TO: Commissioners of Maintenance Social Services  
DATE: March 16, 1990  
SUBJECT: Revisions to "Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or Special Allowance" (DSS-4002)  
SUGGESTED DISTRIBUTION: Public Assistance Staff  
Fair Hearing Staff  
Staff Development Coordinators  
CONTACT PERSON: Dottie O'Brien,  
Income Support Programs 1-800-342-3715, extension 4-9323  
ATTACHMENTS: Attachment I - DSS-4002: "Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or Special Allowance" (not available on-line).  
FILING REFERENCES  

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DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce revisions to the client notice "DSS-4002: Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or a Special Allowance" (12/89) (copy attached).

The reverse of the (2/89) version of the DSS-4002 did not inform the applicant of the right to request expedited processing of a fair hearing request or that the fair hearing request would be processed as soon as possible when the situation was serious. That notification has been included on the reverse of the revised version of the DSS-4002 (12/89).

The new DSS-4002 is expected to be delivered to this Department in March 1990. Your district will automatically receive supplies of these forms based on previous ordering practices. The existing 2/89 version of the DSS-4002 is made obsolete by the new 12/89 version, and all existing copies of the 2/89 version should be destroyed upon receipt of the 12/89 version.

Future requests for the DSS-4002 should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development

Questions concerning ordering forms should be directed to the Office of Systems Development (OSD) by calling 1-800-342-3715, extension 6-6223.

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance