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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 94 INF-48

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: October 26, 1994

SUBJECT: Food Stamps: Expedited Food Stamp Screening Sheet
 (DSS-3938) (Rev.7/94)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Staff Development Coordinators
 Forms Coordinators

CONTACT PERSON: Forms Questions:
 Bob Gullie, ES/WMS Program Operations,
 1-800-343-8859, extension 4-6501 (AV1060)
 Program Questions:
 FS County Representative
 1-800-343-8859, extension 4-9225

ATTACHMENTS: Expedited Food Stamp Screening Sheet (DSS-3938) -
 Not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 ADM-47		387.8(a)		FSSB Sections IV-I IV-K-5.1	

The purpose of this release is to introduce the revised DSS-3938: "Expedited Food Stamp Screening Sheet" (Rev. 7/94) A copy of the new form is attached.

Food Stamp policy requires local districts to identify households eligible for expedited service. Identification of such households may be done by a receptionist, volunteer or other employee. Applications must be screened as they are filed or as individuals come in to apply.

The DSS-3938 is designed to assist local district staff in making accurate and consistent assessments of food stamp applicants' potential eligibility for expedited food stamp service. Use of the DSS-3938, and subsequent maintenance of the completed form in each case record, will also ensure that all PA and NPA applicant households have been assessed for expedited service eligibility in accordance with Food Stamp Program requirements.

The use of the DSS-3938 is optional, but its routine use is strongly urged, and many local districts have utilized this form since 1989. Mandatory use of the form will only be imposed upon those districts where it has been determined by the Department that use of the form could improve their accuracy in identifying households potentially eligible for expedited processing and bring their performance to within the Statewide average.

Completion of the DSS-3938 is self-explanatory. The form's design guides the worker through each part until it is determined that the household is either "Eligible" or "Ineligible" for expedited food stamp service. In cases involving migrant/seasonal farmworker households, it should be noted that if eligibility for expedited service can be determined in Part Four, it is not necessary to complete Part Five. This section is needed only if the migrant/seasonal farm worker fails to meet any of the eligibility criteria in Part Four.

Listed below is a summary of the changes to this form that were incorporated into the 7/94 revision:

- I. GENERAL - The revision date was changed to 7/94.
- II. PART ONE - No Changes
- III. PART TWO - No Changes
- IV. PART THREE - No Changes
- V. PART FOUR
 - A. SECTION A - The instruction, if the answer to the question is YES, was changed to read:

CONDUCT AN INTERVIEW

B. SECTION B

1. This section was restructured to allow for only one YES or NO choice, and the following changes to the text were made to reflect this:

a. The heading was changed to:

CHECK YES OR NO

b. One set of the YES and NO boxes was deleted.

c. The instructions, if the answer to the question is YES or NO, were changed to read:

If YES, Conduct an interview.

If NO, Continue with SECTION C.

C. SECTION C - The instruction, if the answer to the question is YES, was changed to read:

CONDUCT AN INTERVIEW.

VI. PART FIVE - The instructions, if the answers to the questions in this section are YES, were changed to read:

If YES to QUESTION A and YES to either QUESTION B1 or QUESTION B2, conduct an interview.

Delivery of the revised DSS-3938 to the Albany warehouse is expected in October 1994. Your district will not automatically receive copies.

Requests for the DSS-3938 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 Customer Support Services (OCSS)

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous 5/93 supplies until your stocks are depleted, or until January 1995, whichever occurs first. Reorders of these forms will be filled with 7/94 versions.

Date October 26, 1994

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

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