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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-8

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: March 21, 1995

SUBJECT: Revision of Applications (DSS-2921 and DSS-2921 NYC),  
 Recertification Forms (DSS-3174 and DSS-3174 NYC) and  
 Accompanying "How To Complete" Publications (Pub.  
 1301, 1301 NYC, 1313 and 1313 NYC) and Food Stamp  
 Application for SSI Recipients and Group Living  
 Residents (DSS-3035 and DSS-3035 NYC)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Services Directors  
 CAP Coordinators  
 WMS Coordinators  
 Corrective Action Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Maria Schollenberger  
 1-800-342-3715, extension 4-6501, av1030

ATTACHMENTS: Attachment I - 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.
85 ADM-38		350.4		PASB	95 ADM-1
93 INF-7	93 INF-7	351.21		III-E,	
93 INF-6	93 INF-6	360.1		III-H	
91 INF-69	91 INF-69	369.1		V-B-1, V-C	
89 INF-53		369.4		FSSB	
		387.6		IV-E-2,	
		387.17		IV-E-5,	
		404.1		IV-F,	
				VI-A	
				MARG	
				p. 368	
				p. 376	

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This is to introduce revisions to the following mandated forms and their Spanish versions (copies of the English versions are attached):

<u>DSS-2921</u> :	Upstate Application
<u>DSS-2921 NYC</u> :	New York City Application
<u>DSS-3174</u> :	Upstate Recertification Form
<u>DSS-3174 NYC</u> :	New York City Recertification Form
<u>Pub. 1301</u> :	"How To Complete"/Upstate Application
<u>Pub. 1301 NYC</u> :	"How To Complete"/New York City Application
<u>Pub. 1313</u> :	"How To Complete"/Upstate Recertification Form
<u>Pub. 1313 NYC</u> :	"How To Complete"/New York City Recertification Form
<u>DSS-3035</u> :	Food Stamp Application For SSI Recipients And Group Living Residents/Upstate Application
<u>DSS-3035NYC</u> :	Food Stamp Application For SSI Recipients And Group Living Residents/New York City Application

The revisions to these forms have been separated into the following sections:

- I. Major Revisions To All Applications, Recertifications and "How To Complete " Publications (DSS-2921, DSS-2921 NYC, DSS-3174, DSS-3174 NYC, Pub. 1301, Pub. 1301 NYC, Pub. 1313 and Pub. 1313 NYC)
- II. Form-Specific Revisions to the Applications and Recertifications (DSS-2921, DSS-2921 NYC, DSS-3174 and DSS-3174 NYC)
- III. Form-Specific Revisions to the "How To Complete" Publications (Pub. 1301, Pub. 1301 NYC, Pub. 1313 and Pub. 1313 NYC)
- IV. Revisions to the Food Stamp Applications For SSI Recipients and Group Living Residents (DSS-3035 and DSS-3035 NYC)
- V. Delivery Information
- VI. Forms Ordering

The revisions are explained below:

I. MAJOR REVISIONS TO ALL APPLICATIONS, RECERTIFICATIONS and "HOW TO COMPLETE" PUBLICATIONS (unless otherwise specified):

A. Adding an "Application to Register to Vote" page

The New York State legislation which supplemented the National Voter Registration Act (NVRA) mandated that the New York State Board of Election's "Application To Register To Vote" be physically incorporated into Social Services Applications and Recertification forms. 95 ADM-1 explained the requirements associated with the NVRA.

This "Application To Register To Vote" is now the last page of all the revised Applications and Recertification forms. However, local district staff must note that, although the back of this form is blank, it must not be written on since the law states that the agency of origin for these forms must not be able to be identified by the Board of Elections.

Information explaining this page was added at the end of all the "How To Complete" Publications.

B. Reformatting from a portrait to landscape design

This was necessary because adding the mandated "Application to Register To Vote" to the current (6/92) documents would have made them unmailable for the Client Notices System (CNS).

NOTE: The DSS-3570: "Certification Guide" must still be used with the Applications, as mandated in 85 ADM-38. Although the Applications were reformatted and now resemble the combined DSS-3174 (Upstate Recertification) (which is a combined Application and Recertification Guide in one document), the Applications do not contain the detailed worker questions that the DSS-3174 contains. Also, the DSS-3570 will be revised shortly, and local districts should have the revised version delivered in the summer of 1995.

