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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 93 INF-6

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: February 1, 1993

SUBJECT: Revision to the Food Stamp Application for SSI
 Recipients and Group Living Residents (DSS-3035) and
 (DSS-3035 NYC) (Rev. 9/92)

SUGGESTED

DISTRIBUTION: Food Stamp Staff
 Staff Development Coordinators
 Forms Coordinators

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

ATTACHMENTS: Attachment I - Food Stamp Application for SSI
 Recipients and Group Living Residents
 (DSS-3035) - not available on-line
 Attachment II - Food Stamp Application for SSI
 Recipients and Group Living Residents
 (DSS-3035NYC) - 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-27 91 INF-54	91 INF-54			FSSB IV-E-1 IV-F V-E-5.1	

The purpose of this release is to introduce the revised (9/92) versions of the DSS-3035: "Food Stamp Application For SSI Recipients and Group Living Residents" and the DSS-3035 NYC: "Food Stamp Application For SSI Recipients And Group Living Residents" (NYC) (copies attached). SSI recipients living alone or with their spouse may be certified and recertified by mail using the DSS-3035/DSS-3035 NYC. In addition, residents of group living arrangements may be recertified by mail using these forms.

Listed below is a summary of the changes to the DSS-3035 and DSS-3035 NYC that were incorporated into these 9/92 revisions. Also, where possible, "plain English" changes were made for easier reading.

I. Page One

- A. The Revision Date was changed to "9/92" on this page and all remaining pages.
- B. The "Spanish Indicator" recipient question for Spanish notices was added.
- C. "Citizen/Alien" and "Alien Number" questions were added for the Applicant and Applicant's Spouse, since this information is again being required for Food Stamp applicants.
- D. In the "If You Are Applying For Food Stamps" section:
 - 1. The title was changed to "Please Be Aware That:", since anyone completing these Applications is automatically applying for Food Stamps.
 - 2. The third dash was changed to "You can file your application before you have an interview."
- E. At the bottom, the question "Do You Get 'Meals On Wheels'" was added.

II. Page Two

- A. The "Household Composition" information was spread out and now runs across the top of Page 3 in the same format as the DSS-2921 and DSS-2921 NYC Applications.
- B. Shelter Expenses
 - 1. In Number 3 "Electricity", the phrase "(if not included in rent)" was replaced by "(non-heat)".

2. In Number 4 "Fuel For Heat", the phrase "(if not included in rent)" was deleted, and an asterisk (*) was inserted to refer the applicant to the new "Primary Heat" question below.
3. Number 5 "Air Conditioning" was deleted, and a separate "Air Conditioning" question was added below.
4. Numbers "6 - 12" were renumbered to "5 - 11".
5. In the new Numbers 8 and 9 ("Taxes On Home" and "Home Insurance", respectively), the phrase "(if not included in mortgage)" was added to both.
6. In the new Number 10 "Other", the phrase "(Coal, wood)" was deleted, since there is now a separate "Primary Heat" question.
7. The "Rent Subsidy" question was reworded to the following:

Do you have a rent subsidy, live in Section 8 housing, live in public housing, or does anyone else pay all or part of your rent, heat or utilities? Yes/No/If Yes, Explain.

III. Page Three

- A. The Income and Medical Expenses sections were moved down to allow for the new "Citizen/Alien" and "Alien Number" sections that were added at the top.
- B. The following new questions were added:

Is anyone in your household in a "Plan To Achieve Self Support" (PASS) approved by the Social Security Administration? Yes/No

If yes, is any income set aside under the PASS? Yes/No

If yes, amount \$_____ Source _____

IV. Page Four

- A. The "Student" section was reformatted to save space, as indicated.
- B. The "Meals On Wheels" question was moved to Page One.

V. Page Five (Legal Information)

- A. In the "Social Security Number" section, information was added which explains that the Social Security Number could be matched with the New York State Department of Labor for unemployment insurance information.

B. A release for participation in the "Life Line" program was added.

VI. Page Six (Disposition Of Case)

Since the Application had to be expanded to more pages, information on the disposition of the case and any other examiner/supervisor comments can be entered on this new page.

VII. Page Seven (HEAP Application) (Upstate DSS-3035 Application only)

This page was added in order to allow Upstate Food Stamp applicants to be able to submit an application for the Home Energy Assistance Program (HEAP) at the same time.

Delivery of these forms to the Albany and NYC HRA Warehouses should be in January 1993. Your district will not automatically receive copies. The Spanish versions of these forms will not be printed, but clear masters will be available to those districts who may need to photocopy them.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (07/91) versions until your stock is depleted, or until April 30, 1993, whichever occurs first. Reorders will be filled with the 9/92 versions.

Future requests for the revised forms, 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
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

Questions concerning ordering the 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 Economic Security