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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 96 INF-1

TO: Commissioners of  
 Social Services

DIVISION: Commissioner's  
 Office

DATE: January 8, 1996

SUBJECT: Annual Index of Administrative Directives and  
 Informational Letters for 1995

SUGGESTED

DISTRIBUTION: Program Directors  
 Administrative Directors  
 Staff Development Coordinators

CONTACT PERSON: Michael J. McNaughton, Director, Policy  
 Communications Unit, (1)-800-343-8859, ext. 3-6369

ATTACHMENTS: See ATTACHMENT A for 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.

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, and Informational Letters issued in 1995. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, and Informational Letter is also provided. Additionally, a listing of releases superseded during 1995 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all staff.

III. RECOMMENDED ACTION

It is recommended that this release be maintained with previous Department Indexes in the Index Reference binder.

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Brian Wing  
Acting Commissioner

ATTACHMENT A

- ATTACHMENT I            Numerical Listing of Administrative Directives Released  
in 1995 - (Available on-line)
- ATTACHMENT II           Program-Specific Listing of Administrative Directives  
Released in 1995 - (Available on-line)
- ATTACHMENT III          Numerical Listing of Informational Letters Released in  
1995 - (Available on-line)
- ATTACHMENT IV           Program-Specific Listing of Informational Letters  
Released in 1995 - (Available on-line)
- ATTACHMENT V            Listing of Releases Superseded in 1995 - (Available on-  
line)

ADMINISTRATIVE DIRECTIVES

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
COMM	95 ADM-01	01/06/95	NATIONAL VOTER REGISTRATION ACT
S&CD	95 ADM-02	01/10/95	DOMESTIC VIOLENCE: NON-RESIDENTIAL SERVICES TO VICTIMS
ES	95 ADM-03	01/12/95	EDUCATION TRANSPORTATION FOR HOMELESS CHILDREN
ES	95 ADM-04	01/18/95	PUBLIC ASSISTANCE AND MEDICAL ASSISTANCE BENEFITS FOR INFANTS RESIDING WITH THEIR INCARCERATED MOTHERS
ES/H&LTC	95 ADM-05	01/27/95	SSI CASE CORRECTION PROCEDURE: USE OF FORM SSA-3911
H&LTC	95 ADM-06	03/24/95	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1994
S&CD	95 ADM-07	04/28/95	AMENDMENT TO MODEL CONTRACT FOR LOCAL PURCHASE OF CHILD FOSTER CARE SERVICES AND MAINTENANCE AGREEMENTS
ES	95 ADM-08	05/10/95	FOOD STAMPS: SELECTION OF HEAD OF HOUSEHOLD FOR EMPLOYMENT PURPOSES
ES	95 ADM-09	05/10/95	PA BUDGETING: THE TREATMENT OF NEW YORK STATE DISABILITY BENEFITS
ES	95 ADM-10	05/19/95	THE AUTOMATED FINGER IMAGING SYSTEM (AFIS) FOR HOME RELIEF
H&LTC	95 ADM-11	07/21/95	MEDICAL ASSISTANCE ELIGIBILITY FOR DISABLED ADULT CHILDREN
H&LTC	95 ADM-12	07/21/95	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1995
H&LTC	95 ADM-13	08/17/95	MA-ONLY ADC CATEGORICAL ELIGIBILITY FOR CARETAKERS OF 18 TO 20 YEAR OLDS
H&LTC	95 ADM-14	09/06/95	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1995

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
H&LTC	95 ADM-15	09/14/95	FOOD STAMP PROGRAM IMPLICATIONS FOR THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT (P.L. 103-66)
H&LTC	95 ADM-16	09/20/95	SCHEDULED SHORT TERM CARE IN NURSING FACILITIES
H&LTC	95 ADM-17	10/06/95	COMMUNITY COVERAGE OPTION
H&LTC	95 ADM-18	10/12/95	INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR JANUARY 1, 1995 AND JULY 1, 1995
H&LTC	95 ADM-19	10/13/95	MEDICAID ELIGIBILITY: CHANGE IN THE PERSONAL NEEDS ALLOWANCE FOR INSTITUTIONALIZED SPOUSES RECEIVING HOME AND COMMUNITY-BASED WAIVERED SERVICES
ES	95 ADM-20	10/18/95	FOOD STAMPS: STIPULATION AND ORDER OF SETTLEMENT IN <u>HUBERMAN, ET AL V. ESPY, ET AL.</u>
H&LTC	95 ADM-21	10/20/95	MEDICAL ASSISTANCE (MA) ELIGIBILITY CHANGES RELATING TO INFANTS UNDER AGE ONE YEAR
MSQI	95 ADM-22	12/11/95	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1994-95 STATE SHARE ADMINISTRATIVE CAP
ES	95 ADM-23	12/14/95	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS
ES	95 ADM-24	12/19/95	HOME VISITS FOR PUBLIC ASSISTANCE ELIGIBILITY AND CONTINUING ELIGIBILITY

ADMINISTRATIVE DIRECTIVES  
Program Specific

OFFICE OF THE COMMISSIONER

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-01	01/06/95	NATIONAL VOTER REGISTRATION ACT  To inform local social services districts of the requirements placed on agencies that are designated as participating voter registration agencies.



DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-22	12/11/95	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1994-95 STATE SHARE ADMINISTRATIVE CAP  Provides instructions to social services districts for the submission of plans to the Department for activities exempt from the State share cap on administrative costs for State Fiscal Year 1994-95.

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-02	01/10/95	DOMESTIC VIOLENCE: NON-RESIDENTIAL SERVICES TO VICTIMS  To inform you of the provisions of Department regulations found at 18 NYCRR Part 462 regarding non-residential services victims of domestic violence.
95 ADM-07	04/28/95	AMENDMENT TO MODEL CONTRACT FOR LOCAL PURCHASE OF CHILD FOSTER CARE SERVICES AND MAINTENANCE AGREEMENTS  To advise about an amendment to the model contract for local purchase of foster care and maintenance agreements which is effective immediately.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-03	01/12/95	EDUCATION TRANSPORTATION FOR HOMELESS CHILDREN  This directive amends and clarifies the responsibilities of the social services districts (SSDs) in relation to the education and transportation of homeless school age children who are temporarily placed outside of their original school district.
95 ADM-04	01/18/95	PUBLIC ASSISTANCE AND MEDICAL ASSISTANCE BENEFITS FOR INFANTS RESIDING WITH THEIR INCARCERATED MOTHERS  To advise social services districts (SSDs) that their are programs within the prison system which allow infants who are born to incarcerated mothers to remain with the mothers and that such infants may be eligible for Public Assistance (PA and Medical Assistance (MA).
95 ADM-05	01/27/95	SSI CASE CORRECTION PROCEDURE: USE OF FORM SSA-3911  To remind social services districts (SSDs) of the "national case correction" procedure established to provide a standard method of correcting Supplemental Security Income (SSI) data when SSDs notice discrepancies between data on the State Data Exchange (SDX) and data in SSDs records.
95 ADM-08	05/10/95	FOOD STAMPS: SELECTION OF HEAD OF HOUSEHOLD FOR EMPLOYMENT PURPOSES  To summarize a series of releases (including GIS 93 ES/DCO28, 91 ADM-39, 90 ADM-27) regarding the selection of head of household for food stamp employment purposes.
95 ADM-09	05/10/95	PA BUDGETING: THE TREATMENT OF NEW YORK STATE DISABILITY BENEFITS  To notify districts (SSDs) of a change in policy regarding the treatment of New York State Disability income when determining the public assistance grant amount.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-10	05/19/95	<p>THE AUTOMATED FINGER IMAGING SYSTEM (AFIS) FOR HOME RELIEF</p> <p>To inform social services districts (local districts) of the requirements of the automated finger imaging system (AFIS) in the Home Relief (HR) program.</p>
95 ADM-15	09/14/95	<p>FOOD STAMP PROGRAM IMPLICATIONS OF THE MICKEY LELAND CHILDHOOD HUNGER RELIEF ACT (P.L. 103-66)</p> <p>To provide social services districts with the details of numerous changes in current federal and State food stamp policy required by the Mickey Leland Childhood Hunger Relief Act (P.L. 103-66).</p>
95 ADM-20	10/18/95	<p>FOOD STAMPS: STIPULATION AND ORDER OF SETTLEMENT IN <u>HUBERMAN, ET AL. V. ESPY, ET. AL.</u></p> <p>To inform social services districts of the Stipulation and Order of Settlement ("Stipulation") in <u>Huberman et al. v. Espy et al.</u> (hereinafter referred to as <u>Huberman</u>), a class action brought in the United States District Court for the Southern District of New York, on behalf of all applicants for and recipients of food stamps in New York State during the period between December 23, 1985 and August 1, 1986, whose household during that time included a person who received disability retirement benefits from a governmental agency because of a disability considered permanent under the Social Security Act.</p>
95 ADM-23	12/14/95	<p>FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS</p> <p>To provide social services districts of:</p> <p>a: the January 1996 federal cost-of-living adjustment (COLA) in Social Security (RSDI) benefits, and its impact on public assistance (PA), medical assistance (MA), supplemental security income (SSI) and food stamps (FS);</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
		<p data-bbox="646 464 1430 552">b: the pass-through of the January 1, 1996 federal COLA in federal Supplemental Security Income (SSI) benefits; and</p> <p data-bbox="646 590 1430 678">c: the impact of the increased SSI Congregate Care benefit levels and increased minimum personal needs allowances (PNAs).</p>
