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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-6

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: January 22, 1992

SUBJECT: Revision to Budget Worksheet - Public Assistance
 (DSS-548) (Rev. 12/91)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Welfare Management System Coordinators
 Staff Development Coordinators
 Forms Coordinators

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

ATTACHMENTS: DSS-548: Budget Worksheet - Public Assistance - not
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		352.32		PASB Sections VI-B-1.3 XII-C-all	

The purpose of this release is to introduce the revised (12/91) Budget Worksheet - Public Assistance (DSS-548). At the time a new or reopened public assistance case is approved for assistance, the applicant/recipient receives a copy of the ABEL Budget. If ABEL Budgets are not available, the applicant/recipient receives a copy of Form DSS-548. The Budget Worksheet is also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the (12/91) revision.

FACE PAGE

1. In the Shelter Section, added a box for Section Eight Certificate Housing.
2. Under Section B - Earned Income:
 - o Changed #16 from "EIC" to "Income Disregard (\$90)";
 - o Changed #17 from "15 + 16" to "15-16";
 - o Changed #18 from "Income Disregards (\$75)" to "30 + 1/3/30 (of 17)";
 - o Changed #19 from "HR Training" to "EXEMPT".
3. Under Recoupment Type Codes:
 - o Changed #4 from "Intentional Program Violation" to "PA Fraud/FS IPV";
 - o Added #6 "Shelter Expenses - Other Than Rent".

Attached is a sample copy of the revised Budget Worksheet. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (11/87) supply until your stock is depleted, or until April 1, 1992, whichever occurs first.

Requests for additional copies of these forms are to 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
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

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Questions concerning ordering forms should be directed to OSD by calling 1-800-342-3715, extension 6-6223.

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