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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-22

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: June 11, 1993

SUBJECT: Economic Security Forms Implemented, Revised or Made  
 Obsolete in 1992

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 WMS Coordinators  
 Staff Development Coordinators  
 Employment Coordinators  
 Corrective Action Coordinators  
 HEAP Liaisons  
 Family and Children Services Directors  
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt  
ES/WMS Program Operations  
 1-800-342-3715, extension 4-6501

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 INF-28	92 INF-28				

The purpose of this release is to provide local social services districts with a list of the Department's Economic Security forms, including client notices, that were newly introduced, revised, or made obsolete in 1992. Please note that some of these forms are common forms/notices used by several program areas, but maintained by Economic Security (e.g., DSS-2921: Application for PA, MA, FS, Services). This listing should help local districts to guarantee that all new Economic Security forms have been implemented in their agency, to ensure that the latest versions of existing forms are being used, and to eliminate the use of forms which have been discontinued.

All forms and client notices are listed numerically under categories of new, revised, or obsolete. All forms with an asterisk (\*) are not printed, but camera-ready boards are available for reproduction by the local districts. The 1992-93 HEAP forms are listed separately.

## I. NEW FORMS

	<u>New Forms</u>	<u>Date</u>	ADM/INF/ <u>LCM #</u>	ADM/INF/ <u>LCM Date</u>
DSS-2114-S *	PA Recertification/MA Status (Spanish)	03/92	92 INF-30	05/21/92
DSS-4148T	Attention! Applicants For Public Assistance	07/92	92 LCM-116	08/04/92
DSS-4314	FS Household Composition Desk Guide	10/91	91 INF-67	12/10/91

## II. REVISED FORMS

	<u>Revised Forms</u>	Revision <u>Date</u>	ADM/INF/ <u>LCM #</u>	ADM/INF <u>LCM Date</u>
DSS-548	PA Budget Worksheet	12/91	92 INF-17	02/27/92
	(Cancelled by 92 INF-17)	12/91	92 INF-6	01/22/92
DSS-2114	PA Recertification - MA Status	03/92	92 INF-30	05/21/92
DSS-2291	Statement of Non-Receipt	10/91	92 INF-22	03/30/92
DSS-2921	Application for PA, MA, FS, Services	06/92	93 INF-7	02/04/93

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-2921-S	Application for PA, MA, FS, Services (Spanish)	06/92	93 INF-7	02/04/93
DSS-2921 NYC	Application for PA, MA, FS, Services (New York City)	06/92	93 INF-7	02/04/93
DSS-2921-S NYC	Application for PA, MA, FS, Services (New York City) (Spanish)	06/92	93 INF-7	02/04/93
DSS-3035	FS Application for SSI Recipients and Group Living Living Residents	09/92	93 INF-6	02/01/93
DSS-3035-S	FS Application for SSI Recipients and Group Living Living Residents (Spanish)	09/92	93 INF-6	02/01/93
DSS-3035 NYC	FS Application for SSI Recipients and Group Living Living Residents (New York City)	09/92	93 INF-6	02/01/93
DSS-3035-S NYC	FS Application for SSI Recipients and Group Living Living Residents (New York City) (Spanish)	09/92	93 INF-6	02/01/93
DSS-3114	FS Budget Worksheet	12/91	92 INF-19	03/13/92
DSS-3115	FS Budget Worksheet (Elderly and Disabled...)	12/91	92 INF-19	03/13/92
DSS-3151	Food Stamp Change Report Form	07/92	92 INF-43	10/07/92
DSS-3151-S	Food Stamp Change Report Form (Spanish)	07/92	92 INF-43	10/07/92
DSS-3174	Recertification Application for PA, MA and FS	06/92	92 INF-49	11/25/92
DSS-3174-S	Recertification Application for PA, MA and FS (Spanish)	06/92	92 INF-49	11/25/92
DSS-3570	Certification Guide	12/91	92 INF-24	04/01/92