95 ADM-24	12/19/95	<p data-bbox="646 720 1430 774">HOME VISITS FOR PUBLIC ASSISTANCE ELIGIBILITY AND CONTINUING ELIGIBILITY</p> <p data-bbox="646 814 1430 968">To clarify for social services districts the Department's policy as to home visits conducted as part of an investigation of eligibility or continuing eligibility for public assistance or care.</p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-06	03/24/95	<p>TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1994</p> <p>Notifies social services districts of the January 1, 1994 revisions to the Medical Assistance (MA) regional rates used to determine the period of limited coverage (penalty period) for persons determined to have made prohibited transfers of resources.</p>
95 ADM-11	07/21/95	<p>MEDICAL ASSISTANCE ELIGIBILITY FOR DISABLED ADULT CHILDREN</p> <p>Provides information regarding Medical Assistance (MA) eligibility for certain blind and disabled individuals who lose Supplemental Security Income (SSI) eligibility as a result of becoming entitled to Social Security child's insurance benefits as a disabled adult child (DAC) or because of an increase in such benefits.</p>
95 ADM-12	07/21/95	<p>SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1995</p> <p>Informs social services districts of the January, 1995 increases in the following amounts used in determining Medical Assistance (MA) eligibility for institutionalized spouses:</p> <ol style="list-style-type: none"> <li>1. the maximum spouse resource allowance (CSRA); and</li> <li>2. the minimum monthly maintenance needs allowance (MMMNA) for a community spouse.</li> </ol> <p>Also informs social services districts of the January 1, 1995 increase in the family member allowance (FMA) used in determining the eligibility of institutionalized spouses.</p> <p>Further informs social services districts of the July, 1995 decrease in the FMA.</p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-13	08/17/95	<p data-bbox="646 495 1430 552">MA-ONLY ADC CATEGORICAL ELIGIBILITY FOR CARETAKERS OF 18 TO 20 YEAR OLDS</p> <p data-bbox="646 590 1430 772">Notifies districts that parents or other caretaker relatives who are living with and caring for a child under the age of 21 who is deprived of parental support are categorically eligible for Aid to Dependent Children (ADC)-related Medical Assistance (MA).</p>
95 ADM-14	09/06/95	<p data-bbox="646 814 1430 871">TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1995</p> <p data-bbox="646 909 1430 1092">Notifies social services districts of the January 1, 1995 revisions to the Medical Assistance (MA) regional rates used to determine the period of limited coverage (penalty period) for persons determined to have made prohibited transfers of assets.</p>
95 ADM-16	09/20/95	<p data-bbox="646 1134 1430 1159">SCHEDULED SHORT TERM CARE IN NURSING FACILITIES</p> <p data-bbox="646 1197 1430 1283">Informs social services districts of a state plan amendment which allows Medicaid to pay for scheduled short term care in nursing facilities.</p>
95 ADM-17	10/06/95	<p data-bbox="646 1325 1430 1350">COMMUNITY COVERAGE OPTION</p> <p data-bbox="646 1388 1430 1570">To notify social services districts that they may elect to offer certain Medical Assistance (MA) applicants the option for applying for full MA coverage or for community coverage (which includes all MA covered services except nursing facility services).</p>
95 ADM-18	10/12/95	<p data-bbox="646 1612 1430 1696">INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR JANUARY 1, 1995 AND JULY 1, 1995</p> <p data-bbox="646 1734 1430 1919">           Advises social services districts of:           <ul style="list-style-type: none"> <li data-bbox="646 1797 1430 1854">a: Increases in the Medical Assistance (MA) Income and Resource Standards.</li> <li data-bbox="646 1864 1430 1919">b: The annual update of the federal income official poverty line (federal poverty line).</li> </ul> </p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 ADM-19	10/13/95	<p>MEDICAID ELIGIBILITY: CHANGE IN THE PERSONAL NEEDS ALLOWANCE FOR INSTITUTIONALIZED SPOUSES RECEIVING HOME AND COMMUNITY-BASED WAIVERED SERVICES</p> <p>Advises social services districts of a change in the personal needs allowance (PNA) for institutionalized spouses who receive home and community-based services provided pursuant to a waiver under Section 1915(c) of the Social Security Act (waiver recipients) and who have community spouses.</p>
95 ADM-21	10/20/95	<p>MEDICAL ASSISTANCE (MA) ELIGIBILITY CHANGES RELATING TO INFANTS UNDER AGE ONE YEAR</p> <p>Advises social services districts of an amendment to the Social Services Law (SSL) relating to Medical Assistance (MA) eligibility for infants under one year of age. Effective October 1, 1991, an infant whose mother was eligible for and receiving MA on the date of the child's birth is eligible for MA for up to one year from the date of birth regardless of whether the mother remains eligible after the pregnancy ends.</p>



