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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-28

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: April 8, 1992

SUBJECT: Income Maintenance Forms Implemented, Revised or Made  
 Obsolete in 1991

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  
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt  
IM/WMS Program Operations  
 1-800-342-3715, extension 3-6165

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
91 INF-16	91 INF-16				

The purpose of this release is to provide local social services districts with a list of all State-printed Income Maintenance forms, including client notices, that were newly introduced, revised, or made obsolete by Department communications in 1991. Please note that some of these forms are common forms/notices used by several program areas, but maintained by Income Maintenance (e.g., DSS-2921: Application for PA, MA, FS, Services). This listing should help local districts to guarantee that all new 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 1991-92 HEAP forms are listed separately.

## I. NEW FORMS

	<u>New Forms</u>	<u>Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4148C	What You Should Know If You Have An Emergency	07/91	91 INF-60	11/06/91
DSS-4148C(S)	What You Should Know If You Have An Emergency (Spanish)	07/91	91 INF-60	11/06/91
DSS-4279	The Requirement to Cooperate and Right to Claim Good Cause for Refusal to Cooperate	06/91	91 ADM-40	10/07/91
DSS-4279(S)	The Requirement to Cooperate and Right to Claim Good Cause for Refusal to Cooperate (Spanish)	06/91	91 ADM-40	10/07/91
DSS-4280	Right to Claim Good Cause for Refusal to Cooperate With Child Support Enforcement - 2nd Notice	06/91	91 ADM-40	10/07/91
DSS-4280(S)	Right to Claim Good Cause for Refusal to Cooperate With Child Support Enforcement - 2nd Notice (Spanish)	06/91	91 ADM-40	10/07/91
DSS-4281	Attestation to Lack of Information	06/91	91 ADM-40	10/07/91
DSS-4281(S)	Attestation to Lack of Information (Spanish)	06/91	91 ADM-40	10/07/91

## II. REVISED FORMS

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-760	Bank Inquiry and Clearance Report - Agency Completed	11/91	91 INF-15	02/28/91
DSS-2287	Placement Notification for SSI State Supplement	09/91	No Release	
DSS-2291	Replacement Claim Statement-FS Program	11/91	No Release	
DSS-2338	Notice of Utility Referral to DSS	07/91	No Release	
DSS-2642	Documentation Requirements	05/91	91 INF-42	08/22/91
DSS-2642(S)	Documentation Requirements (Spanish)	05/91	91 INF-42	08/22/91
DSS-2921	Application for PA, MA, FS and Services	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-2921(S)	Application for PA, MA, FS and Services (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-2921 (NYC)	Application for PA, MA, FS and Services - NYC Version	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-2921 (NYC)(S)	Application for PA, MA, FS and Services - NYC Version (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-3035	FS Application Statement for SSI Recipients and Group Living Residents	07/91	91 INF-54	10/07/91
DSS-3035(S)	FS Application Statement for SSI Recipients and Group Living Residents (Spanish)	07/91	91 INF-54	10/07/91
DSS-3035 (NYC)	FS Application Statement for SSI Recipients and Group Living Residents - NYC Version	07/91	91 INF-54	10/07/91
DSS-3035 (NYC)(S)	FS Application Statement for SSI Recipients and Group Living Residents - NYC Version (Spanish)	07/91	91 INF-54	10/07/91
DSS-3151	Food Stamp Change Report Form	05/91	91 INF-27	05/29/91

Date April 8, 1992

Trans. No. 92 INF-28

Page No. 4

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DSS-3151(S)	Food Stamp Change Report Form (Spanish)	05/91	91 INF-27	05/29/91
DSS-3174	Recertification Application for PA, MA and FS	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-3174(S)	Recertification Application for PA, MA and FS (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
DSS-3696	Job Search Handbook	08/91	No Release	
DSS-3768	Disabled Client Assistance Project Case Progress Report	05/91	No Release	
DSS-3794	WMS Employment Subsystem Code Cards	10/91	91 INF-63	11/20/91
DSS-3938	Expedited Food Stamp Screening Sheet	06/91	No Release	
DSS-3951	PA Budget Benefit Narrative	10/91	91 INF-65	11/26/91
DSS-3952	PA Excess Gross Income Narrative	10/91	91 INF-65	11/26/91
DSS-3953	PA Excess Net Income Narrative	10/91	91 INF-65	11/26/91
DSS-3954	PA Lump Sum Eligibility Narrative	10/91	91 INF-65	11/26/91
DSS-4060	Declaration of Citizenship/Immigration Status	07/91	91 INF-69	12/18/91
DSS-4060(S)	Declaration of Citizenship/Immigration Status (Spanish)	07/91	91 INF-69	12/18/91
DSS-4148A	What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services)	07/91 03/91	91 INF-60 91 INF-35	11/06/91 07/17/91
DSS-4148A(S)	What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services) (Spanish)	07/91 03/91	91 INF-60 91 INF-35	11/06/91 07/17/91
DSS-4148B	What You Should Know About Social Services Programs	07/91 03/91	91 INF-60 91 INF-35	11/06/91 07/17/91
DSS-4148B(S)	What You Should Know About Social Services Programs (Spanish)	07/91 03/91	91 INF-60 91 INF-35	11/06/91 07/17/91

