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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 94 INF-50

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: October 26, 1994

SUBJECT: Revision of Food Stamp Household Composition Desk
 Guide (DSS-4314)

SUGGESTED

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

CONTACT PERSON: Maria Eckhardt
 1-800-343-8859, extension 4-6501 (av1030)

ATTACHMENTS: Food Stamp Household Composition Desk Guide
 (DSS-4314) (Rev. 8/94) - not available on-line

FILING REFERENCES

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|----------------------|---|-----------------|------------|
| 91 INF-67 | 91 INF-67 | 18 NYCRR 387.1(w) | 7 CFR 273.1 | FSSB V-A-All | |

The purpose of this release is to introduce the revised DSS-4314: "Food Stamp Household Composition Desk Guide" (Rev. 8/94).

The DSS-4314 can be used by examiners as a "ready reference guide" to aid in clarifying household relationships and composition. Use of this form by local districts is optional.

Revisions to the 10/91 version of the DSS-4314 are outlined below.

- I. The Revision Date was changed to 8/94.
- II. Front
 - A. The "Siblings Living Together" section was deleted.
 - B. "Parents and their Children Living Together" section
 1. Situation - This was changed to "Parents and their Children, 21 Years of Age or Younger, Living Together (Includes Natural, Adopted, or Stepchildren)
 2. Result - This was changed to:

Must be considered as a single household unless:
 - o The child is living with their child and purchases and prepares meals separately from the parents.
 - o The child is married and living with their spouse and purchases and prepares meals separately from the parents.
 - C. "Children under 18 who are in the household under the parental control of an adult household member" section
 1. Situation - This was changed to "Children (Other Than Foster Children) Under 18 Who Are in the Household Under the Parental Control of an Adult Household Member Who Is Not the Children's Parent or Stepparent".
 2. Result - This was changed to "Must be considered as a single household (Note: A child under 18 living with their spouse or child is not considered under parental control)".
 - D. The "Elderly/Disabled" definition was deleted.
 - E. The "Circumstances Causing Ineligibility" section was moved here from the reverse side of the form.

II. Reverse - In the "Special Living Arrangements/Elderly Individuals and their Spouses" section, under "Result", "who cannot purchase and prepare their own meals because they suffer from certain disabilities" was bolded.

Delivery of the revised DSS-4314 to the Upstate (Albany) and HRA (New York City) warehouses should be in October, 1994. Your district will not automatically receive copies.

Requests for the Guide 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
WMS
P.O. Box 1990
Albany, NY 12201
Attn.: Office of Customer Support Services (OCSS)

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

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