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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 94 INF-36

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: July 28, 1994

SUBJECT: Revised "Programmatic Action Regulations Guide"  
 DSS-4168

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Corrective Action Coordinators  
 Employment Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Mary Ann Vazzana, ES/WMS, at 1-800-343-8859,  
 extension 3-3913.

ATTACHMENTS: "Programmatic Action Regulations Guide" DSS-4168  
 (not available on-line).

FILING REFERENCES

| Previous<br>ADMs/INFs | Releases<br>Cancelled | Dept. Regs. | Soc. Serv.<br>Law & Other<br>Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|-------------|------------|
| 89 ADM-21             | 92 INF-57             |             |   | PASB        |            |
| 92 INF-57             |                       |             |   | Section     |            |
| 88 INF-83             |                       |             |   | VI-all      |            |
|                       |                       |             |   | FSSB        |            |
|                       |                       |             |   | Section     |            |
|                       |                       |             |   | VII-all     |            |

The purpose of this release is to introduce the revised "Programmatic Action Regulations Guide", DSS-4168. Part 358 "Fair Hearings" of Title 18 of the Codes Rules and Regulations of the State of New York requires that the regulatory citation(s) supporting any action taken by a local district on an applicant's/recipient's case be included in the notice sent to the client. Each of the standardized client notices includes a section (s), which states "The law(s) and/or regulation(s) which allow us to do this is ...". This section is to be completed by workers with the appropriate regulation(s) number(s). This Guide is intended to assist workers in complying with this requirement.

In using this Guide, local districts should be aware of the following:

1. This is only a guide. Local districts have the ultimate responsibility for being sure the reason(s) and regulation(s) are accurate for the particular case action.
2. The "reasons" listed are only clues to the proper regulation citation(s). They are not sufficient as reasons on the client notice. Such notices must give applicants/recipients enough information so they can easily determine what action is being taken and why.
3. There will be cases when an action is appropriate for one program area but another action and reason are better for a different program area on the same case. Workers must judge when it is necessary to choose another action, reason, and/or regulation for the different program areas in the same case.
4. Regulatory citations are required whenever there has been a change in one of the items used in a budget calculation even if the result is no change in benefits. The citations listed in the Increase/Reduction categories can also be used when there is no change in benefits. For example, a change in shelter costs may not result in a change in food stamp benefits. However, the correct citations would be Department regulations 387.12(e) and 387.15.
5. If "N/A" (not applicable) appears in a column, it means that no change will occur in that program for the listed reason, even though there may be a change in one or two of the other programs. For example, decreased medical costs may affect food stamps and/or medical assistance benefits/eligibility but they do not affect public assistance benefits/eligibility.
6. This Guide will continue to be updated as needed. Therefore, comments and recommendations for changes to the Guide will be accepted and appreciated.

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The revisions to the 7/92 version, which are included in the 9/93 version are listed below:

1. All pages - The revision date was changed from 07/92 to 09/93.
2. Title page - The Commissioner's name was changed from Mary Jo Bane to Michael J. Dowling.
3. Forward, paragraph 8, the telephone number was changed to 1-800-343-8859.
4. Page 1, under the heading "Absent Parent, loss of or reduction in support":
  - o The MA citation was changed from 360-4.3 to 360-3.3(b).
  - o Under the heading "Aliens, Eligible" the MA citation 360-2.2(d) was deleted.
  - o Under the heading "Beginning of TMA Eligibility" the sub-heading "Receipt of Support" was deleted. The MA citation 360-3.3(b) was added.
  - o Under the heading "Death" the MA citations for the sub-heading "Loss of or Reduction in Income" were deleted. A new citation - 360-3.3(b) was added.
  - o Under the heading "Deprivation of Parental Support or Care" the MA citations 360-2.2(a) and 360-2.3(c) were deleted. The MA citation 360-3.3(b) was added.
  - o Under the heading "Desertion by Parent" the MA citation 360-3.3(b) was added.
  - o Under the heading "Divorce" the MA citations were deleted and "N/A" was added.
  - o Under the heading "Earned Income, Loss or Reduction of" the MA citations were deleted. A new citation 360-3.3(b) was added.
5. Page 2, under the heading "Emergency" the MA citation for the sub-heading "Assistance for Migratory Farmworkers was deleted and "N/A was added.
  - o Under the heading "Error, Closed In" the MA citation 360-3.2 was deleted.
  - o Under the heading "Home Relief":
    - oo Under the sub-heading "Transfer from Aid to Dependent Children (to HR) the MA citation 360-2.3(b) was deleted. The MA citation 360-2.2(a) was added.

