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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 95 INF-39

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: October 26, 1995

SUBJECT: Revision of "How To Apply For Food Stamps If You
 Are Also Applying For SSI/Are Getting SSI/Are Living
 In A Group Home..." Booklet (DSS-3035A)

SUGGESTED

DISTRIBUTION: Food Stamp Staff
 Staff Development Coordinators
 Forms Coordinators

CONTACT PERSON: Maria Schollenberger
 1-800-343-8859, extension 4-6501

ATTACHMENTS: Attachment - "DSS-3035A" (Rev. 11/94)
 Not Available Online

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
94 INF-34				FSSB	
93 INF-26				III-D-2	
				IV-E-2	
				IV-F	
				V-E-5.1	
DSS-329EL (Rev. 9/89)					

I. Form Revisions

This is to introduce revisions to the mandated DSS-3035A: "How To Apply For Food Stamps If You...Are Also 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" (Rev. 11/94). This book must accompany the DSS-3035/DSS-3035 NYC "Food Stamp Application For SSI Recipients and Group Living Residents" at all times because it provides to SSI recipients and Group Living residents all necessary general and legal information for the Food Stamp Program. Although there are Upstate and New York City versions of the DSS-3035, there are not separate Upstate and New York City versions of the DSS-3035A.

The revisions are outlined below:

- I. The revision date on all pages was changed to "11/94".
- II. New Page 2, Section A, "How To Apply For Food Stamps" - Information on the Application to Register to Vote was added.
- III. New Page 4, Section B, "Your Right To Choose Your Food Stamp Employment Head Of Household" - Information on choosing a Food Stamp Head of Household was added.
- IV. New Page 5, Section F, "Conferences And Fair Hearings" - The definition for "Fair Hearing" was clarified.
- V. New Page 6, Section F, "Conferences And Fair Hearings", Number 3, "How and When To Ask For A Fair Hearing" (cont.)
 - A. Section a
 - 1. First Paragraph - "Denied" was added between "stopped" and "or reduced".
 - 2. Third Paragraph - The "aid continuing" information was updated.
 - B. Section b - The following new paragraph was added:

Also, there is no time limit on asking for a Fair Hearing if more than 30 days have passed since you applied for Food Stamps and you have not gotten a written notice that your application has been approved or denied.
- VI. New Page 7, Section G, "Personal Privacy Rights" - The following bullet was added:

The United States Immigration and Naturalization Service (INS) will be given information about your Food Stamps household for verification of immigration status, if applicable.

VII. New Page 8

- A. Section A, "General Responsibilities" - The following bullet was added:

Swear and affirm, under penalty of perjury, that all household members applying for or getting Food Stamps are United States citizens or nationals of the United States or persons with satisfactory immigration status.

- B. Section B, "Responsibility To Provide Truthful And Accurate Information", First Paragraph - The following was added to the first sentence:

... or they may be reduced. You may also lose your Food Stamps if a court finds you guilty of buying or selling firearms, ammunition, explosives or controlled substances in exchange for Food Stamps.

VIII. New Page 9, Section E, "Responsibility To Report Changes" - In Number 2, "Changes You Must Report Right Away", the following was deleted:

Medical expenses that go up or down more than \$25.00 a month".

- IX. New Page 10 - A new Section G, "Veterans' Benefits", and a new Section H, "Medical Assistance", were added.

II. Delivery and Ordering of Forms

Delivery of the DSS-3035A to the Albany and NYC HRA Warehouses should be in October 1995. Your district will not automatically receive copies. Local districts may continue to use the current (3/94) version of the DSS-3035A until their supplies run out, or until December 31, 1995, whichever occurs first. Reorders will be filled with the 11/94 version.

Spanish versions will also be available to be ordered from the Albany and NYC HRA Warehouses at approximately the same time the English versions are delivered.

Orders for the DSS-3035A and its Spanish version should be submitted on Form WMS-47 (Rev. 09/89): "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

Date October 26, 1995

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

Patricia A. Stevens
Deputy Commissioner
Division of Economic Security