C. Adding information to assist with assigning cases to EAF status

1. On the front page, in the "Do You Have Any Of These Problems" section, the following were added:

Fire Or Other Disaster  
Victim Of Domestic Violence  
Can No Longer Stay With Relative Or Friend

2. An EAF Authorization was added to the shaded "worker" section of the front page of the DSS-3174 (Upstate Recertification) and will be added to the DSS-3570: "Certification Guide", when it is next printed.

D. Updating Medical Assistance property transfer information

1. The last question in the "Resources" section was updated, as follows:

Has anyone (including your spouse even if not applying or living with you) given away any cash, or sold/transferred any real estate, income or personal property in the past 36 months or created a trust in the past 60 months?

2. The fourth sentence of the "Penalties" section on the "Legal" page was changed to:

Federal and State law provide that any transfer of assets for less than fair market value made by an individual or an individual's spouse, made within the 36 month period (60 months for trusts) immediately preceding the date the individual applies for MA or is both institutionalized and applies for MA, if later, may render the individual ineligible for nursing facility services or home and community-based waived services for a period of time.

3. As indicated in GIS 94 MA/031, the change in the look-back period under OBRA '93 only applies to transfers made or trusts funded on or after August 11, 1993. Therefore, the full impact of the look-back period does not take effect until after February 11, 1996 at which time the look-back period will increase incrementally by one month until the 36 month look-back period is fully implemented on August 11, 1996 for transfers, and the 60 month look-back period is fully implemented on August 11, 1998 for trusts. In other words the look-back period remains at 30 months through February 11, 1996.

Districts must not take any negative action on a case based solely on information provided for a period of time prior to the applicable look-back period, or for failure to provide more than the necessary months of information on transfers.

The corresponding "Property Transfer" section of all the "How To Complete" Publications was revised to reflect these changes.

E. Expanding the Veteran's status question

The single question which asks about Veteran's status was expanded, as follows, to assist Applicants/Recipients and workers in identifying available Veteran's benefits:

Have you ever served in the United States Armed Forces?

Has your spouse ever served in the United States Armed Forces?

Is anyone in the household a dependent of someone who served in the United States Armed Forces?

Information pertaining to and explaining "Armed Forces" was added to all the "How To Complete" Publications.

F. Adding Food Stamp changes related to Head Of Household selection and the Mickey Leland Amendment

1. In the "Other Expenses" section, the "Pays Child Support/Alimony" question was split into two questions to assist workers in correctly calculating a Food Stamp Budget Deduction for certain legally obligated child support:

Pays Child Support  
Pays Alimony

In addition, the following shaded "worker" section was added next to the "Pays Child Support" question of Page 12 of the DSS-3174 (Upstate Recertification), and will be added to the DSS-3570: "Certification Guide" when it is next printed:

Amount  
How Often Paid  
Legally Obligated  
Child In FS Household  
How Documented

2. In the shaded "worker" section of Page 9 (Training) of the DSS-3174 (Upstate Recertification), the following Food Stamp Head of Household clarification was added, and will be added to the DSS-3570: "Certification Guide" when it is next printed.

Was this a selection made by a parent/child relationship household? Yes/No

3. "Food Stamp Penalty Warning" section - The second paragraph was expanded to cover penalty information related to firearms, ammunition, explosives and drugs.

G. Updating the "Medical" section

The following questions were added to the "Medical" section:

- o Is or was drug or alcohol dependent
- o Has not been able to work for at least 12 months because of a disability or illness (DSS-2921 and DSS-2921 NYC only)
- o Has daily activity limited because of a disability or illness that has lasted or will last at least 12 months. (DSS-2921 and DSS-2921 NYC only)
- o Has been in a car accident or work-related accident in the past two years.

H. Updating the Legal language

1. "Social Security Number" section - The following sentence was added at the end:

Pregnant women who want only Medical Assistance are not required to apply for SSNs.

2. "Pick Up Your Food Stamps During The Period Of Intended Use" - This section was deleted because it is now contained in the Client Information Book DSS-4148A: "What You Should Know About Your Rights And Responsibilities (When Applying For Or Receiving Social Services)".

II. FORM-SPECIFIC REVISIONS TO THE APPLICATIONS AND RECERTIFICATIONS

A. DSS-2921 and DSS-2921 NYC (Upstate and New York City Applications)

1. New Page 2 (Household Composition)

The "Absent Parent" and "Absent Spouse" sections are now located on this page.

2. New Page 4 (Income)

a. The "Income" section is now located on this page.

b. The "Step-Parent", "Alien Sponsor" and "Veteran's Status" questions are now located on this page.