- oo Under the sub-heading "Transfer from Emergency Assistance to Families (to HR) the MA citation 360-2.3 was deleted. The MA citation 360-2.2(a) was added.
  - o Under the heading "Illness, Injury or Other Impairment" an MA citation 360-3.3(b) was added.
  - o Under the heading "Income, Loss or Reduction of" the MA citations were deleted and a new MA citation 360-3.3(b) was added.
- 6. Page 3, under the heading "Immediate Needs" the MA citation 360-3.3(a) was deleted and N/A was added.
  - o Under the heading "Layoff, Discharge or Other Reason" the MA citations 360-2.2(a) and 360-3.3(a) were deleted. A new MA citation 360-3.3(b) was added.
  - o Under the heading "Loss or Reduction of Income" the MA citation 360-2.2(a) and 360-3.3(a) were deleted. A new MA citation 360-3.3(b) was added.
  - o Under the heading "Medical Assistance (MA)":
    - oo The sub-heading "Extension of Eligibility Resulting from Receipt of Support" was added.
    - oo Under the sub-heading "Medical Need - No Recent Change in Financial Circumstances" the MA citations were deleted and a new MA citation 360-4.8 was added.
    - oo Under the sub-heading "Supplemental Security Income, (SSI) Eligible for" the MA citations 360-2.2(b) and 360-2.3(b) were deleted.
  - o Under the heading "Migrant" the MA citation of 360-3.6(a) was deleted and N/A was added.
  - o Under the heading "Pregnant Woman" the MA citation for the sub-heading "Medically Verified, Unemployable" was changed from 360-2.2(a) to N/A.
  - o Under the heading "Supplemental Security Income, (SSI) Eligible for" MA citations 360-2.2(b) and 360-2.3(b) were deleted.
- 7. Page 4, under the heading "Support, Loss of or Reduction in" the MA citations were deleted. A new MA citation 360-3.3(b) was added.
  - o Under the heading "Title IV-E Children" MA citations 360-2.2(c) and 360-2.3(b) were deleted.

- o Under the heading "Transfer from":
    - oo The MA citation 360-2.3(b) for the sub-heading "Aid to Dependent Children" was deleted.
    - oo The MA citation 360-2.3(b) for the sub-heading "Emergency Assistance to Families" was deleted.
    - oo The MA citation 360-2.3(b) for the sub-heading "Home Relief" was deleted.
  - o Under the heading "Unearned Income, Loss or Reduction of" MA citations were deleted. A new MA citation 360-3.3(b) was added.
8. Page 5, under the heading "Alcoholism":
- oo The MA citation for the sub-heading "Failure to Participate in Treatment" was changed from 360-3.3 to N/A.
  - oo The MA citation for the sub-heading "HR" was changed from 360-3.3 to 360-3.4(a).
- o Under the heading "Alien, Ineligible" the MA citation 360-2.2(d) was deleted.
  - o Under the heading "Client Contributions" the MA citation 360-4.3(f) was deleted. A new MA citation 360-4.10 was added.
  - o Under the heading "Deed/Mortgage, Failure to Execute":
    - oo Under the sub-heading "Excluding Homestead" the MA citation 360-3.2(a) was deleted. A new MA citation 360-4.4(e) was added.
  - o Under the heading "Disqualified Individuals":
    - oo Under the sub-heading "Social Security Number, Failure to Provide or Apply for" two new MA citations, 369.2(b) and 370.2(d) were added.
    - oo A new sub-heading, Supplemental Security Income, Failure to Apply for" was added.
  - o Under the heading "Drug Addiction":
    - oo Under the subheading "Failure to Participate in Treatment" the MA citation 360-3.3 was deleted. A new MA citation N/A was added.
    - oo Under the sub-heading "HR" the MA citation 360-3.3 was deleted. A new MA citation 360-3.4(a) was added.

