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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-37

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: September 9, 1992

SUBJECT: Revision to Public Assistance ABEL Budget Narratives  
 (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (Rev. 7/92)

SUGGESTED

DISTRIBUTION: All Income Maintenance Staff  
 ABEL Liaisons  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Call 1-800-342-3715 and ask for the following  
 individual at the indicated extension:

For PA ABEL Questions - Gene Reilly, extension  
 3-7991

For Forms Questions - Bob Gullie, extension 4-6501

ATTACHMENTS: Attachment I - DSS-3951: Public Assistance Budget  
 Benefit Narratives - not available  
 on-line  
 Attachment II - DSS-3952: Public Assistance Excess  
 Gross Income Narrative - not  
 available on-line  
 Attachment III - DSS-3953: Public Assistance Excess  
 Net Income Narrative - not  
 available on-line  
 Attachment IV - DSS-3954: Public Assistance Lump  
 Sum Ineligibility Narrative - not  
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 ADM-20	91 INF-65	355.1(a)(3)		PASB	
88 ADM-37	89 INF-48	355.3(a)(1)		VI-B-all	
81 ADM-55		358.9(b)		VI-D-all	
91 INF-65		387.20(b)		XII-C-all	
89 INF-53					
89 INF-48					

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The purpose of this release is to introduce the revised (7/92) Public Assistance ABEL Budget Narratives:

- DSS-3951: Public Assistance Budget Benefit Narrative
- DSS-3952: Public Assistance Excess Gross Income Narrative
- DSS-3953: Public Assistance Excess Net Income Narrative
- DSS-3954: Public Assistance Lump Sum Ineligibility Narrative

As mandated by 88 ADM-37, upstate local districts are required to provide a copy of the appropriate printed Public Assistance ABEL Budget Narrative to a public assistance applicant or recipient whenever a copy of their public assistance ABEL budget is presented to them.

The primary revision included in the 7/92 versions reflects the recent federal government clarification on the treatment of income when an individual is sanctioned from a Public Assistance (PA) case (see 92 ADM-20).

Listed below is a detailed summary of all the changes which were incorporated into this revision.

I. DSS-3951, DSS-3952, DSS-3953, DSS-3954

- A. The revision date was changed to (7/92).
- B. Under Section 1, the following sentence was added to the end of the paragraph:  
  
"It does not include persons who applied but who are sanctioned/ineligible".
- C. Under Section 2, the seventh sentence was changed to read:  
  
"The ENRGY and SPMNT amounts are for meeting domestic energy costs".
- D. In Section 3, under the Income Exclusions examples, "Adoption Subsidy Payment" was deleted as an example.

II. DSS-3951, DSS-3953, DSS-3954

- A. Under Section 4, in the "GROSS" explanation, the following sentence was added at the end:  
  
"(This includes the income of any person whose income we must count but who is sanctioned)".
- B. Under Section 4, in the "\$30 + 1/3 - \$30" explanation, "ADC and HR" were changed to "public assistance".

C. Under Section 4, in the "UNAVAIL" explanation, the words "sanctioned or" were deleted.

III. DSS-3952

Under Section 4, the following sentence was added before the last sentence:

"(This includes the income of any person whose income we must count but who is sanctioned)."

Delivery of the revised Public Assistance ABEL Budget Narratives to the Albany Warehouse is expected in October, 1992. Your district will not automatically receive copies.

Requests for supplies of these revised 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)

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

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous 10/91 supplies until your stocks are depleted, or until December, 1992, whichever occurs first. Reorders of these forms will be filled with 7/92 versions.

Local Equivalent Forms - 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.

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