 INF-40	08/19/91	<p data-bbox="646 1129 1430 1283">PROTECTIVE SERVICES FOR ADULTS: CLARIFICATION OF ARTICLE 77 OF THE MENTAL HYGIENE LAW RELATING TO THE POWERS OF CONSERVATORS TO MAKE PLACEMENT DECISIONS (IN THE MATTER OF GRINKER v. ROSE, STATE OF NEW YORK COURT OF APPEALS)</p> <p data-bbox="646 1325 1430 1505">To advise districts of a recent decision by the State of New York Court of Appeals which affects the powers of conservators appointed under Article 77 of the Mental Hygiene Law (MHL) to make placement decisions on behalf of conservatees.</p>

DIVISION OF ADULT SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-53	10/03/91	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON CLIENT CHARACTERISTICS</p> <p>In March and April of 1991, the Department conducted six regional technical assistance sessions on "Protective Services for Adults: Client Characteristics". This release provides additional clarification regarding the following questions which were received during the technical assistance.</p>
91 INF-55	10/08/91	<p>FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION OF THE USE OF SPACE IN FAMILY TYPE HOMES FOR OTHER ACTIVITIES</p> <p>To clarify the intent of certain provisions of Section 489.12 of the Department's regulations pertaining to the use of space for other activities in a Family Type Home for Adults.</p>

COMMISSIONER'S OFFICE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-01	01/04/91	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1990 Provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Buletins issued in 1990.
91 INF-44	08/26/91	REVISED COMMISSIONERS LIST To provide a current listing of local Social Services Commissioners including addresses and telephone numbers.

DIVISION OF FAMILY & CHILDREN SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-02	01/09/91	CONSOLIDATED SERVICES PLAN, 1991 INCOME ELIGIBILITY STANDARDS To transmit the 1991 income standards to be used in determining eligibility for services. State income standards are established using the federal poverty level for family size 4 as a base, adjusted by family size scale.
91 INF-29	06/05/91	FAMILY DAY CARE: INCENTIVES FOR PUBLIC ASSISTANCE RECIPIENTS TO BECOME PROVIDERS To advise districts of incentives available to public assistance (PA) recipients to become family day care (FDC) providers, group family day care (GFDC) providers and informal child care providers.
91 INF-30	06/17/91	SURRENDER FORMS (SPANISH LANGUAGE TRANSLATIONS) To inform that the Spanish language translations of the interim judicial and extra-judicial surrender forms for Section 383-c of the Social Services Law are available.
91 INF-33	06/25/91	CHILD CARE AND DEVELOPMENT BLOCK GRANT (CCDBG) To inform districts and other agencies involved in the provision and development of child care of the existence of a new federal program. The federal Child Care and Development Block Grant (CCDBG) provides funds to states for child day care subsidies to low income families, as well as for activities related to improving the quality and availability of child day care services.

DIVISION OF FAMILY & CHILDREN SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-39	08/15/91	ABILITY TO HIRE EMPLOYEES PRIOR TO RECEIVING SCR SCREENING To bring attention to Chapter 260 of the Laws of 1991, which amends Section 424-a of the Social Services Law. It allows a provider agency to hire an applicant for employment after submitting the applicant's name to the Department's State Central register (SCR) but prior to receiving the results of the clearance inquiry, as long as the newly hired worker is not permitted to have unsupervised contact with children.
91 INF-45	08/29/91	1991 STATE LAWS AFFECTING FOSTER CARE, ADOPTION AND PREVENTIVE SERVICES To inform of bills passed in the 1991 legislative session related to foster care, adoption, and preventive services which have been signed into law by Governor Mario Cuomo.
91 INF-61	11/12/91	PARENTS' RESPONSIBILITY AND ABILITY TO CONTRIBUTE TO THE SUPPORT OF THEIR CHILDREN IN FOSTER CARE To review and clarify State policy regarding assessment of parents' financial responsibility and ability to contribute support for their children in foster care.
91 INF-70	12/19/91	CHILD CARE: MARKET RATE SURVEY OF PROVIDERS Informs districts of the market rate survey the Department is conducting