9. Page 6, under the heading "Fraud", "also see Intentional Program Violation" was added and the FS citations were changed to N/A.
  - o Under the heading "Health Insurance" the MA citation 360-3.2(a-e) was changed to 360-3.2(d) and 360-3.2(e). The MA citation 360-7.4 was deleted.
  - o Under the heading "Income, Excess Gross or Net" the MA citation 360-4.8 was changed to 360-4.8(c). A new MA citation 360-3.3(b) was added.
  - o Under the heading "Institution, Resident of":
    - oo Under the sub-heading "Public" the MA citation was changed from 360-3.4 to 360-3.4(a).
  - o Under the heading "Intentional Program Violation/Fraud, Disqualified For":
    - oo The word "Fraud" was deleted.
    - oo The PA citation was changed from N/A to 352.30(h).
    - oo The FS citation 399.9(c) was changed to 359.9(c). The FS citation 399.9(g) was changed to 359.9(e). The FS citation 387.1(t) was deleted.
    - oo The MA citation was changed from "See Fraud" to N/A.
  - o Under the heading "Lump Sum Payment, Excess of Household Needs" the MA citation 360-3.3(b) was added.
  - o The heading "Medical Assistance, In Receipt of" was deleted.
  - o Under the heading "Medical Bills, Reimbursement of" the MA citation 360-3.4(a) was deleted. The MA citation 360-7.5 was added.
10. Page 7, under the heading "Medical Support" MA citation 360-3.2(e) was added.
  - o Under the heading "Property":
    - oo Under the sub-heading "Transferred for the Purpose of Qualifying for Assistance" the words "nursing facility level of care" were deleted after the MA citation. "FP" was added to the MA citation.
  - o Under the heading "Quality Control Review, Failure to Cooperate" MA citation 360-2.3 was changed to 360-2.3(a)
  - o Under the heading "Resources":
    - oo Under the sub-heading "Excess" MA citations 360-2.2 and 360-4.5 were added.

- oo Under the sub-heading "Transfer of" the words "nursing facility level of care" were deleted after the MA citation. "FP" was added to the MA citation.
- 11. Page 8, under the heading "Sanctioned Individuals' under the sub-heading "Fraud" the FS citation was changed to N/A.
  - o Under the sub-heading "Intentional Program Violation":
    - oo The PA citation was changed from N/A to 352.20(h).
    - oo The FS citation 399.9(c) was change to 359.9(c) and 359.9(e), with the other FS citations deleted.
  - o Under the sub-heading "Property, Transfer of Real/Personal" "FP" was added after the MA citation.
  - o Under the sub-heading "Social Security Number, Failure to Apply or Provide" MA citation 360-3.3 was deleted. New MA citations 369.2(b) and 370.2(d) were added.
  - o Under the sub-heading "Supplemental Security Income, Failure to Apply For," the PA citation 370.2 was changed to 370.2(c) (HR/PG-ADC). The MA citation 360-3.3 was deleted and a new MA citation N/A was added.
  - o Under the heading "Social Security Number, Failure to Apply for." New MA citations 369.2(b) and 370.2(d) were added.
  - o Under the heading "Supplemental Security Income, Failure to Apply For":
    - oo The PA citation 369.2(h) was changed to 369.2(h)(ADC).
    - oo The PA citations 370.2(c) and 370.7 have (HR/PG-ADC) added to them.
    - oo the MA citation 360-3.3 was deleted. A new MA citation N/A was added.
  - o Under the heading "Support Enforcement, Failure to Comply with" the MA citation 360-3.2(b) was deleted. A new MA citation 360-3.4(a) was added.
  - o Under the heading "Training or Education, Refused to Accept or Complete" the MA citation 360-3.3 was deleted. A new MA citation 360-3.4(a) was added.
  - o Under the heading "Voluntary Employment Quit, Reduction in Earnings" MA citation 360-3.3 was deleted. MA citation 360-3.4 was added.
  - o Under the heading "Withdrawal" the MA citation was changed from 360-2.2(a) to 360-2.2.

12. Page 9, under the heading "Absent Parent":

- o Under the sub-heading "Return of" the MA citation 360-3.3 was deleted.
- o Under the heading "Alcoholism":
  - oo Under the sub-heading "Failure to Participate in Treatment" the MA citation 360-3.3 was deleted. A new MA citation N/A was added.
  - oo Under the sub-heading "HR" the MA citation was changed from 360-3.3 to 360-3.3(a).
- o Under the heading "Alien":
  - oo Under the sub-heading "Ineligible" the MA citation 360-2.2(d) was deleted.
- o Under the heading "Child-No Eligible Child in Home" MA citation 360-3.3 was changed to 360-3.3(c).
- o Under the heading "Client Contributions" the MA citation 360-4.3(f) was deleted. A new MA citation 360-4.10 was added.
- o Under the heading "Cooperate, Failure to" MA citation 360-2.3 was changed to 360-2.3(a). A new MA citation 360-2.3(b) was added.
- o Under the heading "Death" MA citation 360-3.3(b) was changed to 360-3.3.
- o Under the heading "Decreased Need for Other Requirements, No Material Change in Income or Resources" MA citation 360-3.3 was deleted. A new MA citation 360-4.8 was added.

