

+-----+  
 | INFORMATIONAL LETTER |  
 +-----+

TRANSMITTAL: 94 INF-34

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: July 13, 1994

SUBJECT: Introduction of New Informational Book DSS-3035A To  
 Accompany the DSS-3035/DSS-3035 NYC "Food Stamp  
 Application for SSI Recipients and Group Living  
 Residents"

SUGGESTED

DISTRIBUTION: Food Stamp Staff  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt  
 1-800-343-8859, extension 4-6501

ATTACHMENTS: Attachment - "How To Apply For Food Stamps If  
 You Are Also Applying For SSI/Are  
 Getting SSI/Are Living In A Group  
 Home and Your Rights and Responsi-  
 bilities If You Are Applying For  
 Food Stamps Under Any Of These  
 Conditions" (DSS-3035A) - not  
 available on line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 INF-26				FSSB III-D-2 IV-E-1.2 IV-F V-E-5.1	

The purpose of this release is to introduce the DSS-3035A, a new informational book which must accompany the DSS-3035/DSS-3035 NYC "Food Stamp Application For SSI Recipients and Group Living Residents". This new book has a revision date of 3/94 and is entitled:

How To Apply For Food Stamps If You...

- o Are Also Applying For SSI
- o Are Getting SSI
- o Are Living In A Group Home

-and-

Your Rights and Responsibilities If You Are Applying For Food Stamps Under Any Of These Conditions

SSI recipients living alone or with their spouse may be certified and recertified for food stamps by mail using the DSS-3035/DSS-3035 NYC Applications. In addition, residents of group living arrangements may be recertified for food stamps by mail using these applications. The new DSS-3035A was designed to provide to SSI recipients and Group Living residents all necessary general and legal information for the Food Stamp Program. The DSS-3035A must be sent/given out with the DSS-3035/DSS-3035 NYC at all times.

Because the DSS-3035A meets the Food Stamp Program's legal requirements and must accompany every DSS-3035/DSS-3035 NYC, the following Client Information Books 1, 2 and 3 no longer need to be sent/given out with the DSS-3035/DSS-3035 NYC:

- 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-4148C: "What You Should Know If You Have An Emergency"

These Client Information Books must continue to be given out at all other times, however, as stated in 93 INF-26.

Although there are Upstate and New York City versions of the DSS-3035, there are not separate Upstate and New York City versions of the DSS-3035A.

Delivery of the DSS-3035A to the Albany and NYC HRA Warehouses should be in July 1994. Your district will automatically receive copies. Spanish versions will also be available to be ordered from the Albany and NYC HRA Warehouses at approximately the same time. These books should be used immediately upon receipt.

Date July 13, 1994

Trans. No. 94 INF-34

Page No. 3

---

Future requests for the DSS-3035A, as well as requests for the Spanish version, should be submitted on Form WMS-47 (Rev. 09/89): "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 Customer Support Services

Questions concerning ordering forms should be directed to the Office of Customer Support Services (OSD) by calling 1-800-343-8859, extension 6-6223.

---

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security