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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 94 INF-1

TO: Commissioners of  
 Social Services

DIVISION: Office of  
 Field  
 Operations

DATE: January 4, 1994

SUBJECT: Annual Index of Administrative Directives,  
 Informational Letters and Manual Bulletins for 1993

SUGGESTED  
 DISTRIBUTION: Program Directors  
 Administrative Directors  
 Staff Development Coordinators

CONTACT PERSON: Michael J. McNaughton, Director, Policy  
 Communications Unit, (1)-800-342-3715, ext. 3-6369

ATTACHMENTS: See ATTACHMENT A for listing of all attachments  
 (Available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 INF-1					
92 INF-1					
91 INF-1					
90 INF-1					
89 INF-1					
88 INF-1					
87 INF-1					
86 INF-2					
85 INF-2					
84 INF-3					
83 INF-5					
82 INF-7					
81 INF-3					
80 INF-2					
79 INF-9					
78 INF-4					

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1993. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, Informational Letter and Manual Bulletin is also provided. Additionally, a listing of releases superseded during 1993 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all professional staff.

III. RECOMMENDED ACTION

It is recommended that this release be maintained with previous Department Indexes in the Index Reference binder.

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William Gould  
Acting Director  
Office of Field Operations

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives Released in 1993 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative Directives Released in 1993 - (Available on-line)
- ATTACHMENT III Numerical Listing of Informational Letters Released in 1993 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational Letters Released in 1993 - (Available on-line)
- ATTACHMENT V Numerical Listing of Manual Bulletin Updates Released in 1993 - (Available on-line)
- ATTACHMENT VI Program-Specific Listing of Manual Bulletin Updates Released in 1993 - (Available on-line)
- ATTACHMENT VII Listing of Releases Superseded in 1993 - (Available on-line)

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
H&LTC	93 ADM-01	01/11/93	NEW YORK STATE MANAGED CARE POLICY AND PROCEDURE MANUAL
ES	93 ADM-02	02/01/93	PUBLIC HOUSING: CHANGES TO SHELTER ALLOWANCES
H&LTC	93 ADM-03	02/09/93	FEDERAL REIMBURSEMENT FOR OUTSTANDING WORKERS UNDER OBRA 90
ES	93 ADM-04	02/25/93	FURNISHING OF SOCIAL SECURITY NUMBERS AS A CONDITION OF PUBLIC ASSISTANCE HOUSEHOLD ELIGIBILITY
ES	93 ADM-05	03/02/93	PUBLIC ASSISTANCE ELIGIBILITY: RETROACTIVE PAYMENT PROCESS ( <u>DEALLUME V. PERALES</u> )
H&LTC	93 ADM-06	03/04/93	INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY INCOME GUIDELINES FOR 1993
ES	93 ADM-07	03/09/93	PA AND MA ELIGIBILITY: CHANGES IN ADC-U ELIGIBILITY REQUIREMENTS
ES	93 ADM-08	04/06/93	DISQUALIFICATION FOR INTENTIONAL PROGRAM VIOLATIONS
ES	93 ADM-09	04/12/93	QUARTERLY REPORTING SYSTEM (QRS)
ES	93 ADM-10	04/12/93	PUBLIC ASSISTANCE CONSOLIDATED POLICY ON SECURING HOUSING
ES	93 ADM-11	04/14/93	EMPLOYMENT-RELATED CHILD CARE DISREGARDS/SUPPLEMENTS AND QUARTERLY REPORTING SYSTEM (QRS)
H&LTC	93 ADM-12	06/15/93	IDENTIFICATION OF QUALIFIED MEDICARE BENEFICIARIES (QMBS) AND MEDICAL ASSISTANCE (MA) PAYMENT FOR QMBS OF CERTAIN COST NOT OTHERWISE COVERED UNDER THE MA PROGRAM
ES	93 ADM-13	06/22/93	PUBLIC ASSISTANCE ALIEN SPONSOR DEEMING MODIFIED BY THE <u>MININO AND RUIZ V. PERALES DECISION</u>

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
H&LTC	93 ADM-14	06/25/93	NEW PROCEDURES FOR ELIGIBILITY WORKERS REGARDING INQUIRY OF THIRD PARTY RESOURCES
H&LTC	93 ADM-15	07/09/93	SUBCHAPTER A DAY TREATMENT SERVICES
MS&QI	93 ADM-16	07/12/93	STATEWIDE CHILD SUPPORT COLLECTION GOALS SFY 1992-93
H&LTC	93 ADM-17	07/14/93	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1993
H&LTC	93 ADM-18	07/28/93	CARE AT HOME MEDICAID MODEL WAIVER HOME ADAPTATIONS
S&CD	93 ADM-19	07/28/93	DISSEMINATION OF FAMILY SERVICE PLANS AND CERTAIN ASSESSMENT INFORMATION (CHAPTER 725 OF THE LAWS OF 1992)
ES	93 ADM-20	08/18/93	DSS-2642 DOCUMENTATION REQUIREMENTS
ES	93 ADM-21	08/18/93	UTILIZATION OF VETERAN'S BENEFITS AS A RESOURCE
S&CD	93 ADM-22	08/19/93	CHILD CARE: REVISED MARKET RATES
S&CD	93 ADM-23	08/24/93	PROTECTIVE SERVICES FOR ADULTS: INTAKE
S&CD	93 ADM-24	08/27/93	MODEL CONTRACT FOR LOCAL PURCHASE OF RESIDENTIAL DOMESTIC VIOLENCE SERVICES AGREEMENTS
MS&QI	93 ADM-25	09/01/93	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1992-93 STATE SHARE ADMINISTRATIVE CAP.
ES	93 ADM-26	09/03/93	SOCIAL SERVICES DISTRICT IMPLICATIONS OF CHAPTER 713 OF THE LAWS OF 1981 (HOME ENERGY FAIR PRACTICES ACT)
H&LTC	93 ADM-27	09/07/93	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES
H&LTC	93 ADM-28	09/16/93	AIDS: HEALTH INSURANCE CONTINUATION PROGRAM FOR PERSONS WITH AIDS (AIDS HEALTH INSURANCE PROGRAM [AHIP])