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DSS-4159	Job Readiness Evaluation	01/91	91 INF-21	03/21/91
DSS-4168	Programmatic Action Regulation Guide	04/91	91 INF-51	09/25/91
DSS-4314	FS Household Composition Desk Guide	10/91	91 INF-67	12/10/91
PUB-1301	How To Complete the Social Services Application	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
PUB-1301(S)	How To Complete the Social Services Application (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
PUB-1301 (NYC)	How To Complete the Social Services Application - NYC Version	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
PUB-1301 (NYC)(S)	How To Complete the Social Services Application - NYC Version (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
PUB-1313	How To Complete the Recertification Application	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
PUB-1313(S)	How To Complete the Recertification Application (Spanish)	07/91 10/90	91 INF-69 91 INF-19	12/18/91 03/14/91
WMS-94	WMS Code Cards (WMS Non- Services Codes)	09/91	91 INF-59	10/28/91

## III. OBSOLETE FORMS

	<u>Obsolete Forms</u>	<u>Date Made Obsolete</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-1186	Notification of Change	04/11/91	No Release	
DSS-1431	Authorization to Participate in FS Program	06/01/91	No Release	
DSS-1431A	Authorization to Participate in FS Program (FS ATP 1 Up Mailer)	05/20/91	No Release	
DSS-1431B	Authorization to Participate in FS Program (FS ATP Card 3½")	05/20/91	No Release	
DSS-1431C	Authorization to Participate in FS Program (FS ATP 2 Up Card 3½)	05/20/91	No Release	
DSS-1431D	Authorization to Participate in FS Program (FS ATP 2 Up Mailer 4 1/4")	05/20/91	No Release	
DSS-2361	Request for Alien Status Information	05/01/91	No Release	
DSS-2376	Approval for EAA Grant	05/01/91	No Release	
DSS-3219	Monthly Report Utility Disconnect Program	04/01/91	No Release	
DSS-3715	SSI Benefit Levels (Chart)	11/01/91	No Release	
DSS-3772	Corrective Action Plan	05/01/91	No Release	
DSS-3773	Corrective Action Timetable	05/01/91	No Release	
DSS-3830	Food Stamp Employment and Training Report	12/01/91	No Release	
DSS-3867	Alien Status Form (Spanish on Reverse)	05/01/91	No Release	
DSS-4138	Essential Person Worksheet	09/01/91	No Release	

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	<u>Obsolete Forms</u>	<u>Date Made Obsolete</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4143	Authorization for Reimbursement of Interim Assistance Granted Pending An Initial Post-Eligibility SSI Determination (English/Spanish)	03/14/91	91 INF-19	03/14/91
DSS-4260	Worker/Supervisory Review Form	07/91	No Release	

## IV. NEW CLIENT NOTICES

	<u>New Client Notices</u>	<u>Original Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-3152 (NYC)	Action Taken On Your FS Case - NYC Version	03/91	91 INF-57	10/24/91
DSS-3152 (NYC)(S)	Action Taken On Your FS Case - NYC Version (Spanish)	03/91	91 INF-57	10/24/91
DSS-3620 (NYC)	Notice of Intent to Change FS Benefits (Timely and Adequate) - NYC Version	03/91	91 INF-57	10/24/91
DSS-3620 (NYC)(S)	Notice of Intent to Change FS Benefits (Timely and Adequate) - NYC Version (Spanish)	03/91	91 INF-57	10/24/91
DSS-3621 (NYC)	Notice of Intent to Change FS Benefits (Adequate Only) - NYC Version	03/91	91 INF-57	10/24/91
DSS-3621 (NYC)(S)	Notice of Intent to Change FS Benefits (Adequate Only)- NYC Version (Spanish)	03/91	91 INF-57	10/24/91
DSS-4158 (NYC)	HR Notification of Job Readiness and the Right to Contest (Adequate Only) - NYC Version	03/91	91 INF-57	10/24/91
DSS-4158 (NYC)(S)	HR Notification of Job Readiness and the Right to Contest (Adequate Only) - NYC Version (Spanish)	03/91	91 INF-57	10/24/91

## V. REVISED CLIENT NOTICES

All Forms with an asterisk (\*) are not printed, but camera-ready boards are available for reproduction by the local districts.