INFORMATIONAL LETTERS

## INFORMATIONAL LETTERS ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
OFO	95 INF-01	01/06/95	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1994.
ES	95 INF-02	01/09/95	REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548)
ES	95 INF-03	02/06/95	THE 1995 NEW YORK STATE AND FEDERAL EARNED INCOME CREDIT CAMPAIGN
ES	95 INF-04	02/10/95	REVISION OF "DETERMINATION OF ELIGIBILITY FOR EMERGENCY ASSISTANCE TO FAMILIES (EAF)" (DSS-4403) (REV. 10/94)
ES	95 INF-05	02/28/95	DIRECT SHELTER AND CHILD CARE PAYMENTS
OHAS	95 INF-06	03/15/95	FAMILY TYPE HOMES FOR ADULTS: CONTINUING BENEFITS FOR HOSPITALIZED RESIDENTS OF A FAMILY TYPE HOME FOR ADULTS
ES	95 INF-07	03/16/95	EMERGENCY ASSISTANCE TO FAMILIES (EAF) REMINDERS
ES	95 INF-08	03/21/95	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)
OHAS	95 INF-09	03/23/95	FAMILY TYPE HOMES FOR ADULTS: RESPONSES TO QUESTIONS RAISED BY LOCAL SOCIAL SERVICES DISTRICT STAFF
OHAS	95 INF-10	03/30/95	PROTECTIVE SERVICES FOR ADULTS (PAS): MODEL PROTOCOL CONCERNING THE WORKING RELATIONSHIP BETWEEN POLICE AND SSA
ES	95 INF-11	03/31/95	CRIME VICTIMS COMPENSATION

## INFORMATIONAL LETTERS ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	95 INF-12	03/31/95	TREATMENT OF AMERICORPS AWARDS
OHAS	95 INF-13	04/06/95	PROTECTIVE SERVICES FOR ADULTS (PSA): RESULTS OF THE SERVICES DELIVERY NETWORK SURVEY
ES	95 INF-14	04/11/95	QUESTIONS AND ANSWERS FROM THE MARCH 15, 1995 PRIDE IN WORK TELECONFERENCE
H&LTC	95 INF-15	04/26/95	INTERPRETER SERVICES FOR MEDICAID RECIPIENTS
ES	95 INF-16	04/28/95	REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)
ES	95 INF-17	05/16/95	CHANGES TO SSDI AND SSI RULES FOR DRUG/ALCOHOL ABUSERS (P.L. 103-296)
H&LTC	95 INF-18	05/17/95	ASSISTED LIVING PROGRAM (ALP) SUBSYSTEM ENTRY
ES	95 INF-19	06/22/95	QUARTERLY REPORTING SYSTEM (QRS) QUESTIONS AND ANSWERS
S&CD/OHAS	95 INF-20	06/23/95	THE FAMILY PROTECTION AND DOMESTIC VIOLENCE INTERVENTION ACT
S&CD	95 INF-21	06/27/95	CONNECTIONS INFORMATION SURVEY
ES	95 INF-22	06/28/95	FS: STUDENTS ON MEAL PROGRAMS AND ELIGIBILITY OF STUDENTS IN CAMPUS HOUSING
ES/H&LTC	95 INF-23	07/12/95	OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES (OMRDD) INDIVIDUAL SUPPORT SERVICES (ISS) PROGRAM
ES	95 INF-24	08/01/95	REVISION OF "ACTION TAKEN ON YOUR REQUEST FOR ASSISTANCE TO MEET AN IMMEDIATE NEED OR A SPECIAL ALLOWANCE" (DSS-4002) (REV. 9/94)
S&CD	95 INF-25	08/03/95	RISK ASSESSMENT IMPLEMENTATION GUIDELINES
ES	95 INF-26	08/03/95	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 5/95)

## INFORMATIONAL LETTERS ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
S&CD	95 INF-27	08/16/95	FEDERAL OSHA REGULATIONS ON BLOODBORNE PATHOGENS
ES	95 INF-28	08/22/95	ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1994
ES	95 INF-29	08/22/95	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 APPLICATIONS FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035 AND DSS-3035 NYC)
ES	95 INF-30	08/25/95	CLARIFICATION OF THE TREATMENT OF AMERICORPS AWARDS
ES	95 INF-31	08/25/95	FREQUENT REAPPLICATIONS FOR EMERGENCY HOME RELIEF
SSIS	95 INF-32	08/30/95	IMPLEMENTATION OF BICS ON-LINE REQUEST FOR CLIENT ADJUDICATED CLAIMS HISTORIES - ALL UPSTATE DISTRICTS
ES	95 INF-33	09/29/95	PA BUDGETING: SELF-EMPLOYMENT INCOME
OHAS	95 INF-34	10/10/95	FAMILY TYPE HOMES FOR ADULTS: INVESTIGATING UNCERTIFIED HOMES. REVISIONS TO RESIDENTIAL PLACEMENT ASSESSMENT FORM (DSS-4055) (REV. 9/95)
ES	95 INF-35	10/18/95	FOOD STAMPS: SSI OR SSDI WHEN DISABILITY IS BASED ON DRUG ADDICTION OR ALCOHOLISM
ES	95 INF-36	10/18/95	QUESTIONS AND ANSWERS FROM THE REGIONAL FORUMS ON ARTICLE VII
OHAS	95 INF-37	10/25/95	PROTECTIVE SERVICES FOR ADULTS: CHANGES TO THE POWER OF ATTORNEY FORMS
OHAS	95 INF-38	10/25/95	PROTECTIVE SERVICES FOR ADULTS (PSA): CHAPTER 395 OF THE LAWS OF 1995: ADULT ABUSE AMENDMENTS