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
H&LTC	93 ADM-29	09/21/93	DOCUMENTATION AND VERIFICATION REQUIREMENTS FOR THE MEDICAL ASSISTANCE PROGRAM
H&LTC	93 ADM-30	09/22/93	MEDICAL ASSISTANCE PAYMENT OF MEDICARE PART B PREMIUMS FOR SPECIFIED LOW INCOME MEDICARE BENEFICIARIES (SLIMBS)
ES	93 ADM-31	09/24/93	FILING UNIT: SOCIAL SECURITY BENEFITS RECEIVED BY CHILDREN AND THEIR PARENTS
H&LTC	93 ADM-32	10/13/93	REVISION OF 1993 FEDERAL POVERTY INCOME GUIDELINES EFFECTIVE JULY 1, 1993
ES	93 ADM-33	10/19/93	FILING UNIT: ADDING PERSONS REPORTED OR FOUND TO BE IN THE HOUSEHOLD
S&CD	93 ADM-34	10/28/93	FOSTER CARE AND ADOPTION ASSISTANCE: ELIGIBILITY UNDER TITLE IV-E, EMERGENCY ASSISTANCE FOR FAMILIES (EAF), AND THE SUPPLEMENTAL SECURITY INCOME PROGRAM (SSI)
ES	93 ADM-35	11/09/93	SHELTER ARREARS PAYMENTS ABOVE SHELTER MAXIMUMS FOR RECIPIENTS OF AID TO DEPENDENT CHILDREN AND HOME RELIEF AND REVISED METHOD OF CALCULATING INCOME UNDER EMERGENCY HOME RELIEF
H&LTC	93 ADM-36	11/18/93	DELEGATION OF PERSONAL CARE SERVICES RESPONSIBILITIES
ES	93 ADM-37	11/23/93	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS
ES	93 ADM-38	12/15/93	PUBLIC ASSISTANCE CATEGORY CLARIFICATION
S&CD	93 ADM-39	12/29/93	USE OF EAF FOR THE PROVISION OF SERVICES

## DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-16	07/12/93	STATEWIDE CHILD SUPPORT COLLECTION GOALS SFY 1992-93  To notify each social services district of its ADC/IV-D Child Support collection goal for the State Fiscal Year ending March 31, 1993, as required by subdivision 5, section 111-b of the Social Services Law.
93 ADM-25	09/01/93	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1992-93 STATE SHARE ADMINISTRATIVE CAP  To provide instructions to social services districts for the submission of plans to the Department for activities exempt from the State share cap on administrative costs for State Fiscal Year 1992-93.

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-19	07/28/93	DISSEMINATION OF FAMILY SERVICE PLANS AND CERTAIN ASSESSMENT INFORMATION (CHAPTER 725 OF THE LAWS OF 1992)
		To provide policy implications and guidance to social service districts and voluntary child caring agencies which serve foster children and their families regarding Chapter 725 of the Laws of 1992, pending issuance of amended regulations.
92 ADM-22	08/19/93	CHILD CARE: REVISED MARKET RATES
		To advise social services districts of revised policies and procedures related to market rates for child care services and the new maximum amounts of reimbursement available for child care payments regardless of funding source.
93 ADM-23	08/24/93	PROTECTIVE SERVICES FOR ADULTS: INTAKE
		To clarify social services district (district) responsibilities for responding to Protective Services for Adults(PSA) referrals as defined in Section 457.1(c)(2) of the Department's regulations
93 ADM-24	08/27/93	MODEL CONTRACT FOR LOCAL PURCHASE OF RESIDENTIAL DOMESTIC VIOLENCE SERVICES AGREEMENTS
		To advise you about a new model contract for local purchase of residential domestic violence services agreements which will become effective on or after September 1, 1993.
93 ADM-34	10/28/93	FOSTER CARE AND ADOPTION ASSISTANCE: ELIGIBILITY UNDER TITLE IV-E, EMERGENCY ASSISTANCE FOR FAMILIES (EAF), AND THE SUPPLEMENTAL SECURITY INCOME PROGRAM (SSI)
		To advise social services districts of the ongoing requirements of Title IV-E of the Social Security Act (SSA), including new federal policy interpretations and audit results.



DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-39	12/29/93	USE OF EAF FOR THE PROVISION OF SERVICES
		To provide clarification and direction to social services districts regarding changes in the Department's approach to the utilization of the Emergency Assistance to Needy Families with Children (EAF) program as it relates to the provision of services including foster care maintenance.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-02	02/01/93	PUBLIC HOUSING: CHANGES TO SHELTER ALLOWANCES  To inform districts of changes to Department regulation 352.3.(d) that affect the amount of the rent allowance for some households residing in public housing.
93 ADM-04	02/25/93	FURNISHING OF SOCIAL SECURITY NUMBERS AS A CONDITION OF PUBLIC ASSISTANCE HOUSEHOLD ELIGIBILITY  To inform social services districts (SSDs) of the regulatory revision in support of federal regulations which requires that certain non-applying household members furnish their Social Security Numbers (SSNs) as a condition of a household's eligibility for public assistance.
93 ADM-05	03/02/93	PUBLIC ASSISTANCE ELIGIBILITY: RETROACTIVE PAYMENT PROCESS ( <u>DEALLUME V. PERALES</u> )  To advise you that in the matter of <u>DeAllaume v. Perales</u> the United States District Court (SDNY) entered an order on June 4, 1992 which will result in the payment of a retroactive benefit(s) to certain public assistance (PA) recipients who were in receipt of a fuel for heating allowance between November 1, 1985 and June 12, 1987. As a result of the court order this Department and all local districts (excluding Albany County) are responsible for providing the mandated payments to plaintiff class members.
93 ADM-07	03/09/93	PA AND MA ELIGIBILITY: CHANGES IN ADC-U ELIGIBILITY REQUIREMENTS  To advise districts of changes in eligibility requirements for the Aid to Dependent Children of Unemployed (ADC-U) parents program.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-08	04/06/93	<p>DISQUALIFICATIONS FOR INTENTIONAL PROGRAM VIOLATIONS</p> <p>To inform social services districts (SSDs) of the mandate to implement enhanced fraud programs for ADC and HR in conjunction with the already existing fraud program for Food Stamps.</p>
93 ADM-9	04/12/93	<p>QUARTERLY REPORTING SYSTEM (QRS)</p> <p>To advise districts that the public assistance monthly reporting and retrospective budgeting (MRRB) process has been replaced with a system requiring quarterly reporting and prospective budgeting for the cases of public assistance and public assistance - food stamp applicants/recipients who have earned income. It also establishes for non-public assistance (NPA) - food stamp applicant/recipients who have earned income. NPA-FS households already are budgeted using prospective budgeting.</p>
93 ADM-10	04/12/93	<p>PUBLIC ASSISTANCE CONSOLIDATED POLICY ON SECURING HOUSING</p> <p>This directive consolidates public assistance policy on securing housing.</p>
93 ADM-11	04/14/93	<p>EMPLOYMENT-RELATED CHILD CARE DISREGARDS/SUPPLEMENTS AND QUARTERLY REPORTING SYSTEM (QRS)</p> <p>To advise social services districts (SSDs) of procedures for issuing employment-related child care disregards and supplements to PA recipients as a result of the Department's implementation of quarterly reporting.</p>
93 ADM-13	06/22/93	<p>PUBLIC ASSISTANCE AIEN SPONSOR DEEMING MODIFIED BY THE <u>MININO AND RUIZ V. PERALES</u> DECISION</p> <p>To direct social services districts not to presume the availability of an alien sponsor's income and resources in Home Relief (HR) and PG-ADC and PG-ADC cases.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-20	08/18/93	DSS-2642 DOCUMENTATION REQUIREMENTS  To inform social services districts that use of the form "DSS-2642: Documentation Requirements" is now mandated for each public assistance and food stamps cases in which the applicant or recipient is being asked to provide proof of an eligibility factor.
93 ADM-21	08/18/93	UTILIZATION OF VETERAN'S BENEFITS AS A RESOURCE  To remind social services districts (SSDs) of the requirement that veterans and/or their dependents, as a condition of Public Assistance (PA) and Medical Assistance (MA) eligibility, must explore and utilize all available veterans benefits.
93 ADM-26	09/03/93	SOCIAL SERVICES DISTRICT IMPLICATIONS OF CHAPTER 713 OF THE LAWS OF 1981 (HOME ENERGY FAIR PRACTICES ACT)  To provide social services districts (SSD) with modified procedures to handle utility company referrals generated by the Home Energy Fair Practices Act (HEFPA) of 1981.
93 ADM-31	09/24/93	FILING UNIT: SOCIAL SECURITY BENEFITS RECEIVED BY CHILDREN AND THEIR PARENTS  To cancel 83 ADM-7 " <u>Jackson v. Blum</u> : Budgeting RSDI Received by Persons Living with Public Assistance Applicants/Recipients" and; (2) to state policy related to RSDI recipients who are required to be members of an Aid to Dependent Children (ADC) filing unit. RSDI means Social Security Retirement, Survivors, or Disability Benefits.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-33	10/19/93	<p data-bbox="646 499 1430 554">FILING UNIT: ADDING PERSONS REPORTED OR FOUND TO BE IN THE HOUSEHOLD</p> <p data-bbox="646 596 1430 806">To inform districts about changes to Department Regulations 352.30(a) and 352.31(f). These changes are intended to address cases where there is a minor dependent child applying in the public assistance case (ADC or PG-ADC filing unit cases). This transmittal is not intended to address Home Relief individuals.</p>
93 ADM-35	11/09/93	<p data-bbox="646 879 1430 997">SHELTER ARREARS PAYMENTS ABOVE SHELTER MAXIMUMS FOR RECIPIENTS OF AID TO DEPENDENT CHILDREN AND HOME RELIEF AND REVISED METHOD OF CALCULATING INCOME UNDER EMERGENCY HOME RELIEF</p> <p data-bbox="646 1039 1430 1283">To advise social services districts (SSDs) of a recent amendment to Department regulation 352.7(g)(5), authorized in the Aid to Localities Budget for State Fiscal year 1993-94. This amendment affects the amount of the shelter arrears that can be paid to prevent eviction or foreclosure for recipients of Aid to Dependent Children (ADC) or Home Relief (HR).</p> <p data-bbox="646 1325 1430 1444">Also introduces a revised method of calculating income for Emergency Home Relief (EHR). This method is based upon prospective budgeting as outlined in 93 ADM-9.</p>
93 ADM-37	11/23/93	<p data-bbox="646 1486 1430 1572">FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS</p> <p data-bbox="646 1614 1430 1917">To advise social services districts of the January 1994 federal cost-of-living adjustment (COLA) in Social Security (RSDI) benefits, and its impact on public assistance (PA), MA, SSI and FS; the pass-through of the January 1, 1994 federal COLA in federal Supplemental Security Income (SSI) benefits; and the impact of the increased SSI Congregate Care benefit levels and increased minimum personal needs allowances (PNAs).</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-38	12/15/93	PUBLIC ASSISTANCE CATEGORY CLARIFICATION

To define the distinction between the Home Relief category and the PG-ADC category. this distinction is important when deciding which cases are subject to certain policies that apply only to individuals or cases that are in the Home Relief category.

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-01	01/11/93	<p data-bbox="646 401 1430 457">NEW YORK MANAGED CARE POLICY AND PROCEDURAL MANUAL</p> <p data-bbox="646 495 1430 617">To distribute the revised New York State Managed Care Policy and Procedure Manual. This Manual replaces the draft version which was distributed in March as 92 LCM-50.</p>
93 ADM-03	02/09/93	<p data-bbox="646 657 1430 714">FEDERAL REIMBURSEMENT FOR OUTSTANDING WORKERS UNDER OBRA 90</p> <p data-bbox="646 751 1430 905">To advise districts of procedures to claim federal financial participation (FFP) for certain expenses associated with Medical Assistance (MA) outreach as required under the Omnibus Budget Reconciliation Act of 1990 (OBRA 90).</p>
93 ADM-06	03/04/93	<p data-bbox="646 945 1430 1031">INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY INCOME GUIDELINES FOR 1993</p> <p data-bbox="646 1068 1430 1255">To inform social services districts (SSDs) of the regulatory revision in support of federal regulations which requires that certain non-applying household members furnish their Social Security Numbers (SSNs) as a condition of a household's eligibility for public assistance.</p>
93 ADM-12	06/15/93	<p data-bbox="646 1295 1430 1413">IDENTIFICATION OF QUALIFIED MEDICARE BENEFICIARIES (QMBS) AND MEDICAL ASSISTANCE (MA) PAYMENT FOR QMBS OF CERTAIN COSTS NOT OTHERWISE COVERED UNDER THE MA PROGRAM</p> <p data-bbox="646 1451 1430 1507">To advise social services districts of the actions to be taken to:</p> <p data-bbox="646 1545 1430 1602">Ensure systems identification of all Qualified Medicare Beneficiaries (QMBS); and</p> <p data-bbox="646 1640 1430 1759">Allow for Medical Assistance (MA) payment of Medicare deductibles and coinsurance for services covered under the Medicare program but not otherwise covered under MA.</p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-14	06/25/93	NEW PROCEDURES FOR ELIGIBILITY WORKERS REGARDING INQUIRY OF THIRD PARTY RESOURCES  To advise social services districts of new third party resources (TPR) inquiry procedures. These new procedures replace the inquiry procedures established in "Third Party Resources (TPR) Detection and Utilization" (87 ADM-40). All other sections of that ADM remain in effect.
93 ADM-15	07/09/93	SUBCHAPTER A DAY TREATMENT SERVICES  To provide social services districts with current information regarding day treatment programs for the developmentally disabled and instructions for ensuring proper State reimbursement.
93 ADM-17	07/14/93	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1993  To inform social services districts of the January, 1993 increases in the following amounts used in determining Medical Assistance (MA) eligibility for institutionalized spouse: <ol style="list-style-type: none"> <li data-bbox="678 1262 1430 1318">1. the maximum community spouse resource allowance (CSRA); and</li> <li data-bbox="678 1325 1430 1381">2. the minimum monthly maintenance needs allowance (MMMNA) for a community spouse.</li> </ol> Also informs social services districts of the January, 1993 increase in the family member allowance (FMA) used in determining the eligibility of institutionalized spouses.  Further informs social services districts of the July, 1993 decrease in the FMA.
93 ADM-18	07/28/93	CARE AT HOME MEDICAID MODEL WAIVER HOME ADAPTATIONS  To advise social services districts of procedures to be followed in the approval and payment under Medical Assistance (MA) of home adaptations for the Care At Home (CAH) I and II Medicaid Model Waiver program.



## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-27	09/07/93	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES  To notify social services districts of the January 1, 1993 revisions to the Medical Assistance (MA) regional rates used to determine the period of limited coverage (penalty period) for persons determined to have made prohibited transfers of resources.
93 ADM-28	09/16/93	AIDS: HEALTH INSURANCE CONTINUATION PROGRAM FOR PERSONS WITH AIDS (AIDS HEALTH INSURANCE PROGRAM [AHIP])  To advise social services districts of the policies and procedures for administration of AIDS Health Insurance Program (AHIP).
93 ADM-29	09/21/93	DOCUMENTATION AND VERIFICATION REQUIREMENTS FOR THE MEDICAL ASSISTANCE PROGRAM  To advise social services districts of revisions to the eligibility documentation and verification requirements for the Medical Assistance (MA) Program.
93 ADM-30	09/22/93	MEDICAL ASSISTANCE PAYMENT OF MEDICARE PART B PREMIUMS FOR SPECIFIED LOW INCOME MEDICARE BENEFICIARIES (SLIMBS)  To provide Medical Assistance (MA) payments for Medicare Part B premiums for Specified Low Income Medicare Beneficiaries (SLIMBs). The purpose of this Administrative Directive is to provide social services districts with instructions regarding how to implement this OBRA 90 requirement.
93 ADM-32	10/13/93	REVISION OF 1993 FEDERAL POVERTY GUIDELINES EFFECTIVE JULY 1, 1993  To advise social services districts of the revised federal income official poverty line (federal poverty line)

DIVISION OF HEALTH & LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 ADM-36	11/18/93	DELEGATION OF PERSONAL CARE SERVICES RESPONSIBILITIES

To inform social services districts of policies and procedures to be followed in the delegation of personal care services program responsibilities as defined in Regulation 505.14(g) (1), (2), (3), and (4), currently performed by the social services district, to providers of home health or personal care services or other entities. These policy and procedural changes are required by Section 367-n of the Social Services Law (SSL) as added by Chapter 41 of the Laws of 1992. A copy of the statute is included as Appendix A.

## INFORMATIONAL LETTERS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
OFO	93 INF-01	01/07/93	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1992
ES	93 INF-02	01/08/93	REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)
ES	93 INF-03	01/08/93	QUESTIONS AND ANSWERS FROM MAY 21, 1992 TELECONFERENCE ON IMMEDIATE NEEDS
ES	93 INF-04	01/21/93	CENTRALIZED SSI PROGRAM COORDINATION
S&CD	93 INF-05	01/21/93	CHILD CARE: REVISED CLIENT NOTIFICATION FORMS
ES	93 INF-06	02/06/93	REVISION OF THE FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035) AND (DSS-3035 NYC) (REV. 9/92)
ES	93 INF-07	02/04/93	REVISION OF APPLICATIONS (DSS-2921 AND DSS 2921 NYC) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301 AND PUB. 1301 NYC) AND "DECLARATION OF CITIZENSHIP/IMMIGRATION STATUS" FORM (DSS-4060)
ES	93 INF-08	02/09/93	FOOD STAMP INCOME EXCLUSIONS: NATIONAL COMMUNITY SERVICE ACT FUNDS
ES	93 INF-09	02/22/93	THE 1993 EARNED INCOME CREDIT CAMPAIGN
ES	93 INF-10	03/01/93	ELECTRONIC BENEFIT ISSUANCE AND CONTROL SYSTEM (EBICS) QUESTIONS AND ANSWERS
ES	93 INF-11	03/16/93	PA COST CONTAINMENT: IMPLEMENTATION OF CERTAIN PROVISIONS OF CHAPTER 41 OF THE LAWS OF 1992 - QUESTIONS AND ANSWERS
ES	93 INF-12	03/25/93	INTERIM ASSISTANCE REIMBURSEMENT (IAR) FOR MORE THAN ONE SOCIAL SERVICES DISTRICT