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-3570A	ABEL Input Sheet	11/91 09/92	92 INF-2 92 INF-39	01/01/92 09/24/92
DSS-3668	Shelter Verification	04/92	92 INF-31	06/02/92
DSS-3677	Report of Support Collected (English/ Spanish)	02/92	No Release	--
DSS-3677 NYC	Report of Support Collected (New York City) (English/ Spanish)	02/92	No Release	--
DSS-3951	PA Budget Benefit Narrative	07/92	92 INF-37	09/09/92
DSS-3952	PA Excess Gross Income Narrative	07/92	92 INF-37	09/09/92
DSS-3953	PA Excess Net Income Narrative	07/92	92 INF-37	09/09/92
DSS-3954	PA Lump Sum Ineligibility Narrative	07/92	92 INF-37	09/09/92
DSS-3959	FS Excess Net Income Narrative	08/92	92 INF-38	09/21/92
DSS-3961	FS Budget Narrative	08/92	92 INF-38	09/21/92
DSS-4060	Declaration of Citizenship/ Immigration Status	06/92	93 INF-7	02/04/93
DSS-4060-S	Declaration of Citizenship/ Immigration Status (Spanish)	06/92	93 INF-7	02/04/93
DSS-4168	Programmatic Action Regulation Guide	04/91	91 INF-51	09/25/91
DSS-4279	Requirements to Assign Support and Cooperate and Right to Claim Good Cause for Refusal to Cooperate	07/92	92 ADM-40	10/08/92
DSS-4279-S *	Requirements to Assign Support and Cooperate and Right to Claim Good Cause for Refusal to Cooperate (Spanish)	07/92	92 ADM-40	10/08/92

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-4280	Right to Claim Good Cause for Refusal to Cooperate with Child Support Enforcement - 2nd Notice	07/92	92 ADM-40	10/08/92
DSS-4280-S *	Right to Claim Good Cause for Refusal to Cooperate with Child Support Enforcement - 2nd Notice (Spanish)	07/92	92 ADM-40	10/08/92
Pub. 1301	How to Complete the Application	06/92	93 INF-7	02/04/93
Pub. 1301-S	How to Complete the Application (Spanish)	06/92	93 INF-7	02/04/93
Pub. 1301 NYC	How to Complete the Application (New York City)	06/92	93 INF-7	02/04/93
Pub. 1301-S NYC	How to Complete the Application (Spanish) (New York City)	06/92	93 INF-7	02/04/93
Pub. 1313	How to Complete the Recertification Application	06/92	92 INF-49	11/25/92
Pub. 1313-S	How to Complete the Recertification Application (Spanish)	06/92	92 INF-49	11/25/92
III.	OBSOLETE FORMS			
	<u>Obsolete Forms</u>	<u>Date Made Obsolete</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-1951	NPA FS Employment Registration Form	04/01/92	92 INF-23	04/01/92

IV. NEW CLIENT NOTICES - None

V. REVISED CLIENT NOTICES

All forms with an asterisk (\*) are not printed, but camera-ready boards are available for reproduction by the local districts.