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-03	01/09/91	1990 INCOME MAINTENANCE REGIONAL MEETINGS QUESTIONS AND ANSWERS To transmit responses to inquiries raised during the most recent series of Regional Meetings conducted by the Division of Income Maintenance in 1990.
91 INF-04	01/11/91	UNEMPLOYMENT INSURANCE BENEFITS (UIB): PERMANENT PROVISION TO EXTEND BENEFITS TO UIB CLAIMANTS IN TRAINING To notify districts of the passage of Chapter 233 of the Laws of 1990 which make permanent the statutory provisions allowing the Department of Labor to grant extended UIB benefits to a claimant attending a training course or program approved by the New York State Department of Labor.
91 INF-05	01/15/91	EMPLOYMENT: REVISIONS TO STATE MODEL AGREEMENTS USED FOR TRAINING AND EMPLOYMENT ASSISTANCE PROGRAMS ET AL. To provide districts with revised State model agreements which are recommended for use in the implementation of specific activities under the Job Opportunities and Basic Skills Training (JOBS) Program.
91 INF-06	01/17/91	FOOD STAMPS: TREATMENT OF FEDERAL PENSION INCOME To remind districts that the gross federal retirement pension income must be budgeted in determining food stamp eligibility and allotments.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-07	01/31/91	MONTHLY REPORTING RETROSPECTIVE BUDGETING (MRRB): PROSPECTIVE BUDGETING
		To remind districts of the policy in two related areas involving Monthly Reporting and Retrospective Budgeting: prospective eligibility and calculating benefits following a period of ineligibility.
91 INF-08	02/06/91	SSI: BUDGETING OF INCOME OF PERSONS LIVING WITH ADC HOUSEHOLDS
		To clarify the correct budgeting procedures to follow when an SSI recipient is living with an Aid to Dependent Children (ADC) household and the SSI recipient is applying for supplemental PG-ADC (HR-PG in NYC) of EAF.
91 INF-09	02/06/91	SOCIAL SECURITY FIELD OFFICES - LIST OF LIAISON PERSONNEL
		To transmit a current listing of liaison personnel for each upstate and downstate Social Security field office by county and their telephone numbers. This list may be used for enumeration inquiries and general Social Security questions.
91 INF-10	02/08/91	INTRODUCTION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT TO CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)
		To introduce the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)". This new form will be designated "DSS-4015-C" and will have a Revision Date of "2/91".

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-12	02/11/91	<p>FILING UNIT: A NON-LEGALLY RESPONSIBLE CARETAKER RELATIVE AND A NATURAL PARENT RESIDE WITH A MINOR DEPENDENT CHILD</p> <p>To provide information if a natural parent who would otherwise be required to be included in the filing unit must be included when the parent is not exercising parental responsibility.</p>
91 INF-13	02/15/91	<p>CWEP PARTICIPATION AND ADC-U ELIGIBILITY</p> <p>To remind districts that participation in a Community Work Experience Program (CWEP) qualifies as a quarter(s) of coverage when determining a family's eligibility for ADC-U.</p>
91 INF-15	02/28/91	<p>REVISION OF "BANK INQUIRY AND CLEARANCE REPORT" (DSS-760) REV. 1/91)</p> <p>To introduce the revised (1/91) "Bank Inquiry and Clearance Report" (DSS-760). The form is designed to be mailed directly to the bank for release of information at the time of the application or recertification.</p>
91 INF-16	03/04/91	<p>INCOME MAINTENANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1990</p> <p>To provide districts of all State-printed Income Maintenance forms, including client notices, that were newly introduced, revised or made obsolete by Department communications in 1990.</p>
91 INF-18	03/14/91	<p>UNEMPLOYMENT INSURANCE BENEFITS (UIB): PERMANENT PROVISION TO EXTEND BENEFITS TO UIB CLAIMANTS IN TRAINING</p> <p>Notifies districts of the passage of Chapter 233 of the Laws of 1990 which makes permanent the statutory provisions allowing the Department of Labor to grant extended UIB benefits to a claimant attending a training course or program approved by the New York State Department of Labor (NYS DOL). This release replaces 91 INF-4.</p>