## INFORMATIONAL LETTERS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	93 INF-13	04/13/93	REVISION OF THE DSS-2287: "NOTICE OF PLACEMENT INTO AND OUT OF A DSS CERTIFIED FAMILY TYPE HOME (CONGREGATE CARE LEVEL I)"
S&CD	93 INF-14	04/14/93	"THE NEW YORK STATE RISK ASSESSMENT AND SERVICES PLANNING MODEL: A FRAMEWORK FOR CHILD PROTECTION AND FAMILY PRESERVATION"
S&CD	93 INF-15	04/19/93	PROTECTIVE SERVICES FOR ADULTS (PSA): REVISED ADMISSION AND DISCHARGE CRITERIA FOR CERTIFIED HOME HEALTH AGENCIES (CHHAS)
ES	93 INF-16	04/27/93	FOOD STAMPS: EXPEDITED FOOD STAMP SCREENING SHEET (DSS-3938) (REV. 1/93)
S&CD	93 INF-17	04/30/93	FAMILY TYPE HOMES FOR ADULTS: CLOSURE WITHOUT SURRENDER OF OPERATING CERTIFICATE
ES	93 INF-18	05/10/93	CLARIFICATION OF LUMP SUM POLICY FOR RETROACTIVE SSI RECIPIENTS
ES	93 INF-19	05/18/93	REVISED SSA FACT SHEET "SSI IN NEW YORK"
H&LTC	93 INF-20	05/25/93	GUIDELINES FOR ORDERING AMBULETTE TRANSPORTATION
H&LTC	93 INF-21	06/10/93	OMRDD COLLOCATED DAY TREATMENT TRANSPORTATION
ES	93 INF-22	06/11/93	ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1992
ES	93 INF-23	06/11/93	REVISION OF MANDATED "PUBLIC ASSISTANCE RECERTIFICATION - MEDICAL ASSISTANCE STATUS (DSS-2114)
S&CD	93 INF-24	06/11/93	FAMILY TYPE HOMES FOR ADULTS: MODEL FIRE/SAFETY INSPECTION REPORT
ES	93 INF-25	06/17/93	REVISION OF DSS-4398: "WMS NON-SERVICES CODE CARDS" (DECEMBER, 1992 UPDATE)

## INFORMATIONAL LETTERS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	93 INF-26	06/23/93	REVISION OF CLIENT INFORMATION BOOKS: DSS-4148A, DSS-4148B AND 4148C
ES	93 INF-27	06/28/93	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 3/93)
ES	93 INF-28	06/28/93	REVISION TO ABEL INPUT SHEET (DSS-3570A)
ES	93 INF-29	07/13/93	RESTAURANT ALLOWANCES WHEN THREE MEALS ARE PROVIDED
ES	93 INF-30	07/13/93	SOCIAL SECURITY ENUMERATION
S&CD	93 INF-31	07/28/93	PLANS FOR A REVISION OF THE MODEL FOSTER PARENT MANUAL
S&CD	93 INF-32	08/18/93	ARTICLE 81 OF THE MENTAL HYGIENE LAW: RESPONSES TO INQUIRIES AT REGIONAL MEETINGS AND NOTICE OF TECHNICAL AMENDMENTS
ES	93 INF-33	08/18/93	REQUEST FOR COMMENTS ON REVISION OF THE "REQUEST FOR ACTION/SERVICES" (DSS-2640)
ES	93 INF-34	09/01/93	DEPARTMENT OF HOUSING AND COMMUNITY RENEWAL (DHCR) REGULATION ON SECURITY AGREEMENTS IN PUBLIC HOUSING
ES	93 INF-35	09/02/93	REVISION OF "FS SEPARATE DETERMINATION INPUT FORM" (DSS-3558)
S&CD	93 INF-36	09/03/93	PROTECTIVE SERVICES FOR ADULTS: REVISIONS TO PARTS 404 AND 457 OF THE DEPARTMENT'S REGULATIONS
S&CD	93 INF-37	09/09/93	PROTECTIVE SERVICES FOR ADULTS (PSA): MODEL AGREEMENT WITH OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES (OMRDD)
ES	93 INF-38	09/10/93	REVISION OF "EMPLOYMENT VERIFICATION" FORM (DSS-3707)

## INFORMATIONAL LETTERS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
H&LTC	93 INF-39	09/24/93	MENINGITIS OUTBREAK
ES	93 INF-40	09/28/93	REVISION OF CERTIFICATION GUIDE (DSS-3570)
H&LTC	93 INF-41	09/29/93	INTRODUCTION OF "BANK INQUIRY AND CLEARANCE MA-ONLY" (DSS-4369)
ES	93 INF-42	10/07/93	REVISION OF FOLLOW-UP TO THE QUARTERLY REPORTS (DSS-4310A AND DSS-4310A NYC)
S&CD	93 INF-43	10/15/93	EXPEDITING ADOPTION PROCEEDINGS FOR CHILDREN IN FOSTER CARE
ES	93 INF-44	10/18/93	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 9/93)
ES	93 INF-45	10/19/93	REVISIONS TO MANDATORY CLIENT NOTICES
ES	93 INF-46	11/04/93	INTRODUCTION OF "PA AND FS CITIZENSHIP/ALIEN STATUS DESK AID" (DSS-4404)
S&CD	93 INF-47	11/05/93	CONSOLIDATED SERVICES PLAN: 1194 INCOME ELIGIBILITY STANDARDS
ES	93 INF-48	11/16/93	EAF POLICY CLARIFICATION, NEW EAF AUTHORIZATION, AND QUESTIONS AND ANSWERS ON TRAINING OF FEDERAL MAXIMIZATION OF ADC AND EAF FOR PG-ADC CASES
DLA	93 INF-49	11/23/93	DIGEST OF LAWS OF 1993 RELATING TO SOCIAL SERVICES
S&CD	93 INF-50	12/01/93	ADOPTION SUBSIDY PAYMENTS: ANNUAL INCOME STANDARDS
ES	93 INF-51	12/14/93	BUDGETING OF THE CHILD CARE DISREGARD
OFO	93 INF-52	12/15/93	REVISED COMMISSIONERS LIST
S&CD	93 INF-53	12/17/93	CHILD CARE: MARKET RATE SURVEY OF PROVIDERS

## OFFICE OF FIELD OPERATIONS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-01	01/07/93	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATION LETTERS AND MANUAL BULLETINS FOR 1992  To provide local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1992.
93 INF-52	12/15/93	REVISED COMMISSIONERS LIST  To provide a current listing of local Social Services Commissioners including addresses and telephone numbers

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-05	01/21/93	CHILD CARE: REVISED CLIENT NOTIFICATION FORMS  To introduce revised forms which may be used by social services districts to provide notification to clients as required by Section 358 and Section 404 of Department regulations. The attached model notices may be used by social services districts in administering the following child care programs: Low Income Day Care services, Title XX Child Care services, Transitional Child Care services, At Risk Low Income Child Care services and Child Care and Development Block Grant services.
93 INF-14	04/14/93	"THE NEW YORK STATE RISK ASSESSMENT AND SERVICES PLANNING MODEL: A FRAMEWORK FOR CHILD PROTECTION AND FAMILY PRESERVATION"  To transmit the policy paper: The New York State Risk Assessment and Services Planning Model: A Framework For Child Protection and Family Preservation.
93 INF-15	04/19/93	PROTECTIVES SERVICES FOR ADULTS (PSA): REVISED ADMISSION AND DISCHARGE CRITERIA FOR CERTIFIED HOME HEALTH AGENCIES (CHHAS)  To inform local social services districts of amendments to Section 763.5 of Title 10, NYCRR [Department of Health (DOH) regulations].
93 INF-17	04/30/93	FAMILY TYPE HOMES FOR ADULTS: CLOSURE WITHOUT SURRENDER OF OPERATING CERTIFICATE  To remind the local social services districts of the need to obtain the operating certificates of all Family Type Homes for Adults which are closing voluntarily.



## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-24	06/11/93	<p data-bbox="647 495 1430 550">FAMILY TYPE HOMES FOR ADULTS: MODEL FIRE/SAFETY INSPECTION REPORT</p> <p data-bbox="647 590 1430 709">To provide the local social services districts with a copy of a model fire/safety inspection report form that the Department has developed for the Family Type Home for Adults (FTHA) program.</p>
93 INF-31	07/28/93	<p data-bbox="647 749 1430 804">PLANS FOR A REVISION OF THE MODEL FOSTER PARENT MANUAL</p> <p data-bbox="647 844 1430 1060">To advise authorized agencies of the Department's plan to enlist agency cooperation and participation in a major revision of its model foster parent manual. The revision, which is expected to be ready for distribution in late 1994, will replace the <u>1988 Model Foster Parent Manual</u>.</p> <p data-bbox="647 1100 1430 1251">To request authorized agencies to begin considering what changes and additions to <u>The 1988 Model Foster Care Manual</u> will be necessary to make the next one a highly practical, useful document for foster parents.</p>
93 INF-32	08/18/93	<p data-bbox="647 1291 1430 1377">ARTICLE 81 OF THE MENTAL HYGIENE LAW: RESPONSES TO INQUIRIES AT REGIONAL MEETINGS AND NOTICE OF TECHNICAL AMENDMENTS</p> <p data-bbox="647 1417 1430 1696">In March of 1993, the Department conducted six regional technical assistance sessions on Article 81 of the Mental Hygiene Law (MHL): Proceedings for Appointment of a guardian for Personal Needs or Property Management. The purpose of this release is to provide clarification regarding certain questions raised during these sessions and to inform local social services districts of technical amendments to Article 81 MHL.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-36	09/03/93	<p data-bbox="646 464 1430 520">PROTECTIVE SERVICES FOR ADULTS: REVISIONS TO PARTS 404 AND 457 OF THE DEPARTMENT'S REGULATIONS</p> <p data-bbox="646 562 1430 806">To advise the local social services districts of the revisions to Parts 404 and 457 of the Department's regulations which became effective on August 25, 1993. These regulatory revisions strengthen the Protective Services for Adults (PSA) intake process, reflect recent revisions to the Mental Hygiene Law, and provide regulatory relief to the local districts.</p>
93 INF-37	09/09/93	<p data-bbox="646 848 1430 932">PROTECTIVE SERVICES FOR ADULTS (PSA): MODEL AGREEMENT WITH OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES (OMRDD)</p> <p data-bbox="646 974 1430 1190">To inform local social services districts of a model agreement which has been developed by the Department and the Office of Mental Retardation and Developmental Disabilities (OMRDD) concerning the linkage between Protective Services for Adults (PSA) and Developmental Disabilities Services Offices (DDSO).</p>
93 INF-43	10/15/93	<p data-bbox="646 1232 1430 1289">EXPEDITING ADOPTION PROCEEDINGS FOR CHILDREN IN FOSTER CARE</p> <p data-bbox="646 1331 1430 1667">This will serve as an interim release pending promulgation of Department regulations which will be filed on an emergency basis to implement the provisions of Chapter 294 of the Laws of 1993 in relation to expediting adoption proceedings for children in foster care. It will also provide clarification in response to inquiries regarding implementation of the provisions of Chapter 588 of the Laws of 1991 which is the original chapter law intended to deal with expediting adoption proceedings.</p>
93 INF-47	11/05/93	<p data-bbox="646 1709 1430 1766">CONSOLIDATED SERVICES PLAN: 1194 INCOME ELIGIBILITY STANDARDS</p> <p data-bbox="646 1808 1430 1856">To transmit the 1994 income standards to be used in determining eligibilty for services.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-50	12/01/93	ADOPTION SUBSIDY PAYMENTS: ANNUAL INCOME STANDARDS  To remind social services districts and voluntary authorized agencies that the annual income standards including the "Annual Income Schedule (AD-1)" found in section 421.24 of Department regulatins were amended effective December 19, 1992. All districts that use the annual income standards to determine monthly subsidy payments must use the revised standards.
93 INF-53	12/17/93	CHILD CARE: MARKET RATE SURVEY OF PROVIDERS  To solicit input from social services districts regarding the market rate survey which the Department will be conducting.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-02	01/08/93	<p>REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)</p> <p>To introduce the revised DSS-3668: "Shelter Verification", commonly known as the "Landlord Clearance".</p>
93 INF-03	01/08/93	<p>QUESTIONS AND ANSWERS FROM MAY 21, 1992 TELECONFERENCE ON IMMEDIATE NEEDS</p> <p>To transmit the attached questions and answers from the May 21, 1992 teleconference on immediate needs. It was not possible for many of these questions to be asked live during the teleconference. The material is divided into three parts: Income Support issues; Food Stamp issues; and Energy issues. This material will also be incorporated into the appropriate source book pages.</p>
93 INF-04	01/21/93	<p>CENTRALIZED SSI PROGRAM COORDINATION</p> <p>To remind social services districts of the importance of coordinating district policy and procedures among appropriate units (i.e.; Income Maintenance (IM), Medical Assistance (MA), Employment and Services) regarding clients being referred to apply for and pursue SSI benefits.</p>
93 INF-06	02/06/93	<p>REVISION TO THE FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035) AND DSS-3035 NYC) (REV. 9/92)</p> <p>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.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-07	02/04/93	<p>REVISION OF APPLICATIONS (DSS-2921 AND DSS-2921 NYC) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATIONS (PUB. 1301 AND PUB. 1301 NYC) AND "DECLARATION OF CITIZENSHIP/IMMIGRATION STATUS" FORM (DSS-4060)</p> <p>To introduce revisions to the mandated Upstate and New York City Applications (DSS-2921 and DSS-2921 NYC), the mandated accompanying "How to Complete" publications (Pub. 1301, Pub. 1301 NYC) and the mandated "Declaration of Citizenship/Immigration Status" form (DSS-4060) (copies attached). The Revision Date was changed to "6/92" on all forms. Please note that the revised Spanish versions of these forms will be available at approximately the same time.</p>
93 INF-08	02/09/93	<p>FOOD STAMP INCOME EXCLUSIONS: NATIONAL COMMUNITY SERVICE ACT FUNDS</p> <p>Provides clarification regarding an added Food Stamp income exclusion.</p>
93 INF-09	02/22/93	<p>THE 1993 EARNED INCOME CREDIT CAMPAIGN</p> <p>Earned Income Credit (EIC) availability to low-income and public assistance households.</p>
93 INF-10	03/01/93	<p>ELECTRONIC BENEFIT ISSUANCE AND CONTROL SYSTEM (EBICS) QUESTIONS AND ANSWERS</p> <p>To share with local districts questions and answers which have been raised at the Electronic Benefits Issuance and Control System (EBICS) regional training sessions.</p>
93 INF-11	03/16/93	<p>PA COST CONTAINMENT: IMPLEMENTATION OF CERTAIN PROVISIONS OF CHAPTER 41 OF THE LAWS OF 1992 - QUESTIONS AND ANSWERS</p> <p>To inform social services districts of questions received by the Department on PA cost containment: Implementation of Certain Provisions of Chapter 41 of the Laws of 1992 (92 AMD-26) and their respective answers are attached.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-12	03/25/93	INTERIM ASSISTANCE REIMBURSEMENT (IAR) FOR MORE THAN ONE SOCIAL SERVICES DISTRICT  To remind SSDs of the procedure to follow when they receive IAR check(s) for HR/PA-ADC/VA recipients whose IAR check covers a period during which the recipient received benefits for more than one SSD.
93 INF-13	04/13/93	REVISION OF THE DSS-2287: "NOTICE OF PLACEMENT INTO AND OUT OF A DSS CERTIFIED FAMILY TYPE HOME (CONGREGATE CARE LEVEL I)"  To revise DSS-2287, formerly entitled "Placement Notification for SSI State Supplement" and retitled "Notice of Placment Into and Out of a DSS Certified Family Type Home and to inform the social services districts of the various revisions to more clearly delineate its function and to eliminate obsolete references.
93 INF-16	04/27/93	FOOD STAMPS: EXPEDITED FOOD STAMP SCREENING SHEET (DSS-3938) (REV. 1/93)  To introduce the revised DSS-3938: "Expedited Food Stamp Screening Sheet" (Rev. 1/93)
93 INF-18	05/10/93	CLARIFICATION OF LUMP SUM POLICY FOR RETROACTIVE SSI RECIPIENTS  To inform districts how to treat public assistance recipients who receive a lump sum Social Security benefit RSDI in one month and later receive a lump sum Supplementatl Security Income (SSI) benefit in a following month, which is retroactive to the month the lump sum RSDI benefit was received.
93 INF-19	05/18/9	REVISED SSA FACT SHEET "SSI IN NEW YORK"  To inform local social services districts of the availability of the revised Social Security Administration (SSA) Fact sheet entitled "SSI in New York".