## INFORMATIONAL LETTERS ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	95 INF-39	10/26/95	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)
ES	95 INF-40	10/26/95	FOOD STAMPS EXPEDITED AUTHORIZATION REPORT (WINR 3195 EXPEDITED FOOD STAMPS)
ES	95 INF-41	10/26/95	FOOD STAMPS: CLARIFICATION OF TREATMENT OF EARNED INCOME TAX CREDIT (EITC) AS A RESOURCE AND INTRODUCTION OF EITC DESK CHART
S&CD	95 INF-42	11/03/95	CONNECTIONS UPDATE
ES	95 INF-43	11/05/95	EMERGENCY HOME RELIEF SHELTER ARREARS POLICY AND REPAYMENT AGREEMENT
S&CD	95 INF-44	11/10/95	MEMORANDUM OF AGREEMENT BETWEEN DSS AND STATE EDUCATION DEPARTMENT RE EDUCATIONAL RIGHTS OF CHILDREN IN FOSTER CARE
DLA	95 INF-45	11/14/95	DIGEST OF LAWS OF 1995 RELATED TO SOCIAL SERVICES
ES	95 INF-46	11/28/95	REVISION OF CLIENT INFORMATION BOOKS: DSS-4148A - "WHAT RIGHTS AND RESPONSIBILITIES (WHEN APPLYING FOR OR RECEIVING SOCIAL SERVICES)" - DSS-4148B - "WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS" - DSS-41248C - "WHAT YOU SHOULD KNOW IF YOU HAVE ANY EMERGENCY
S&CD	95 INF-47	12/11/95	PROTECTIVE SERVICES FOR ADULTS (PSA): PSA DATA SET
ES	95 INF-48	12/12/95	REVISION OF "FOOD STAMP HOUSEHOLD COMPOSITION DESK GUIDE" (DSS-4314) (REV. 4/95)
ES	95 INF-49	12/14/95	OBSOLETE FORM: JOB READINESS EVALUATION DSS-4159 (REV. 1/91)
S&CD	95 INF-50	12/15/95	CONSOLIDATED SERVICES PLAN: 1996 INCOME ELIGIBILITY STANDARDS

## INFORMATIONAL LETTERS ISSUED DURING 1995

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	95 INF-51	12/15/95	REVISION OF THE QUARTERLY REPORT (DSS-4310) AND THE FOLLOW-UP TO THE QUARTERLY REPORT (DSS-4310A) AND (DSS-4310A NYC)
S&CD	95 INF-52	12/15/95	FAMILY TYPE HOME FOR ADULTS: RESTRICTIONS ON OPERATING CERTIFICATES DUE TO CHILD SUPPORT OBLIGATIONS
ES	95 INF-53	12/19/95	REVISION OF DSS-3087: "APPLICATION/RECERTIFICATION GUIDE DOG FOOD PROGRAM" FORM, AND DSS-3097: "RECERTIFICATION COVER LETTER FOR DSS-3087"

INFORMATIONAL LETTERS  
Program Specific

## OFFICE OF FIELD OPERATIONS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-01	01/06/95	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1994  Provides local district staff with a desk reference index to Administrative Directives, Information Letters and Manual Bulletins issued in 1994.



## SYSTEMS SUPPORT AND INFORMATION SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-32	08/30/95	IMPLEMENTATION OF BICS ON-LINE REQUEST FOR CLIENT ADJUDICATED CLAIMS HISTORIES - ALL UPSTATE DISTRICTS

Beginning September 11, 1995, SSIS is implementing an upstate pilot systems initiative to support on-line requests for client specific Adjudicated Claims history reports. A new BICS request function accessed from the LDMIP Menu (selection 25: ADJ CLAIMS REPORTS), will generate "court-presentable" Medicaid payment history reports for all clients requested.

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-06	03/15/95	<p>FAMILY TYPE HOMES FOR ADULTS: CONTINUING BENEFITS FOR HOSPITALIZED RESIDENTS OF A FAMILY TYPE HOME FOR ADULTS</p> <p>To inform local social services districts of the current policies for continuing benefits when residents of a Family type Home for Adults are hospitalized.</p>
95 INF-09	03/23/95	<p>FAMILY TYPE HOMES FOR ADULTS: RESPONSES TO QUESTIONS RAISED BY LOCAL SOCIAL SERVICES DISTRICT STAFF</p> <p>To answer the technical and programmatic questions raised by local social services district staff regarding the Family Type Homes for Adults program.</p>
95 INF-10	03/30/95	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): MODEL PROTOCOL CONCERNING THE WORKING RELATIONSHIP BETWEEN POLICE AND PSA</p> <p>To inform local social services districts of a model protocol concerning the working relationship between police and Protective Services for Adults (PSA).</p>
95 INF-13	04/06/95	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): RESULTS OF THE SERVICE DELIVERY NETWORK SURVEY</p> <p>The Department recently surveyed the local departments of social services to evaluate the extent of interagency coordination on issues relating to the delivery of Protective Services for Adults (PSA).</p>