	<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	03/91	91 INF-57	10/24/91
DSS-2425(S) *	Repayment of Interim Assistance Notice (Spanish)	03/91	91 INF-57	10/24/91
DSS-3152	Action Taken on Your FS Case	03/91	91 INF-57	10/24/91
DSS-3152(S) *	Action Taken on Your FS Case (Spanish)	03/91	91 INF-57	10/24/91
DSS-3153	Continuing Your FS	03/91	91 INF-57	10/24/91
DSS-3153(S) *	Continuing Your FS (Spanish)	03/91	91 INF-57	10/24/91
DSS-3156	Notice of FS Overissuance	03/91	91 INF-57	10/24/91
DSS-3156(S) *	Notice of FS Overissuance (Spanish)	03/91	91 INF-57	10/24/91
DSS-3620	Notice of Intent to Change FS Benefits (Timely and Adequate)	03/91	91 INF-57	10/24/91
DSS-3620(S) *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	03/91	91 INF-57	10/24/91
DSS-3621	Notice of Intent to Change FS Benefits (Adequate Only)	03/91	91 INF-57	10/24/91
DSS-3621(S) *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	03/91	91 INF-57	10/24/91
DSS-4002	Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or a Special Allowance	03/91	91 INF-57	10/24/91
DSS-4002(S) *	Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or a Special Allowance (Spanish)	03/91	91 INF-57	10/24/91

DSS-4004	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-compliance With Employment Related Requirements (Timely and Adequate)	03/91	91 INF-57	10/24/91
SS-4004(S) *	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-compliance With Employment Related Requirements (Timely and Adequate) (Spanish)	03/91	91 INF-57	10/24/91
DSS-4005	Notification of Employability and the Right to Contest (Timely and Adequate)	03/91	91 INF-57	10/24/91
DSS-4005(S) *	Notification of Employability and the Right to Contest (Timely and Adequate) (Spanish)	03/91	91 INF-57	10/24/91
DSS-4013	Action Taken on Your Application: PA, FS and MA Coverage	07/91	91 INF-57	10/24/91
DSS-4013(S) *	Action Taken on Your Application: PA, FS and MA Coverage (Spanish)	07/91	91 INF-57	10/24/91
DSS-4014	Action Taken on Your Recertification: PA, FS, MA Coverage and Services	07/91	91 INF-57	10/24/91
DSS-4014(S) *	Action Taken on Your Recertification: PA, FS, MA Coverage and Services (Spanish)	07/91	91 INF-57	10/24/91
DSS-4015	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)	07/91	91 INF-57	10/24/91
DSS-4015(S) *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate) (Spanish)	07/91	91 INF-57	10/24/91

DSS-4016	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)	07/91	91 INF-57	10/24/91
DSS-4016(S) *	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only) (Spanish)	07/91	91 INF-57	10/24/91
DSS-4017	Notice of Intent to Change FS Benefits (Timely and Adequate)	03/91	91 INF-57	10/24/91
DSS-4017(S) *	Notice of Intent to Change FS Benefits (Timely and Adequate) (Spanish)	03/91	91 INF-57	10/24/91
DSS-4018	Notice of Intent to Change FS Benefits (Adequate Only)	03/91	91 INF-57	10/24/91
DSS-4018(S) *	Notice of Intent to Change FS Benefits (Adequate Only) (Spanish)	03/91	91 INF-57	10/24/91
DSS-4050	FS Notice to Household of Disqualified Individual	03/91	91 INF-57	10/24/91
DSS-4050(S) *	FS Notice to Household of Disqualified Individual (Spanish)	03/91	91 INF-57	10/24/91
DSS-4051	FS Notice to Disqualified Individual	03/91	91 INF-57	10/24/91
DSS-4051(S) *	FS Notice to Disqualified Individual (Spanish)	03/91	91 INF-57	10/24/91
DSS-4052	Notice of FS Overissuance Intentional Program Violation	03/91	91 INF-57	10/24/91
DSS-4052(S) *	Notice of FS Overissuance Intentional Program Violation (Spanish)	03/91	91 INF-57	10/24/91
DSS-4053	FS Repayment Agreement	03/91	91 INF-57	10/24/91
DSS-4053(S) *	FS Repayment Agreement (Spanish)	03/91	91 INF-57	10/24/91

Date April 8, 1992

Trans. No. 92 INF-28

Page No. 12

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DSS-4158      HR Notification of Job      03/91      91 INF-57      10/24/91  
Readiness and the Right to  
Contest (Adequate Only)

DSS-4158(S)      HR Notification of Job      03/91      91 INF-57      10/24/91  
\*      Readiness and the Right to  
Contest (Adequate Only)  
(Spanish)

## VI. HEAP FORMS

The following new and revised Home Energy Assistance Program (HEAP) forms were sent to local districts attached to a letter to HEAP liaisons dated October 11, 1991. The HEAP Desk Guide was attached to a letter to HEAP certifiers dated December 13, 1991.

		Revision <u>Date</u>
DSS-3421	HEAP Application	06/91
DSS-3421(S)	HEAP Application (Spanish)	06/91
DSS-3431	HEAP Documentation Requirements (English/Spanish)	06/91
DSS-3431.1	HEAP Documentation Requirements (English Only)	06/91
DSS-3594	HEAP Budget Worksheet	05/91
DSS-3829	Low Income Worksheet	07/90
DSS-3862 *	Home Energy Assistance Program (HEAP) Desk Guide	10/91
DSS-4282	HEAP Mail In Verification Letter	06/91
DSS-4282(S)	HEAP Mail In Verification Letter (Spanish)	06/91

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Division of Income Maintenance