13. Page 10, under the heading "Disabled, No Longer" MA citation 360-5 was deleted.

- o Under the heading, "Disqualified Individuals":
  - oo Under the sub-heading "Fraud" the PA citation was changed from N/A to "See IPV."
  - oo Under the sub-heading, "Intentional Program Violation" (IPV), the PA citation was changed from N/A to 359.9(a)(HR/PG-ADC), 359.9(b)(ADC). The FS citation was changed from 399.9(c) to 359.9(c) with the other FS citations 387.1(t) and 399.9(g) deleted. New FS citation 359.9(e) was added.



- oo Under the sub-heading "Social Security Number, Failure to Provide or Apply for" MA citation 360-3.3 was deleted. New MA citations 369.2(b) and 370.2(d) were added.
    - oo A new sub-heading, "Supplemental Security Income, Failure to Apply for" was added.
  - o Under the heading "Drug Addiction":
    - oo Under the sub-heading "ADC" the MA citation 360-3.3 was deleted. A new MA citation N/A was added.
    - oo Under the sub-heading "HR" the MA citation 360-3.3 was deleted. A new MA citation 360-3.4(a) was added.
  - o Under the heading "Earned Income":
    - oo Under the sub-heading "Receipt of or Increase in" the MA citation 360-4.3(b) was changed to 360-4.3.
  - o Under the heading "Employment or Increased Earnings" the MA citation 360-4.3(f) was deleted. A new MA citation 360-3.3(b) was added.
  - o Under the heading "Fraud", "See IPV" was added to the PA and FS citations.
- 14. Page 11, under the heading "Income":
  - o Under the sub-heading "Absent Parent (outside home)" the MA citations 360-4.3(f) and 387.15 were deleted. A new MA citation 360-3.3(b) was added.
  - o Under the sub-heading "Absent Parent's Return" a new MA citation 360-4.2 was added.
  - o Under the heading "Institution, Resident of":
    - oo Under the sub-heading "Public" MA citation 360-3.4 was changed to 360-3.4(a).
  - o Under the heading "Intentional Program Violation":
    - oo The word "Fraud" was deleted.
    - oo The PA citation was changed from N/A to 359.9(a)(HR/PG-ADC), 359.9(b)(ADC).
    - oo The FS citation 399.9(c) was changed to 359.9(c) and the FS citations 387.1(t) and 399.9(g) were deleted.
    - oo The MA citation was changed from See Fraud to N/A.

- o Under the heading "Interview, Failure to Appear for" the MA citation 360-2.2(f) was changed to 360-2.2.
  - o Under the heading "Lump Sum Payment" a new MA citation 360-3.3(b) was added.
- 15. Page 12, under the heading "Medical Assistance" the sub-heading "Ineligible for SSI" was deleted.
  - o Under the heading "Medical Costs Decreased" the MA citation 360-4.8 was changed to 360-4.8(c).
  - o Under the heading "Medical Evaluation, Failure to Comply With Request to Have One" the MA citation N/A was deleted. A new MA citation 360-3.4(a) was added.
  - o Under the heading "Medical Support, Failure Without Good Cause to File a Petition ..." a new MA citation 360-3.2(e) was added.
  - o Under the heading "Migrant Workers" the MA citation 360-2.2(a) was deleted. A new MA citation N/A was added.
  - o The heading "Monthly Reporting" was deleted.
  - o Under the heading "Property":
    - oo Under the sub-heading "Transferred for the Purpose of Qualifying" the words "nursing facility level of care" were deleted. The letters "FP" were added after the MA citation.
  - o Under the heading "Quality Control Review" the MA citation 360-2.3 was changed to 360-2.3(a).
  - o The heading "Quarterly Reporting, Failure to Submit a Completed Report" with PA citation 351.24(f) and FS citation 387.17(d) was added.
  - o Under the heading "Resources":
    - oo Under the sub-heading "Excess" MA citations 360-2.2 and 360-4.5 were added.
    - oo Under the sub-heading "Transfer" the words "nursing facility level of care" after the MA citation were deleted. The letters "FP" were added.
- 16. Page 13, under the heading "Sanctioned Individuals":
  - o The sub-heading "Fraud" was deleted.
  - o A new sub-heading "Intentional Program Violation" was added.

