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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-42

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: October 7, 1992

SUBJECT: Revision of Continuous Pinfeed
 Version of "Notice of Intent to Change Benefits: PA,
 FS, MA Coverage and Services (Timely and Adequate)"
 (DSS-4015-C)

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 - DSS-4015-C: "Notice of Intent to
 Change Benefits: PA, FS, MA Coverage
 and Services (Timely and Adequate)"
 (Rev. 3/92) - not available on-line.
 Attachment II - Revised Specifications Layout for
 DSS-4015-C (Rev. 3/92) - not
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21	92 INF-3			PASB	
92 INF-3				VI-C-2.3,	
91 INF-57				2.4	
				FSSB	
				VII-C-2.3,	
				2.4	

This is to introduce revisions to the DSS-4015-C, the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (copy attached). It will have a Revision Date of "3/92". The DSS-4015-C is different from the DSS-4015 only in the pinfeed format. This revision reflects:

- I. The change in the Fair Hearing phone numbers.
- II. Changing the PA and FS "Reduce" and "Increase" boxes so that the effective date would be inserted before the amounts.
- III. Adding an "Other" box in the FS section.

This pinfeed version of this client notice was developed as a result of a New York Public Welfare Association Systems Committee survey. In the survey, a significant number of districts indicated they would utilize continuous pinfeed notices either with a personal computer program or to assist in manually typing notices, if they were made available. The DSS-4015 is being printed in the continuous format, as well as the regular format, since usage is high enough to make this cost-effective.

Attached also is a mock-up showing the revised specifications layout which is needed to reprogram the location and spacing of the print fields. This reprogramming must be completed before the 3/92 version is used. Further questions on this mock-up can be directed to Bob Clingerman in the Office of Systems Development at 1-800-342-3715, extension 4-2473.

Delivery of the DSS-4015-C to the Albany warehouse is expected in September 1992. Your district will not automatically receive copies.

Requests for these documents 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.

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