3. New Page 5 (Resources/Medical)

The "Resources" and "Medical" sections are now located on this page.

4. New Page 6

The following sections are now located on this page:

- a. Shelter
- b. Other Expenses
- c. Employment/Training
- d. Additional Information Required
- e. Property Transfer Status

5. New Pages 7 and 8

- a. The "Legal" information is now located on both of these pages.
- b. The "Signature" sections are now located on Page 8.

B. DSS-3174 (Upstate Recertification Form)

1. New Page 2 (Household Composition)

- a. "Household Composition" section - The number of recipients to be listed was changed from 10 to 8 to match the Applications.
- b. The "Step-parent/Alien Information" section is now located on this page, but the "Documentation" cues for this section are still located on Page 3.

2. New Page 3 (Citizenship)

- a. In Sections 8 and 9, the top instructions reference the wrong Section number below. This will be corrected at the next reprinting.
- b. The "Maiden/Other Names" section is now located on this page to line up with the Household Composition information lines.
- c. The "Household Composition" worker cues are now located on this page.

- d. "Documentation" cues
    - (1) "RAP Form (DSS-3367)" was deleted because this form is now obsolete.
    - (2) "Alien Status Form (DSS-2361)" was changed to "Alien Status Documentation".
  - 3. New Page 5 (Medical)
    - a. "Documentation" cues - "SSI Application Verification" was added.
    - b. "Referrals" cues - "SSA" was changed to "RSDI".
  - 4. New Page 7 (Unearned Income) - "Documentation" cues
    - "SSI/SSA Verification" was changed to "SSI/RSDI Verification".
  - 5. New Page 8 (Employment) - "Consider" cues
    - "If Anyone In The Household Has A Drug Or Alcohol Problem" was added.
  - 6. New Pages 10 and 11 (Resources) - Questions from Page 11 were moved to Page 10 to give more room on Page 11 for recipients to write in other resources.
  - 7. New Page 14 (Legal) - The "Certification" section was revised at the request of the Division of Health and Long Term Care, and is now the same as the Certification section which was already on the Applications and the New York City Recertification Form.
- D. DSS-3174 NYC (New York City Recertification Form)
- 1. New Page 2 (Household Composition)
    - The "Absent Parent" and "Absent Spouse" sections are now located on this page.
  - 2. New Page 3 (Citizenship) - The "Maiden/Other Names" section was moved to this page to line up with the "Household Composition" information lines.
  - 3. New Page 4 (Income)
    - a. The "Income" section is now located on this page.
    - b. The "Step-Parent", "Alien Sponsor" "Veteran's Status" and "Lump Sum" questions are now located on this page.



4. New Page 5 (Resources/Medical)

The "Resources" and "Medical" sections are now located on this page.

5. New Page 6

The following sections are now located on this page:

a. Shelter

b. Other Expenses

c. Employment/Training (The "Is Anyone Currently Employed" question is now located in this section)

d. Additional Information Required (The two fraud/Food Stamp IPV questions are now located in this section)

e. Property Transfer Status

6. New Pages 7 and 8

a. These remaining legal information is now located on both of these pages.

b. The "Signature" sections are now located on Page 8.

III. FORM-SPECIFIC REVISIONS TO THE "HOW TO COMPLETE" PUBLICATIONS

A. New Page 1

A statement in Spanish which explains that the Applications and Publications are available in Spanish was added to the English versions of all the "How To Complete" Publications.

B. New Page 2, "Do You Want To Receive Notices In" section instructions

Information explaining the Client Notices System was added to the Pub. 1301 NYC and Pub. 1313 NYC, since it is already contained in the Upstate versions of these Publications.

C. New Page 3, "Household Composition" section instructions

Information on Essential Persons was added at the end of this section in the Pub. 1313, since it was already contained in the Pub. 1301, Pub. 1301 NYC and Pub. 1313NYC.

D. New Page 6

1. "Employment/Training" section instructions

The following note was added at the end of this section for the Pub. 1313 NYC, since it was already in the Pub. 1313.

NOTE: If you are employed, you may still be eligible for medical assistance benefits and help with paying your child care costs.  
(It will be added to the Pub. 1301 and Pub. 1301 NYC at the next reprinting.)

2. "Resources" section instructions

Information on Lump Sums was added at the end of this section in the Pub. 1313, since it was already contained in the Pub. 1301, Pub. 1301 NYC and Pub. 1313NYC.

