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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-34

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: June 24, 1992

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 4-6501

ATTACHMENTS: Attachment I - Listing of all attachments -  
 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.             |
|------------------------|-----------------------|------------------------|---|------------------------|------------------------|
| See Attach-<br>ment II |                       | See Attach-<br>ment II | See Attach-<br>ment II                  | See Attach-<br>ment II | See Attach-<br>ment II |

The purpose of this release is to introduce revisions to the mandatory client notices, as described below. Please note that with all these forms the Revision Dates were changed to "3/92" and the Spanish versions were also revised.

I. DSS-3621: "Notice of Intent to Change FS Benefits (Adequate Only)"

At the suggestion of local district staff, the fourth checkbox ("continue") was given two extra lines to allow for an explanation.

Note: This change was also made on the NYC versions of this form (DSS-3621(NYC) and DSS-3621(NYC)(S)).

II. DSS-4002: "Action Taken On Your Request for Assistance to Meet an Immediate Need or a Special Allowance"

A. The title above is a revised title.

B. Under the first checkbox, the following two checkboxes were added, indented:

- +--+ This allowance will end effective \_\_\_\_\_.
- +--+ This allowance will continue until further notice.

The inclusion of an end date of an additional allowance, if known, will enable the worker to end the allowance with adequate rather than timely and adequate notice.

C. Under the "Denial Reason" checkbox, the following new checkbox was added:

- +--+ YOU DO NOT HAVE A NEED THAT MUST BE MET TODAY. But to help you deal with your emergency: \_\_\_\_\_.

D. Under the "LAW(S) AND/OR REGULATIONS" box, the following was added:

- +--+ This is a follow-up to our notice to you dated \_\_\_\_\_.

Local districts asked for this box so that if they took additional action after the day of the immediate need request, it would not appear that they were out of compliance with the requirement that they provide notice the same day.

III. DSS-4005: "Notification of Employability and the Right to Contest" (Adequate Only)"

- A. In the title "(Timely and Adequate)" was changed to "(Adequate Only)".
- B. The "Effective Date" box was deleted, and the "Notice Date" box was extended to take up that space.
- C. On the reverse, in the "Continuing Your Benefits" section, in the first line of both paragraphs, "effective date" was changed to say only "date".

IV. DSS-4014: "Action Taken On Your Recertification: PA, FS, MA Coverage and Services"

DSS-4015: "Notice of Intent to Change Benefits; PA, FS, MA Coverage and Services (Timely and Adequate)"

DSS-4016: "Notice of Intent to Change Benefits; PA, FS, MA Coverage and Services (Adequate Only)"

In the "Food Stamps" section, an "Other" box was added above the "Recoupment" box to enable the inclusion of reasons such as an increase or receiving food stamps as part of another case.

Note: The continuous pinfeed version of the DSS-4015 (the DSS-4015-C) will also be revised shortly to reflect this change.

V. NEW YORK CITY

On the following mandatory client notices that are printed for New York City (and their Spanish versions which are available to be photocopied), the Fair Hearing phone number was corrected to (212) 417-6550, and the Revision Dates were changed to 3/92. 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) |

VI. 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.

VII. FORMS DELIVERY

Delivery of the four revised New York City notices to the HRA Warehouse in Brooklyn is expected in September, 1992. Delivery of the revised DSS-3621, DSS-4002, DSS-4005, DSS-4014, DSS-4015 and DSS-4016 to the Albany Warehouse is expected in July 1992. 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 versions of these forms until your stock is depleted, or until October 31, 1992, whichever occurs first. Reorders will be filled with the 3/92 versions.

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-3621: "Notice of Intent to Change FS Benefits (Adequate Only)" - not available on-line.
- Attachment IV - DSS-4002: "Action Taken On Your Request for Assistance to Meet an Immediate Need or a Special Allowance" - not available on-line.
- Attachment V - DSS-4005: "Notification of Employability and the Right to Contest (Adequate Only)" - not available on-line.
- Attachment VI - DSS-4014: "Action Taken on Your Recertification: PA, FS, MA Coverage and Services" - not available on-line.
- Attachment VII - DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" - not available on-line.
- Attachment VIII - DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)" - 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.  |
|-----------------------|-----------------------|---------------|---|------------------|-------------|
| 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>  |             |
| 91 INF-57             |                       | 385.14        |   | <u>Manager's</u> |             |
| 90 INF-57             |                       |               |   | <u>Guide</u>     |             |
| 88 INF-83             |                       |               |   | pp. 12-1         |             |
| 88 INF-28             |                       |               |   | through          |             |
|                       |                       |               |   | 12-5             |             |