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-34	10/10/95	<p>FAMILY TYPE HOMES FOR ADULTS: INVESTIGATING UNCERTIFIED HOMES. REVISIONS TO RESIDENTIAL PLACEMENT ASSESSMENT FORM (DSS-4055) (REV. 9/95)</p> <p>As you know, local social services districts are responsible for investigating uncertified homes caring for four or fewer adults who appear to be in need of personal care and/or supervision services.</p>
95 INF-37	10/25/95	<p>PROTECTIVE SERVICES FOR ADULTS: CHANGES TO THE POWER OF ATTORNEY FORMS</p> <p>To inform local social services districts of changes to the power of attorney forms used in New York State.</p>
95 INF-38	10/25/95	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): CHAPTER 395 OF THE LAWS OF 1995: ADULT ABUSE AMENDMENTS</p> <p>To inform local social services districts about the provisions of Chapter 395 of the Laws of 1995.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-20	06/23/95	<p data-bbox="647 401 1430 457">THE FAMILY PROTECTION AND DOMESTIC VIOLENCE INTERVENTION ACT</p> <p data-bbox="647 495 1430 583">To inform you of the key provisions of The Family Protection and Domestic Violence Intervention Act of 1994.</p>
95 INF-21	06/27/95	<p data-bbox="647 625 1127 648">CONNECTIONS INFORMATION SURVEY</p> <p data-bbox="647 686 1430 779">To move forward with its initiative to develop a Statewide Automated Child Welfare Information System (SACWIS), to be called "CONNECTIONS".</p>
95 INF-25	08/03/95	<p data-bbox="647 816 1045 873">RISK ASSESSMENT IMPLEMENTATION GUIDELINES</p> <p data-bbox="647 911 1430 1031">To share with you and your staff a series of case practice and risk assessment form completion guidelines that you may choose to adopt, if you haven't done so already.</p>
95 INF-27	08/16/95	<p data-bbox="647 1068 1414 1092">FEDERAL OSHA REGULATIONS ON BLOODBORNE PATHOGENS</p> <p data-bbox="647 1129 1430 1255">To clarify whether or not the federal Occupational Safety and Health Administration's (OSHA) rules on occupational exposure to bloodborne pathogens apply to day care providers.</p>
95 INF-42	11/03/95	<p data-bbox="647 1293 935 1316">CONNECTIONS UPDATE</p> <p data-bbox="647 1354 1430 1507">To provide information to social services districts and voluntary authorized agencies on the status of the CONNECTIONS project, schedules, and upcoming activities which will involve you and your staff.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-44	11/10/95	MEMORANDUM OF AGREEMENT BETWEEN DSS AND STATE EDUCATION DEPARTMENT RE EDUCATIONAL RIGHTS OF CHILDREN IN FOSTER CARE  To alert you to the attached Memorandum of Agreement between this Department and the State Education Department (SED) which formalizes efforts to insure equitable, quality education for children in foster care. It is a broad, State-level articulation of the two agencies' commitment to this goal, and focuses on the unique issues which foster children experience in their receipt of public education.
95 INF-47	12/11/95	PROTECTIVE SERVICES FOR ADULTS (PSA): PSA DATA SET  To inform local social services districts of a revised statistical reporting format for PSA.
95 INF-50	12/15/95	CONSOLIDATED SERVICES PLAN: 1996 INCOME ELIGIBILITY STANDARDS  To transmit the 1996 income standards to be used in determining eligibility for services.
95 INF-52	12/15/95	FAMILY TYPE HOME FOR ADULTS: RESTRICTIONS ON OPERATING CERTIFICATES DUE TO CHILD SUPPORT OBLIGATIONS  To inform local social services districts of the provisions of Chapter 81 of the Laws of 1995 which impact on the Family Type Home for Adults (FTHA) program.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-02	01/09/95	<p>REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548)</p> <p>To introduce the revised (8/94) Budget Worksheet - Public Assistance (DSS-548)</p>
95 INF-03	02/06/95	<p>THE 1995 NEW YORK STATE AND FEDERAL EARNED INCOME CREDIT CAMPAIGN</p> <p>For tax year 1994, the Earned Income Tax Credit (EIC) has four big changes:</p> <ul style="list-style-type: none"> <li>o the federal EIC has again been increased;</li> <li>o the federal EIC has been simplified by the elimination of the extra health care and infant child credit;</li> <li>o some workers without a qualifying child will now be included; and</li> <li>o for the first time, New York State will have an EIC.</li> </ul>
95 INF-04	02/10/95	<p>REVISION OF "DETERMINATION OF ELIGIBILITY FOR EMERGENCY ASSISTANCE TO FAMILIES (EAF)" (DSS-4403) (REV. 10/94)</p> <p>Introduces the revised mandated DSS-4403: "Determination or Eligibility for Emergency Asssitance to Families (EAF)"(Rev. 10/94).</p>
95 INF-05	02/28/95	<p>DIRECT SHELTER AND CHILD CARE PAYMENTS</p> <p>To notify districts of some new WMS edits pertaining to the payment of shelter and child care expenses directly to the vendor.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-07	03/16/95	EMERGENCY ASSISTANCE TO FAMILIES (EAF) REMINDERS  The Emergency Assistance to Families (EAF) Program is a federal program which provides assistance to deal with crisis situations threatening a family with a child(ren) under 21, or a woman with a medical verified pregnancy, and to meet needs resulting from a sudden occurrence or a set of circumstances demanding immediate attention. EAF can be provided on behalf of a needy child under 21 and any other member of the household in which the child is living.
95 INF-08	03/21/95	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)  To introduce revisions to the following mandated forms and their Spanish versions (copies of the English versions are attached)
95 INF-11	03/31/95	CRIME VICTIMS COMPENSATION  To inform local social services districts about the recently enacted Federal Crime Bill (P.L. 103-322), as it relates to public assistance, food stamps and medical assistance programs.
95 INF-12	03/31/95	TREATMENT OF AMERICORPS AWARDS  To provide you with information on the Americorps programs as they relate to public assistance, food stamps and medical assistance programs.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-14	04/11/95	<p>QUESTIONS AND ANSWERS FROM THE MARCH 15, 1995 PRIDE IN WORK TELECONFERENCE</p> <p>On March 15, 1995, State Department of Social Services Commissioner Mary E. Glass presented a statewide teleconference regarding the Pride In Work (PIW) initiative. At the end of the presentation, participants were encouraged to ask questions regarding PIW. However, not all questions could be addressed during the presentation.</p>
95 INF-16	04/28/95	<p>REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)</p> <p>To introduce the revised DSS-3668: "Shelter Verification: form, commonly known as the "Landlord Clearance".</p>
95 INF-17	05/16/95	<p>CHANGES TO SSDI AND SSI RULES FOR DRUG/ALCOHOL ABUSERS (P.L. 103-296)</p> <p>On August 15, 1994, the President signed Public Law (P.L. 103-296, the Social Security Independence and Program Improvements Act of 1994. This law establishes the Social Security Administration as a separate agency, and creates special requirements and limitations on Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) for individuals disabled based on a finding that drug addiction and/or alcoholism (DA&amp;A) is a contributing factor material to the finding of disability")</p>
95 INF-19	05/22/95	<p>QUARTERLY REPORTING SYSTEM (QRS) QUESTIONS AND ANSWERS</p> <p>To share with social service districts (SSDs) questions and answers on the Quarterly Reporting System.</p>



## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-22	06/28/95	<p data-bbox="647 464 1430 520">FS: STUDENTS ON MEAL PROGRAMS AND ELIGIBILITY OF STUDENTS IN CAMPUS HOUSING</p> <p data-bbox="647 562 1430 680">Recently, questions have been received about the eligibility of students in campus housing who are on meal plans which do not provide all the meals a student will have in a month.</p>
95 INF-23	07/12/95	<p data-bbox="647 720 1430 806">OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES (OMRDD) INDIVIDUAL SUPPORT SERVICES (ISS) PROGRAM</p> <p data-bbox="647 848 1430 871">To provide social services districts (SSDs) with:</p> <ul data-bbox="647 913 1430 1157" style="list-style-type: none"> <li data-bbox="647 913 1430 1062">o information about the Individualized Support Services (ISS) program funded and operated by the New York State Office of Mental Retardation and Developmental Disabilities (OMRDD); and</li> <li data-bbox="647 1073 1430 1157">o guidelines for budgeting ISS funds received by PA, MA and FS applicants/recipients under current policy and regulations.</li> </ul>
95 INF-24	08/01/95	<p data-bbox="647 1197 1430 1283">REVISION OF "ACTION TAKEN ON YOUR REQUEST FOR ASSISTANCE TO MEET AN IMMEDIATE NEED OR A SPECIAL ALLOWANCE" (DSS-4002) (REV. 9/94)</p> <p data-bbox="647 1325 1430 1444">To introduce the revised (9/94) version of the DSS-4002: "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance".</p>
95 INF-26	08/03/95	<p data-bbox="647 1484 1430 1541">REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 5/95)</p> <p data-bbox="647 1583 1430 1761">To introduce the revised (5/95) "Food Stamps Change Report Form" (DSS-3151) (copy attached). This mandated form is used by local districts to solicit information from Food Stamp recipients on changes in household circumstances. Please note that the Spanish version has been revised.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-28	08/22/95	<p>ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1994</p> <p>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.</p>
95 INF-29	08/22/95	<p>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 APPLICATIONS FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035 AND DSS-3035 NYC)</p> <p>To introduce minor revisions to the above listed forms and their Spanish versions</p>
95 INF-30	08/25/95	<p>CLARIFICATION OF THE TREATMENT OF AMERICORPS AWARDS</p> <p>To provide you with updated information on the Americorps programs as they relate to public assistance, food stamps and medical assistance.</p>
95 INF-31	08/25/95	<p>FREQUENT REAPPLICATIONS FOR EMERGENCY HOME RELIEF</p> <p>To clarify Department policy in the emergency Home Relief program.</p>
95 INF-33	09/29/95	<p>PA BUDGETING: SELF-EMPLOYMENT INCOME</p> <p>To clarify to social services districts (SSD's) how self-employed clients are to be budgeted for public assistance.</p>
95 INF-35	10/18/95	<p>FOOD STAMPS: SSI OR SSDI WHEN DISABILITY IS BASED ON DRUG ADDICTION OR ALCOHOLISM</p> <p>Clarification was recently received from USDA that answers questions that have arisen concerning food stamp policy on individuals whose disability is based on Drug Addiction and/or Alcoholism (DAA).</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-36	10/18/95	<p>QUESTIONS AND ANSWERS FROM THE REGIONAL FORUMS ON ARTICLE VII</p> <p>To transmit the attached questions and answers from the regional forums on Article VII changes.</p>