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-19	03/14/91	<p>REVISION OF APPLICATIONS AND RECERTIFICATION APPLICATION (DSS-2921, DSS2921(NYC), DSS-3174) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301, PUB. 1301(NYC), PUB. 1313)</p> <p>To introduce revision 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).</p>
91 INF-20	03/20/91	<p>THE 1991 EARNED INCOME CREDIT CAMPAIGN</p> <p>To announce the availability of campaign kits, posters, fliers and other materials to organizations interested in helping to publicize the credit. The goal is to encourage low income working families to file returns in order to receive the credit due them.</p>
91 INF-21	03/21/91	<p>REVISION OF "JOB READINESS EVALUATION" FORM (DSS-4159)</p> <p>To introduce the revised "Job Readiness Evaluation" form (DSS-4159). The form is designed for use by assessors who can identify each individual's barriers and employment-related skills, screening out those individuals who would not be able to conduct a successful job search.</p>
91 INF-22	03/26/91	<p>JOB OPPORTUNITIES AND BASIC SKILLS TRAINING (JOBS) PROGRAM QUESTIONS AND ANSWERS</p> <p>Provides answers to questions raised at the initial JOBS training sessions and during the first few months of JOBS implementation.</p>
91 INF-23	04/17/91	<p>FOOD STAMP STANDARD UTILITY ALLOWANCE AND HEATING/AIR CONDITIONING ALLOWANCE INCREASES (1991)</p> <p>To inform districts of increases to the food stamp standard utility allowances and heating/air conditioning allowances effective April 1, 1991.</p>

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-25	05/07/91	RESOURCE FILE INTEGRATION To remind local districts of the types of information provided by the Resource File Integration Subsystem (RFI) and the Income and Resource Collection Subsystem (IRCS) and of the importance of resolving this information in a timely manner.
91 INF-27	05/29/91	REVISION OF DSS-3151: "FOOD STAMP CHANGE REPORT FORM" (REV.5/91) To introduce the revised "Food Stamp Change Report Form" (DSS-3151). The form is utilized by local districts to solicit information on changes in household circumstances from food stamp recipients.
91 INF-28	05/31/91	INMATE/PARENT-CHILD VISITATION To notify districts that effective 1/2/91, New York State Department of Correctional Services (DOCS) suspended weekday visitation at its medium and minimum security correctional facilities.
91 INF-32	06/24/91	REVISED SSA FACT SHEET "SSI IN NEW YORK" To inform districts of the availability of the revised Social Security Administration (SSA) Fact Sheet entitled "SSI in New York".
91 INF-35	07/17/91	CLARIFICATION OF REQUIREMENTS TO PROVIDE CLIENT INFORMATION BOOKS DSS-4148A AND DSS-4148B To clarify the requirements for distribution of the 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 Program".
91 INF-38	08/09/91	FOOD STAMPS: SSI/FOOD STAMP JOINT PROCESSING PROCEDURES To inform districts of clarification of procedures for food stamps applications taken by the Social Security Administration (SSA).

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-41	08/22/91	USE OF UNIFORM TERMS AND NAMES To explain the use of uniform terms and names being used in the Department's automated notices. These explanations should assure consistency in all social services districts.
91 INF-42	08/22/91	REVISION OF "DOCUMENTATION REQUIREMENTS" (DSS-2642) To inform districts that the DSS-2642: "Documentation Requirements" has been revised.
91 INF-43	08/22/91	FOOD STAMPS: STANDARD UTILITY ALLOWANCE AND HEATING/AIR CONDITIONING ALLOWANCE INCREASES OCTOBER 1, 1991 To inform districts of increases to the food stamp standard utility allowances and heating/air conditioning allowances effective October 1, 1991.
91 INF-47	09/04/91	FOOD STAMPS QUALITY CONTROL ALERT To inform districts of food stamp error prone areas identified through Quality Control Data Analysis Reports and through discussions with State Quality Control staff.
91 INF-48	09/09/91	FOOD STAMPS: POLICY CLARIFICATION REGARDING AGED, BLIND OR DISABLED ALIENS UNDER THE IMMIGRATION AND NATIONALITY ACT (INA) To provide local districts with clarification of food stamp policy regarding the eligibility of aliens who are aged, blind, or disabled and are admitted under section 245A of the Immigration and Nationality Act (INA).
91 INF-49	09/12/91	FOOD STAMPS QUALITY CONTROL ALERT: FAILURE TO BUDGET CORRECT SHELTER COSTS FOR HOUSEHOLDS REPORTING CHANGES IN HUD RENT SUBSIDIES To inform districts of a food stamp error prone area identified through Quality Control Data Analysis Reports and through discussions with State Quality Control staff.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-51	09/25/91	REVISED "PROGRAMMATIC ACTION REGULATIONS GUIDE" DSS-4168 To introduce the revised "Programmatic Action Regulations Guide", DSS-4168.
91 INF-52	09/26/91	NEW RELEASE: SSI HANDBOOK FOR CHILDREN To inform districts of the availability of a new informational booklet - SSI Handbook for Children.
91 INF-54	10/07/91	REVISION TO THE FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035), (DSS-3035S), (DSS-3035NYC), (DSS-3035NYC(S)) (REV. 7/91) To introduce the revised DSS-3035: "Food Stamp Application for SSI Recipients and Group Living Residents".
91 INF-56	10/18/91	FAIR HEARINGS - COMPLIANCE WITH FAVORABLE DECISIONS As part of cost containment efforts, we are reminding local districts of the importance of implementing favorable Fair Hearing decisions as soon as possible.
91 INF-57	10/24/91	REVISIONS TO MANDATORY CLIENT NOTICES To introduce revisions to the mandatory client notices.
91 INF-58	10/28/91	CLARIFICATION OF POLICY ON INCOME PRODUCING PROPERTY To inform districts of a regulatory amendment clarifying the Department's policy on income-producing property.
91 INF-59	10/28/91	REVISION OF "WMS NON-SERVICES CODE CARDS (WMS-94)" (SEPTEMBER 1991 UPDATE) To introduce the 9/91 revision of the WMS-94: "WMS Non Services Code Cards". The code cards are designed to assist examiners in locating WMS data-entered and system-generated codes.

