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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-30

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 21, 1992

SUBJECT: Revision of Mandated "Public Assistance  
 Recertification - Medical Assistance Status"  
 (DSS-2114)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 WMS Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt  
 1-800-342-3715, extension 4-6501

ATTACHMENTS: Attachment - DSS-2114: "Public Assistance  
 Recertification - Medical Assistance  
 Status" (Rev. 3/92) - not available  
 on-line

FILING REFERENCES

| Previous<br>ADMs/INFs | Releases<br>Cancelled | Dept. Regs. | Soc. Serv.<br>Law & Other<br>Legal Ref. | Manual Ref.  | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|--|------------|
| 84 ADM-20             |                       |             |   | PASB<br>VI-F-4<br>FSSB<br>IV-A-1,<br>VII-B-4-<br>all |            |

This INF introduces the revised mandated DSS-2114: "Public Assistance Recertification - Medical Assistance Status". This form is used to notify Public Assistance recipients that they are scheduled for a recertification interview to determine whether they are still eligible for Public Assistance and/or Medical Assistance. The DSS-2114 was formerly a single-ply notice with English on the front and Spanish on the reverse. However, at the request of local districts, it has been reformatted into a chemically carbonless three-ply form and rewritten in plainer English.

Note: For cases receiving Food Stamps, the DSS-3153: "Continuing Your Food Stamps" must be issued as follows:

- o For cases certified for Food Stamps one month beyond the Public Assistance certification period, the DSS-3153 must be issued to cases which are not recertified for Public Assistance so that the household receives it no earlier than the first day of the second to the last month of the certification period and no later than one day before the last month of the certification period (see FSSB VII-B-4).
- o For Public Assistance Food Stamp cases with certification periods that end the same month (e.g., both 12 months), the DSS-3153 must be sent at the time the DSS-2114 is sent.

Delivery of these forms to the Albany Warehouse should be in May 1992. Your district will not automatically receive copies. The Spanish version of the DSS-2114 will not be printed, but a clear master will be available to those districts who may need to photocopy it.

Note: Since this is a mandated form, all requests for approval of local equivalent forms 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.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (02/84) version until your stock is depleted, or until August 31, 1992, whichever occurs first. Reorders will be filled with the 3/92 version.

Future requests for the DSS-2114 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  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development

Date May 21, 1992

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

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