95 INF-39	10/26/95	<p>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)</p> <p>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".</p>
95 INF-40	10/26/95	<p>FOOD STAMPS EXPEDITED AUTHORIZATION REPORT (WINR 3195 EXPEDITED FOOD STAMPS)</p> <p>A new WMS Report, WINR 3195, has been developed which reflects the number and percentage of PA-FS cases that have been authorized for expedited food stamps.</p>
95 INF-41	10/26/95	<p>FOOD STAMPS: CLARIFICATION OF TREATMENT OF EARNED INCOME TAX CREDIT (EITC) AS A RESOURCE AND INTRODUCTION OF EITC DESK CHART</p> <p>To provide clarification on when to apply the food stamp resource exclusion for the earned income tax credit (EITC).</p>
95 INF-43	11/03/95	<p>EMERGENCY HOME RELIEF SHELTER ARREARS POLICY AND REPAYMENT AGREEMENT</p> <p>To transmit to Social Services Districts (SSDs) a revised Shelter Arrears Repayment Agreement form and to clarify the policy regarding the payment of shelter arrears.</p>
95 INF-46	11/28/95	<p>REVISION OF CLIENT INFORMATION BOOKS: DSS-4148A - "WHAT YOU SHOULD KNOW ABOUT YOUR RIGHTS AND RESPONSIBILITIES (WHEN APPLYING FOR OR RECEIVING SOCIAL SERVICES)"</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
		DSS-4148B - "WHAT YOU SHOULD KNOW ABOUT SOCIAL SERVICES PROGRAMS"
		DSS-4148C - "WHAT YOU SHOULD KNOW IF YOU HAVE AN EMERGENCY"
		To inform local districts that the Client Information Books, DSS-4148A, DSS-4148B, and DSS-4148C, have been revised.
95 INF-48	12/12/95	REVISION OF "FOOD STAMP HOUSEHOLD COMPOSITION DESK GUIDE" (DSS-4314) (REV. 4/95)
		To introduce the revised DSS-4314: "Food Stamp Household Composition Desk Guide" (Rev. 4/95)
95 INF-49	12/14/95	OBSOLETE FORM: JOB READINESS EVALUATION DSS-4159 (REV. 1/91)
		To notify local districts that the following form is now obsolete: DSS-4159 (Rev. 1/91)
95 INF-51	12/15/95	REVISION OF THE QUARTERLY REPORT (DSS-4310) AND THE FOLLOW-UP TO THE QUARTERLY REPORT (DSS-4310A) AND (DSS-4310A NYC)
		To introduce the revised mandated forms used for the Quarterly Reporting process: DSS-4310, DSS-4310A, DSS-4310A NYC
95 INF-53	12/19/95	REVISION OF DSS-3087: "APPLICATION/RECERTIFICATION GUIDE DOG FOOD PROGRAM" FORM, AND DSS-3097: "RECERTIFICATION COVER LETTER FOR DSS-3087"
		To introduce the revised DSS-3087 (6/95), "Application/Recertification Guide Dog Food Program " and the revised DSS-3097 (6/95), the cover letter for the Guide Dog Food Program - (copy attached)

DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-45	11/14/95	DIGESTING OF LAWS OF 1995 RELATING TO SOCIAL SERVICES  To highlight provisions of the Laws of 1995 and to direct interested persons to the appropriate provisions of the law.

## DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
95 INF-15	04/26/95	INTERPRETER SERVICES FOR MEDICAID RECIPIENTS  To clarify the policy of assuring that interpreter services are provided for Medicaid recipients, including services to those who are deaf, when they are receiving medical care.
95 INF-18	05/17/95	ASSISTED LIVING PROGRAM (ALP) SUBSYSTEM ENTRY  To inform districts of the corrected procedure for input of Principle Provider (PP) entries for recipients receiving services through the Assisted Living Program (ALP).

RELEASES SUPERSEDED IN 1995

RELEASES SUPERSEDED IN 1995

CANCELLED RELEASES

88 ADM-41  
79 ADM-72  
91 ADM-39  
94 ADM-2

91 ADM-2  
93 ADM-25  
94 ADM-18

94 ADM-19

AUTHORIZED BY

95 ADM-3  
95 ADM-5  
95 ADM-8  
95 ADM-18

95 ADM-22

95 ADM-23