- o Under the sub-heading "Mailout, Failure to Respond to an Eligibility" the MA citation was changed from 360-3.3 to 360-3.3(c).
  - o Under the sub-heading "Property Transfer of Real/Personal" the words "ADC Related" were deleted after MA citation 360-4.4(c). The letters "FP" were added.
  - o Under the heading "Striker, Ineligible" the MA citation N/A was deleted. The MA citation 360-3.4(a) was added.
  - o Under the sub-heading "Social Security Number, Failure to Apply or Provide" MA citation 360-3.3 was deleted. MA citations 369.2(b) and 370.2(d) were added.
  - o Under the sub-heading "Supplemental Security Income, Failure to Apply for":
    - oo The PA citation 369.2(h) was changed to 369.2(h)(ADC).
    - oo The PA citation 370.2(c) was changed to 370.2(c) (HR/PG-ADC).
    - oo A new PA citation 370.7 (HR/PG-ADC) was added.
    - oo The MA citation 360-3.3 was deleted. The MA citation N/A was added.
  - o Under the heading "Social Security Number, Failure of Household Member to Provide or Apply for" MA citations 369.2(b) and 370.2(d) were added.
  - o Under the heading "Supplemental Security Income, Failure to Apply for":
    - oo The PA citation 370.7 (HR/PG-ADC) was added.
    - oo the MA citation 360.3.4(a) was deleted. The MA citation N/A was added.
17. Page 14, under the heading "Support, Receipt of or Increase in,":
- o Under the sub-heading "Absent Parent" the MA citation 360-3.3(b) was added.
18. Page 15, under the heading "Absent Parent, Loss of or Reduction in Support" MA citation 360-4.3(f) was deleted. MA citation 360-3.3(b) was added.
- o Under the heading "Chronic Care Costs" the MA citation 360-4.3(f) was deleted. MA citation 360-4.8 was added.
  - o Under the heading "Medical Costs, Increased" the MA citation 360-4.8(c) was changed to 360-4.8.

- o Under the heading "Support Reduction in from Person Outside Home":
  - oo Under the sub-heading "Absent Parent" MA citation 360-3.3(b) was added.
  - oo Under the sub-heading "Other Person" MA citation 360-3.3(b) was added.
- 19. Page 17, under the heading "Absent Parent":
  - o Under the sub-heading "Return of" MA citation 360-4.2 was deleted. MA citation N/A was added.
  - o Under the heading "Alcoholism":
    - oo Under the sub-heading "Failure to Participate in Treatment" MA citation 360-3.3 was deleted. MA citation N/A was added.
    - oo Under the sub-heading "HR" the MA citation 360-3.3 was changed to 360-3.3(a).
  - o Under the heading "Alien":
    - oo Under the sub-heading "Ineligible" MA citation 360-2.2(d) was deleted.
  - o Under the heading "Client Contribution" MA citation 360-4.10 was added.
  - o Under the heading "Disabled, No Longer" MA citation 360-5 was deleted.
  - o Under the heading "Disqualified Individuals":
  - o Under the sub-heading "Fraud" the PA citation was changed from N/A to "See IPV."
  - o Under the sub-heading, "Intentional Program Violation":
    - oo The PA citation N/A was changed to 352.30(h), 359.9(a)(HR/PG-ADC), 359.9(b)(ADC).
    - oo The FS citation was changed from 399.9(c) to 359.9(c) and 359.9(e) with the citations 387.1(t), and 399.9(g) deleted.
- 20. Page 18
  - o Under the sub-heading "Social Security Number, Failure to Provide or Apply for" MA citations 369.2(b) and 370.2(d) were added.

- o A new sub-heading, "Supplemental Security Income, Failure to Apply for" was added.
- o Under the heading "Drug Addiction":
  - oo Under the sub-heading "Failure to Participate in Treatment" the MA citation 360-3.3 was deleted. MA citation N/A was added.
  - oo Under the sub-heading "HR" the MA citation 360-3.3 was deleted. The MA citation 360-3.4(a) was added.
- o Under the heading "Earned Income":
  - oo Under the sub-heading "Receipt of or Increase IN" the MA citation 360-4.3(f) was changed to 360-4.3.
- o Under the heading "Employer Group Health Insurance":
  - oo Under the sub-heading "Employment or Increased Earnings" the MA citation 360-4.3 was deleted. MA citation 360-3.3(b) was added.
- o Under the heading "Fraud" the PA and FS citations were changed to "See IPV."