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-60	11/06/91	<p>REVISION OF CLIENT INFORMATION BOOKS: DSS-4148A - "WHAT YOU SHOULD KNOW ABOUT YOUR RIGHTS AND RESPONSIBILITIES (WHEN APPLYING FOR OR RECEIVING SOCIAL SERVICES)"; DSS-4148B - "WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS"; DSS-4148C - "WHAT YOU SHOULD KNOW IF YOU HAVE AN EMERGENCY"</p> <p>To inform districts that the client information books, DSS-4148A and DSS-4148B, have been revised, reorganized and restructured and that an additional client information book, DSS-4148C: "What You Should Know If You Have An Emergency", has been created from material previously contained in DSS-4148B.</p>
91 INF-62	11/18/91	<p>CONSOLIDATED SERVICES PLAN, 1992 INCOME ELIGIBILITY STANDARDS</p> <p>To transmit the 1992 income standards to be used in determining eligibility for services.</p>
91 INF-63	11/20/91	<p>REVISION OF "WMS EMPLOYMENT SUBSYSTEM CODES" (DSS-3794) (OCTOBER 1991 UPDATE)</p> <p>To introduce the 10/91 revision to the "WMS Employment Subsystem Codes" (DSS-3794). The code cards are designed to assist employment workers in locating WMS Employment Subsystem data-entered and systems-generated codes, as well as providing definitions for Edit Error Screen Messages.</p>
91 INF-65	11/26/91	<p>REVISION TO PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (REV. 10/91)</p> <p>To introduce the revised (10/91) Public Assistance ABEL Budget Narratives.</p>
91 INF-66	12/06/91	<p>PUBLIC ASSISTANCE SEWER, WATER AND GARBAGE CHARGES</p> <p>To notify districts of technical amendments to Department regulations 352.3(b) and 352.4(b).</p>

DIVISION OF INCOME MAINTENANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-67	12/10/91	<p>FOOD STAMPS: FOOD STAMP HOUSEHOLD COMPOSITION DESK GUIDE (DSS-4314)</p> <p>To introduce the attached "Food Stamp Household Composition Desk Guide", designated DSS-4314.</p>
91 INF-68	12/10/91	<p>FOOD STAMPS: MA REFERRAL OF PERSONS TERMED DISABLED TO LOCAL DISTRICT FS STAFF</p> <p>To remind districts that a public assistance (PA) or non-public assistance (NPA) individual who receives federally participating medical assistance (MA) and who has been certified by MA as blind or disabled ("SSI-related") meets the Food Stamp (FS) program definition of disabled for FS budgeting purposes.</p>
91 INF-69	12/18/91	<p>REVISION OF APPLICATIONS AND RECERTIFICATION APPLICATION (DSS-2921, DSS-2921(NYC), DSS-3174), ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301, PUB. 1301(NYC), PUB.1313) AND "DECLARATION OF CITIZENSHIP /IMMIGRATION STATUS" FORM (DSS-4060)</p> <p>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), the mandated accompanying "How To Complete" publications (Pub. 1301, Pub 1301(NYC) and Pub. 1313) and the mandated "Declaration of Citizenship" form (DSS-4060). The Revision Date was changed to "7/91" on all forms.</p>

DIVISION OF INFORMATION TECHNOLOGY MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-36	07/18/91	CLARIFICATION OF EDP-RELATED REIMBURSEMENTS To clarify processing approval of letters of intent.

DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-17	03/11/91	DIGEST OF LAWS OF 1990 RELATING TO SOCIAL SERVICES To highlight provisions of the Laws of 1990 and to direct interested persons to the appropriate provisions of the law.
91 INF-64	11/26/91	DIGEST OF LAWS OF 1991 RELATING TO SOCIAL SERVICES To highlight provisions of the Laws of 1991 and to direct interested persons to the appropriate provisions of the law. This digest is neither designed nor intended to be considered as the Department's interpretation of these laws for the purposes of implementation.

DIVISION OF MEDICAL ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 INF-11	02/11/91	AIRAMBULANCE TRANSPORTATION FOR MEDICAL CARE To inform district staff of: A). Guidelines for the authorization of air ambulance transportation of persons covered under Medical Assistance (MA); B). Recently established MA reimbursement amounts for New York Hospital-Cornell Medical Center Aeromed, and air ambulance helicopter service operating primarily in the downstate/Long Island/New York City region; C). Helicopter transportation provided by the New York State Division of State Police Medevac System; and D). Free air transportation provided by Corporate Angel Network.
91 INF-24	04/26/91	REDUCTION OF CERTAIN INSTITUTIONALIZED VETERANS' PENSION BENEFITS To advise districts of a Veterans' Administration (VA) pension benefit change which affects the Medical Assistance (MA) Program.
91 INF-37	08/02/91	CARE AT HOME III MEDICAID MODEL WAIVER FOR SNF LEVEL CARE To advise of a new Medicaid Model Waiver, the OMRDD Care at Home III program (OMRDD CAH III), which may benefit children in your district who have been identified as needing health support services.
91 INF-46	08/30/91	PROVIDER PRIOR APPROVAL/SATISFACTION OF PRE-CLAIMING CONDITIONS To advise districts that Section 540.6(e) of the NYCRR is amended by adding a new paragraph (6).
91 INF-71	12/23/91	QUESTIONS AND ANSWERS FROM THE SPRING 1991 MEDICAL ASSISTANCE REGIONAL MEETINGS To provide answers to questions that were raised during the Medical Assistance Regional Meetings held during March - April 1991.

MANUAL BULLETINS

MANUAL BULLETINS ISSUED DURING 1991

DIVISION	TRANS #	TRANS DATE	SUBJECT
ADMIN	91 MB-01	09/25/91	ADMINISTRATIVE COST ALLOCATION TITLE IV-A AT RISK AND BLOCK GRANT CHILD PER DAY CARE PROGRAMS

MANUAL BULLETINS
Program Specific

DIVISION OF ADMINISTRATION
OFFICE OF FINANCIAL MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
91 MB-01	09/25/91	ADMINISTRATIVE COST ALLOCATION TITLE IV-A AT RISK AND BLOCK GRANT CHILD DAY CARE PROGRAMS

To notify districts of the changes to Bulletin 143b. 1). A claiming mechanism for the reimbursement of the administrative costs of Title IV-A At Risk and Child Care and Development Block Grant. 2). Revision of the DSS-2346 "Cost Allocation - Annual Certification" and instructions to clarify districts responsibilities. 3). The removal of function F14 (Medicaid Management Information System), since it is not utilized by districts. 4). Chapter 3 is included in its entirety. The only sections changed have been marked Revised (Rev.) or New. The rest of the chapter is included because pagination was obsolete.

Attachment VII

RELEASES SUPERSEDED IN 1991

RELEASES SUPERSEDED IN 1991

CANCELLED RELEASESAUTHORIZED BY

90 ADM-11	91 ADM-4
74 ADM-137	91 ADM-5
86 ADM-50	
83 ADM-39	91 ADM-8
A total of 30 releases were cancelled by	91 ADM-9
85 ADM-5	91 ADM-10
85 ADM-10	91 ADM-16
90 ADM-47	91 ADM-26
86 ADM-46	91 ADM-27
85 ADM-44	91 ADM-29
87 ADM-46	
89 ADM-24	
75 ADM-119	91 ADM-32
83 ADM-5	
76 ADM-102	91 ADM-40
78 ADM-115	
79 ADM-24	
79 ADM-75	
83 ADM-10	
83 ADM-14	
84 ADM-43	
89 ADM-31	
90 ADM-43	91 ADM-48