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-2425	Repayment of Interim Assistance Notice	06/92	92 INF-46	11/04/92
DSS-2425-S *	Repayment of Interim Assistance Notice (Spanish)	06/92	92 INF-46	11/04/92
DSS-3152	Action Taken on Your FS Case	06/92	92 INF-46	11/04/92
DSS-3152-S *	Action Taken on Your FS Case (Spanish)	06/92	92 INF-46	11/04/92
DSS-3153	Continuing Your FS	06/92	92 INF-46	11/04/92
DSS-3153-S *	Continuing Your FS (Spanish)	06/92	92 INF-46	11/04/92
DSS-3156	Notice of FS Overissuance	06/92	92 INF-46	11/04/92
DSS-3156-S *	Notice of FS Overissuance (Spanish)	06/92	92 INF-46	11/04/92
DSS-3620	Notice of Intent to Change FS Benefits (Timely and Adequate)	06/92	92 INF-46	11/04/92
DSS-3620-S *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	06/92	92 INF-46	11/04/92
DSS-3621	Notice of Intent to Change FS Benefits (Adequate Only)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-3621-S *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4002	Action Taken On Your Request for Assistance To Meet An Immediate Need Or A Special Allowance	09/92 06/92 03/92	92 INF-52 92 INF-46 92 INF-34	12/07/92 11/04/92 06/24/92
DSS-4002-S *	Action Taken On Your Request for Assistance To Meet An Immediate Need Or A Special Allowance	09/92 06/92 03/92	92 INF-52 92 INF-46 92 INF-34	12/07/92 11/04/92 06/24/92
DSS-4004	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non- compliance With Employment Related Requirements (Timely and Adequate)	06/92	92 INF-46	11/04/92
DSS-4004-S *	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non- compliance With Employment Related Requirements (Timely and Adequate) (Spanish)	06/92	92 INF-46	11/04/92
DSS-4005	Notification of Employability and the Right to Contest (Timely and Adequate)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4005-S *	Notification of Employability and the Right to Contest (Timely and Adequate) (Spanish)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4013	Action Taken on Your Application: PA, FS and MA Coverage	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4013-S *	Action Taken on Your Application: PA, FS and MA Coverage (Spanish)	06/92	92 INF-46	11/04/92
DSS-4014	Action Taken on Your Recertification: PA, FS, MA Coverage and Services	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4014-S *	Action Taken on Your Recertification: PA, FS, MA Coverage and Services (Spanish)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4015	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4015-C	Continuous Pinfeed Version of DSS-4015: Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services	10/91 03/92	92 INF-3 92 INF-42	01/13/92 10/07/92
DSS-4015-S *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate) (Spanish)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4016	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4016-S *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only) (Spanish)	06/92 03/92	92 INF-46 92 INF-34	11/04/92 06/24/92
DSS-4017	Notice of Intent to Change FS Benefits (Timely and Adequate)	06/92	92 INF-46	11/04/92
DSS-4017-S *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	06/92	92 INF-46	11/04/92
DSS-4018	Notice of Intent to Change FS Benefits (Adequate Only)	06/92	92 INF-46	11/04/92
DSS-4018-S *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	06/92	92 INF-46	11/04/92
DSS-4050	FS Notice to Household of Disqualified Individual	06/92	92 INF-46	11/04/92
DSS-4050-S *	FS Notice to Household of Disqualified Individual (Spanish)	06/92	92 INF-46	11/04/92

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4051	FS Notice to Disqualified Individual	06/92	92 INF-46	11/04/92
DSS-4051-S *	FS Notice to Disqualified Individual (Spanish)	06/92	92 INF-46	11/04/92
DSS-4052	Notice of FS Overissuance Intentional Program Violation	06/92	92 INF-46	11/04/92
DSS-4052-S *	Notice of FS Overissuance Intentional Program Violation (Spanish)	06/92	92 INF-46	11/04/92
DSS-4053	FS Repayment Agreement	06/92	92 INF-46	11/04/92
DSS-4053-S *	FS Repayment Agreement (Spanish)	06/92	92 INF-46	11/04/92
DSS-4158	HR Notification of Job Readiness and the Right to Contest (Adequate Only)	06/92	92 INF-46	11/04/92
DSS-4158-S *	HR Notification of Job Readiness and the Right to Contest (Adequate Only) (Spanish)	06/92	92 INF-46	11/04/92

## VI. HEAP FORMS

Information on the following revised Home Energy Assistance Program (HEAP) forms, except for the DSS-3494-C, was sent to local districts in a letter to HEAP liaisons dated October 23, 1992.

	<u>Revision Date</u>
DSS-3421 HEAP Application (Addition of Individual Categorical Code Field in Part 1 (Applicant Information))	12/92
HEAP Application	06/92

DSS-3421-S	HEAP Application (Spanish) (Addition of Individual Categorical Code Field in Part 1 (Applicant Information)	12/92
	HEAP Application (Spanish)	06/92
DSS-3431	HEAP Documentation Requirements (English/Spanish)	06/92
DSS-3431.1	HEAP Documentation Requirements (English Only)	06/92
DSS-3494-C	HEAP Notice of Eligibility (Pinfeed Version)	06/92

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Division of Economic Security