21. Page 19

- o Under the heading "Income":
  - oo Under the sub-heading "Absent Parent (Outside Home)" MA citation 360-3.3(b) was added.
  - oo Under the sub-heading "Absent Parent's Return" MA citation 360-4.3 was deleted. MA citation 360-3.3 was added.
  - oo Under the sub-heading "Receipt of or Increase in" MA citation 360-3.3(b) was added.
- o Under the heading "Institution, Resident of":
  - oo Under the sub-heading "Public" the MA citation was changed from 360-3.4 to 360-3.4(a).
- o The heading "Intentional Program Violation/Fraud" was changed to "Intentional Program Violation".
  - oo The PA citation was changed from N/A to 359.9(a) (HR/PG-ADC), 359.9(b)(ADC) and 352.30(h).
  - oo The FS citation 399.9(c) was changed to 359.9(c) and the citations 399.9(g) and 387.1(t) were deleted.

- oo The MA citation was changed from See Fraud to N/A.
  - o Under the heading "Lump Sum Payment" MA citation 360-3.3(b) was added.
  - o Under the heading "Medical Costs-Decreased" MA citation 360-4.8 was changed to 360-4.8(c).
  - o Under the heading "Medical Evaluation" MA citation N/A was deleted. MA citation 360-3.4(a) was added.
  - o Under the heading "Medical Support" MA citation 360-3.2(b) was changed to 360-3.2(e).
- 22. Page 20, under the heading "Need, Change in Degree of" MA citation 360-2.6 was deleted. MA citation 360-4.8 was added.
  - o Under the heading "Property":
    - oo Under the sub-heading "Failure to Sign Lien and/or Assignment" MA citation 360-4.7(a) was deleted.
  - o Under the heading "Resources":
    - oo Under the sub-heading "Excess" MA citations 360-2.2 and 360-4.5 were added.
    - oo Under the sub-heading "Transfer" the words "nursing facility level of care" were deleted from the MA citation. The letters "FP" were added.
- 23. o Page 21, under the heading "Sanctioned Individuals":
  - oo Under the sub-heading "Fraud" the PA and FS citations were changed to "See IPV."
  - oo A new sub-heading, "Intentional Program Violation" was added with 359.9(a)(HR/PG-ADC), 359.9(b)(ADC), and 352.30(h) as the citations for PA, 359.9(c) and 359.9(e) as the citations for FS and N/A as the citation for MA.
  - oo Under the sub-heading "Social Security Number, failure to Apply or Provide" MA citations 369.2(b) and 370.2(d) were added.
  - oo Under the sub-heading, "Supplemental Security Income, Failure to Apply for" the PA citation 369.2(h) was changed to 369.2(h)(ADC), the PA citation 370.2(c) was changed to 370.2(c)(HR/PG-ADC) and a new PA citation, 370.7(HR/PG-ADC) was added. MA citation 360-3.3 was deleted. MA citation N/A was added.

- oo Under sub-heading "Voluntary Termination of Employment" "HR Related" was added after the MA citation.
  - o Under the heading "Social Security Number, Failure of Household Member to Provide or Apply for" MA citations 369.2(b) and 370.2(d) were added.
  - o Under the heading "Supplemental Security Income, Failure to Apply for" the PA citation 369.2(h) was changed to 369.2(h)(ADC). The PA citation 370.2(c) was changed to 370.2(c)(HR/PG-ADC) and a new PA citation 370.7(HR/PG-ADC) was added. MA citation 360-3.3 was deleted. MA citation (N/A) was added.
24. o Page 22, under the heading "Training or Education, Refused to Accept or Complete" the MA citation 360-3.3 was deleted. MA citation 360-3.4(a) was added.

Local districts will automatically receive a supply of this Guide. Requests for additional copies of the Guide are to be submitted on Form WMS-47 (Rev. 3/81): "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: Don Parker

Inquiries concerning the contents of the Guide can be directed to the Program Policy/Systems Coordination Unit at 1-800-343-8859, extension 3-3913.

Questions concerning ordering the Guide should be directed to Don Parker by calling 1-800-343-8859, extension 4-2702.

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