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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-28

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: August 22, 1995

SUBJECT: Economic Security Forms Implemented, Revised or Made  
 Obsolete in 1994

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 WMS Coordinators  
 Staff Development Coordinators  
 Employment Coordinators  
 Corrective Action Coordinators  
 HEAP Liaisons  
 Family and Children Services Directors  
 CAP Coordinators  
 Forms Coordinators

CONTACT PERSON: Tom McGraw  
ES/WMS Program Operations  
 1-800-343-8859, extension 4-9349

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 INF-27	93 INF-27				

The purpose of this release is to provide local social services districts with a list of the Department's Economic Security forms, including client notices, that were newly introduced, revised, or made obsolete in 1994. Please note that some of these forms are common forms/notices used by several program areas, but maintained by Economic Security. This listing should help local districts to guarantee that all new Economic Security forms have been implemented in their agency, to ensure that the latest versions of existing forms are being used, and to eliminate the use of forms which have been discontinued.

All forms and client notices are listed numerically under categories of new, revised, or obsolete. All forms with an asterisk (\*) are not printed, but camera-ready boards are available for reproduction by the local districts. The 1994-95 HEAP forms are listed separately.

## I. NEW FORMS

	<u>New Forms</u>	<u>Form Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-3035A	How to Apply for Food Stamps If You... · Are Applying for SSI · Are Getting SSI · Are Living in A Group Home and Your Rights and Responsibilities If You Are Applying For Food Stamps Under Any Of These Conditions	03/94	94 INF-34	07/13/94
DSS-3035A-S	How to Apply for Food Stamps If You... · Are Applying for SSI · Are Getting SSI · Are Living in A Group Home and Your Rights and Responsibilities If You Are Applying For Food Stamps Under Any Of These Conditions (Spanish)	03/94	94 INF-34	07/13/94

## II. REVISED FORMS

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-1410	Life Insurance Information Request/Prudential and Metropolitan Form	04/94	94 INF-37	08/02/94
DSS-3035	Food Stamp Application for SSI Recipients and Group Living Residents	09/93	94 INF-4	01/12/94
DSS-3035-S	Food Stamp Application for SSI Recipients and Group Living Residents (Spanish)	09/93	94 INF-4	01/12/94
DSS-3035 (NYC)	Food Stamp Application for SSI Recipients and Group Living Residents (NYC)	09/93	94 INF-4	01/12/94
DSS-3035-S (NYC)	Food Stamp Application for SSI Recipients and Group Living Residents (NYC) (Spanish)	09/93	94 INF-4	01/12/94
DSS-3570A	ABEL Input Sheet	08/94	94 INF-54	11/22/94
DSS-3668	Shelter Verification Form	05/94	94 INF-38	08/03/94
DSS-3707	Employment Verif. Form	02/94	94 INF-17	04/12/94
DSS-3708	School Attendance Verification Form	02/94	94 INF-18	04/18/94
DSS-3938	Expedited FS Screening Sheet	07/94	94 INF-48	10/26/94
DSS-3951	Public Assistance ABEL Budget Narrative	11/93	94 INF-5	01/14/94
DSS-3959	Food Stamp Excess Net Income Narrative	07/94	94 INF-51	10/28/94
DSS-3961	Food Stamp Budget Narrative	02/94	no release	-----
DSS-4168	Programmatic Action Regulations Guide	09/93	94 INF-36	07/28/94
DSS-4279	Notice of Responsibilities and Rights for Support	09/93	94 INF-2	01/05/94
		04/94	94 INF 30	06/22/94
DSS-4279-S	Notice of Responsibilities and Rights for Support	09/93	94 INF-2	01/05/94
		04/94	94 INF-30	06/22/94
DSS-4310	Quarterly Report	09/93	94 INF-13	03/15/94
DSS-4310A	Follow-up to the Quarterly Report (Upstate)	07/94	94 INF-47	10/19/94
DSS-4310-S	Follow-up to the Quarterly Report (Upstate) (Spanish)	07/94	94 INF-47	10/19/94
DSS-4310A (NYC)	Follow-up to the Quarterly Report (NYC)	07/94	94 INF-47	10/19/94
DSS-4310A-S (NYC)	Follow-up to the Quarterly Reports (NYC) (Spanish)	07/94	94 INF-47	10/19/94
DSS-4314	Food Stamp Household Composition Desk Guide	08/94	94 INF-50	10/26/94
DSS-4398	WMS Non-Services Code Cards (Upstate)	04/94	94 INF-39	08/18/94
DSS-4403	Determination of Eligibility for Emergency Assistance to Families (EAF)	05/94	94 INF-32	06/27/94

## III. OBSOLETE FORMS

	<u>Obsoleted Forms</u>	<u>Last Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-3174 (Upstate) (Brown Version)	Recertification for PA, MA,FS (Upstate) (Brown)	07/91	94 INF-35	07/13/94
DSS-3174-S (Brown Version)	Recertification for PA, MA,FS (Upstate)(Spanish) (Brown)	07/91	94 INF-35	07/13/94
DSS-4050	Food Stamp Notice to Household of Disqualified Individual(s)	08/93	94 INF-43	09/20/94
DSS-4050-S	Food Stamp Notice to Household of Disqualified Individual(s) (Spanish)	08/93	94 INF-43	09/20/94
DSS-4051	Food Stamp Notice to Disqualified Individual(s)	02/89	94 INF-43	09/20/94
DSS-4051-S	Food Stamp Notice to Disqualified Individual(s) (Span)	02/89	94 INF-43	09/20/94
DSS-4052	Notice of Food Stamp Over Issuance Intentional Program Violation	08/93	94 INF-43	09/20/94
DSS-4052-S	Notice of Food Stamp Over Issuance Intentional Program Violation (Span)	08/93	94 INF-43	09/20/94
DSS-4280	Right to Claim Good Cause for Refusal to Cooperate with Child Support Enforcement (Second Notice)	07/92	94 INF-22	05/13/94
DSS-4280-S	Right to Claim Good Cause for Refusal to Cooperate with Child Support Enforcement (Second Notice) (Spanish)	07/92	94 INF-22	05/13/94
Pub 1313 (Brown Version)	How to Complete the Social Services Recertification Application (Upstate) (Brown)	07/91	94 INF-35	07/13/94
Pub 1313-S (Brown Version)	How to Complete the Social Services Recertification Application (Upstate) (Spanish) (Brown)	07/91	94 INF-35	07/13/94

## IV. NEW CLIENT NOTICES - None

## V. REVISED CLIENT NOTICES

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-2425	Repayment of Interim Assistance Notice	08/94	94 INF-44	10/03/94
DSS-2425-S	Repayment of Interim Assistance Notice	08/94	94 INF-44	10/03/94

## VI. HEAP FORMS

Information on the following revised Home Energy Assistance Program (HEAP) forms was sent to the local districts in a letter dated July 26, 1994.

	<u>HEAP Forms</u>	<u>Revision Date</u>
DSS-3421	HEAP Application	06/93
DSS-3421-S *	HEAP Application (Camera Ready Copy) (Spanish)	06/93

Patricia A. Stevens  
Deputy Commissioner  
Division of Economic Security