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-22	06/11/93	<p>ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1992</p> <p>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.</p>
93 INF-23	06/11/93	<p>REVISION OF MANDATED "PUBLIC ASSISTANCE RECERTIFICATION - MEDICAL ASSISTANCE STATUS" (DSS-2114)</p> <p>To introduce the revised mandated DSS-2114: "Public Assistance Recertification - Medical Assistance Status".</p>
93 INF-25	06/17/93	<p>REVISION OF DSS-4398: "WMS NON-SERVICES CODE CARDS" (DECEMBER, 1992 UPDATE)</p> <p>To introduce the 12/92 revision of the DSS-4398: "WMS Non-Services Code Cards" (formerly WMS-94). The code cards are designed to assist examiners in locating WMS data-entered and system-generated codes.</p>
93 INF-26	06/23/93	<p>REVISION OF CLIENT INFORMATION BOOKS:  DSS-4148A - "WHAT YOU SHOULD KNOW ABOUT YOUR RIGHTS AND RESPONSIBILITIES (WHEN APPLYING FOR OR RECEIVING SOCIAL SERVICES)"  DSS-4148B - "WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS"  DSS-4148/C - "WHAT YOU SHOULD KNOW IF YOU HAVE AN EMERGENCY"</p> <p>To inform local districts that the Client Information Books, DSS-4148A, DSS-4148B, and DSS-4148C have been revised.</p>
93 INF-27	06/28/93	<p>REVISION OF "FOOD STAMP CHANGE REPORT FORM" DSS-3151) (REV. 3/93)</p> <p>To introduce the revised (3/93) "Food Stamp Change Report Form" (DSS-3151). This form is used by local districts to solicit information from Food Stamp recipients on changes in household circumstances. Please note that the Spanish version will also be revised.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-28	06/28/93	REVISION TO ABEL INPUT SHEET (DSS-3570A)  To introduce the 4/93 version of the DSS-3570A: ABEL Input Sheet.
93 INF-29	07/13/93	RESTAURANT ALLOWANCES WHEN THREE MEALS ARE PROVIDED  To inform districts of a recent amendment to Department regulations which clarifies Department policy on the provision of restaurant allowances.
93 INF-30	07/13/93	Social Security Enumeration  To inform social services district (SSD) staff of error trends that have been noted by the Social Security Administration (SSA) in the completion of the SS-5/DSS-4000 - Application for a <u>Social Security Card</u> form.
93 INF-33	08/20/93	Request for Comments on Revision of the "Request For Action/Services" (DSS-2640)  To solicit comments on the upcoming revision of the DSS-2640: "Request for Action/Services".
93 INF-34	09/01/93	DEPARTMENT OF HOUSING AND COMMUNITY RENEWAL (DHCR) REGULATION ON SECURITY AGREEMENTS IN PUBLIC HOUSING  To inform Social Services District's (SSD's) of recent amendments to DHCR regulations which affect public assistance recipients and Supplemental Security Income (SSI) recipients in public housing.
93 INF-35	09/02/93	REVISION OF "FS SEPARATE DETERMINATION INPUT FORM: (DSS-3558)  To introduce the revised DSS-3558: "Food Stamp Separate Determination Form". This form supports the Upstate WMS Separate Determine Process and is used to collect the information needed to conduct separate determinations for Food Stamps when a Public Assistance case is closed.



## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-38	09/10/93	<p>REVISION OF "EMPLOYMENT VERIFICATION" FORM (DSS-3707)</p> <p>To introduce the revised "Employment Verification" form (DSS-3707). The form is designed to be mailed directly to an employer at the time of application or recertification.</p>
93 INF-40	09/28/93	<p>REVISION OF CERTIFICATION GUIDE (DSS-3570)</p> <p>To introduce revisions to the worker-completed eligibility determination form DSS-3570: "Certification Guide".</p>
93 INF-42	10/07/93	<p>REVISION OF FOLLOW-UP TO THE QUARTERLY REPORTS (DSS-4310A AND DSS-4310A NYC)</p> <p>To introduce revisions to the mandated "Follow-Up To The Quarterly Report" form (DSS-4310A) and to inform upstate local district and NYC/HRA that a separate version of this form (DSS-4310A NYC) has been developed for New York City. The revised Spanish versions of these forms will be available at approximately the same time.</p>
93 INF-44	10/18/93	<p>REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 9/93)</p> <p>To introduce the revised (9/93) "Food Stamp Change Report Form" (DSS-3151). The mandated form is used by local districts to solicit information from Food Stamp recipients on changes in household circumstances. Please note that the Spanish version will also be revised.</p>
93 INF-45	10/19/93	<p>REVISIONS TO MANDATORY CLIENT NOTICES</p> <p>To notify local districts of the following changes to certain mandatory client notices.</p>
93 INF-46	11/04/93	<p>INTRODUCTION OF "PA AND FS CITIZENSHIP/ALIEN STATUS DESK AID" (DSS-4404)</p> <p>To introduce the new DSS-4404: "PA and FS Citizenship/Alien Status Desk Aid".</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-48	11/16/93	<p>EAF POLICY CLARIFICATION, NEW EAF AUTHORIZATION, AND QUESTIONS AND ANSWERS ON TRAINING OF FEDERAL MAXIMIZATION OF ADC AND EAF FOR PG-ADC CASES</p> <p>To transmit questions and answers that were the result of recent training of certain selected districts on maximizing federal reimbursement for cases that are categorized as PG-ADC (HRPG in NYC), or HR in some caes. The release also contains a summary of the EAF policies that were discussed at the training. The policies transmitted in this training have been incorporated into the IM Institute's training curriculum and the <u>Public Assistance Source Book.</u></p>
93 INF-51	12/10/93	<p>BUDGETING OF THE CHILD CARE DISREGARD</p> <p>To draw attention to the way that the child care information is input on ABEL so that potential errors can be avoided. Because of the return to prospective budgeting in January of this year, workers are using frequency codes other than monthly (M) when entering earned income on ABEL. However, workers are not always remembering to convert the monthly child care expense to an amount that is consistent with the frequency code.</p>

## DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-49	11/23/93	DIGEST OF LAWS OF 1993 RELATING TO SOCIAL SERVICES

To highlight provisions of the Laws of 1993 and to direct interested persons to the appropriate provisions of the law. This Digest is neither designed nor intended to be considered as the Department's interpretation of these laws for the purpose of implementation.

## DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 INF-20	05/24/93	GUIDELINES FOR ORDERING AMBULETTE TRANSPORTATION  To inform district staff of guidelines to be used by medical practitioners in ordering ambulette services.
93 INF-21	06/10/93	OMRDD COLLOCATED DAY TREATMENT PROGRAM  To advise you of a new Office of Mental Retardation and Developmental Disabilities (OMRDD) program called the Collocated Day Treatment Program.
93 INF-39	09/24/93	MENINGITIS OUTBREAK  To provide local social services districts with information on meningitis from DOH Bureau of Communicable Disease Control
93 INF-41	09/29/93	INTRODUCTION OF "BANK INQUIRY AND CLEARANCE MA-ONLY" (DSS-4369)  To introduce the DSS-4369 "Bank Inquiry and Clearance MA-Only" form.

MANUAL BULLETINS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
MSQI	93 MB-01	09/14/93	ADMINISTRATIVE COST ALLOCATION FOR FRAUD & ABUSE AND RANDOM MOMENT STUDIES

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT  
OFFICE OF FINANCIAL MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
93 MB-01	09/14/93	<p>ADMINISTRATIVE COST ALLOCATION FOR FRAUD &amp; ABUSE AND RANDOM MOMENT STUDIES</p> <p>To incorporate into Bulletin 143b the claiming of Fraud and Abuse activities as a separate function (F-10) to obtain the enhanced Federal share funding of 75% for ADC public assistance fraud investigations and the mandated State program Front End Detection System (FEDS);</p> <p>To incorporate in Bulletin 143b the procedures for the use of a telephone Random Moment Study (RMS) to allocate the administrative costs of the eligibility determination/income maintenance functions (F1) to the benefiting programs;</p> <p>To revise the Schedule D-2 format and to remove the State and Local shares from Title XX expenditures;</p> <p>The addition of the Schedule D-17 "Distribution of Allocated Costs to other Reimbursable Programs' DSS-3274, the Welfare Management System (WMS allocation worksheet and the fringe benefit calculation to the Automated Claiming system.</p> <p>The State Budgets enacted for State Fiscal years 92-93 and 93-94 contain the requirement for a local share for Participant Reimbursement and Dependent Care Reimbursement expenditures for Food Stamp Employment and Training program participants. This local share requirement is effective for expenditures claimed for reimbursement on and after the original claim submission for October 1, 1992.</p>

## RELEASES SUPERSEDED IN 1993

CANCELLED RELEASESAUTHORIZED BY

90 ADM-26

93 ADM-02

92 ADM-01

93 ADM-06

86 ADM-28

93 ADM-09

91 ADM-14

90 ADM-07

93 ADM-10

91 ADM-45

82 ADM-20

93 ADM-14

84 ADM-19

85 ADM-47

89 ADM-36

81 ADM-28

93 ADM-15

88 ADM-44

93 ADM-16

87 ADM-43

89 ADM-30

90 ADM-34

92 ADM-05

87 ADM-31

93 ADM-23

82 ADM-69

93 ADM-26

91 ADM-54

93 ADM-28

83 ADM-07

93 ADM-31

84 ADM-04

93 ADM-34

89 ADM-46

93 ADM-37

92 ADM-51

89 ADM-37

93 ADM-38

77 ADM-21

93 ADM-39