IV. REVISIONS TO THE FOOD STAMP APPLICATIONS FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035 AND DSS-3035 NYC)

A. Adding an "Application to Register to Vote" page

The New York State legislation which supplemented the National Voter Registration Act (NVRA) mandated that the New York State Board of Election's "Application To Register To Vote" be physically incorporated into Social Services Applications and Recertification forms. 95 ADM-1 explained the requirements associated with the NVRA.

This "Application To Register To Vote" is now the last page of these revised forms. However, local district staff must note that, although the back of this form is blank, it must not be written on since the law states that the agency of origin for these forms must not be able to be identified by the Board of Elections.

B. Reformatting from a portrait to landscape design

This was necessary because adding the mandated "Application to Register To Vote" to the current (9/93) documents would have made them unavailable for the Client Notices System (CNS). As a result, certain sections were moved to different pages.

C. New Page 2

1. In the "Household Composition" section at the top, "Relationship To You" was added.

2. In the four questions which cover previous benefits and disqualifications, the following questions:

Have you ever been disqualified from the Food Stamp Program

If you have, how many times

Are you presently disqualified

If you are presently disqualified, in which county or state was the disqualification

were changed to:

2. "Have you ever been disqualified from the Food Stamp Program

If Yes, how many times

3. Are you now disqualified from the Food Stamp Program

If Yes, in which county or state was the disqualification

3. In the six questions which cover supportive living facilities, the following questions:

Do you live in a State certified supervised/supportive apartment

If yes to any question, print the address above (in the mailing address section)

If you live in one of the facilities listed above, do you get a meal allowance

If so, how much

were changed to:

Do you live in a State certified supervised/supportive apartment

If yes to any question, print the address on Page 1 in the "Mailing Address" section)

If you live in one of the facilities listed above, do you get a meal allowance

If Yes, how much

D. New Page 5

- a. "Resources" section - This was reformatted for easier completion.
- b. "Student" section - Blank lines which allow for a second entry were added.

E. New Page 6

- c. "Food Stamp Penalty Warning" section - The second paragraph was expanded to cover penalty information related to firearms, ammunition, explosives and drugs.

V. DELIVERY INFORMATION

The new 7/94 versions of all the forms are expected to be delivered to the State (Albany) Warehouse and New York City (HRA) Warehouse in March, 1995. Distribution of the upstate forms to the counties will begin upon receipt of the forms in Albany, so that all districts should be using these forms by April 1, 1995.

SINCE THE APPLICATIONS AND PUBLICATIONS MAY NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW APPLICATIONS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (06/92) DSS-2921 and DSS-2921 NYC Applications, existing (06/92) DSS-3174 and DSS-3174 NYC Recertification forms, existing (06/92) Pub. 1301, Pub. 1301 NYC, Pub. 1313 and Pub. 1313 NYC Publications and existing (09/93) DSS-3035 and DSS-3035 NYC are made obsolete by the new versions. All existing copies of the old versions must be destroyed once your shipments of the new forms have been received. The same applies to the Spanish versions.

VI. FORMS ORDERING

Requests for Spanish versions, and future requests for English documents 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  
PO Box 1990  
Albany, New York 12201  
Attention: Office of Customer Support Services

Date March 21, 1995

Trans. No. 95 INF-8

Page No. 13

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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.

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Robert N. Seaman  
Deputy Commissioner  
Division of Economic Security

## Listing of All Attachments

- Attachment II - DSS-2921: Upstate Application (Rev. 7/94) - not available on-line.
- Attachment III - DSS-2921 NYC: New York City Application (Rev. 7/94) - not available on-line.
- Attachment IV - DSS-3174: Upstate Recertification Form (Rev. 7/94) - not available on-line.
- Attachment V - DSS-3174 NYC: New York City Recertification Form" (Rev. 7/94) - not available on-line.
- Attachment VI - Pub. 1301: "How to Complete"/Upstate Application (Rev. 7/94) - not available on-line.
- Attachment VII - Pub. 1301 NYC: "How To Complete"/New York City Application" (Rev. 7/94) - not available on-line.
- Attachment VIII - Pub. 1313: "How To Complete"/Upstate Recertification Form" (Rev. 7/94) - not available on-line.
- Attachment IX - Pub. 1313 NYC: "How To Complete"/New York City Recertification" Form (Rev. 7/94) - not available on-line.
- Attachment X - DSS-3035: "Food Stamp Application for SSI Recipients and Group Living Residents"
- Attachment XI - DSS-3035 NYC: "New York City Food Stamp Application for SSI Recipients and Group Living Residents"