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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-32

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: June 6, 1990

SUBJECT: Revisions to Applications [DSS-2921 and DSS-
 DSS-2921(NYC)]

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Family and Children Services Directors
 Adult Services Directors
 WMS Coordinators
 Corrective Action Coordinators
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt
 1-800-342-3715, extension 3-6165

ATTACHMENTS: Attachment I - DSS-2921: "Application" (Rev. 3/90) -
 (not available on-line).
 Attachment II - DSS-2921(NYC): "NYC Application"
 (Rev. 3/90) - (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 INF-3		350.4		<u>PASB</u>	
89 INF-66		360.1		<u>VIII-B,</u>	
89 INF-16		369.1		<u>III-E</u>	
88 INF-70		387.6			
		387.17		<u>FSSB</u>	
		404.1		<u>IV-F,</u>	
				<u>MARG</u>	
				<u>p. 368</u>	

The purpose of this release is to introduce revisions to the Upstate and New York City Applications [DSS-2921 and DSS-2921(NYC)]. The primary revision to these forms was the clarification of the Social Security Number section on Page Six. Please note that the revisions to the DSS-2921 and DSS-2921(NYC) do not affect their accompanying "How To Complete" publications [PUB-1301 and PUB-1301(NYC), respectively]. The 6/89 versions of these publications should continue to be used with the 3/90 versions of the applications.

A complete listing of all revisions to the 6/89 DSS-2921 and 12/89 DSS-2921(NYC) follows:

I. Page One

- A. The Revision Date was changed to 3/90.
- B. In the "If You Are Applying For Food Stamps" section, the "Minimum" typo was corrected.
- C. In the "Need Food Stamps Right Away" section, the first sentence was changed to read "If your household has little or no income or liquid resources . . ." (DSS-2921 only)

II. Page Two - In the "Income" section, in the first entry, a comma was added after "OVERTIME".

III. Page Six

- A. In the "Social Security Number" section, the last sentence was changed to read ". . . and with the New York State Department of Labor for unemployment insurance information and with the New York State Department of Taxation and Finance for earned income data."
- B. In the "Interim Assistance" section:
 - 1. In the second paragraph, "the" was inserted before ". . . local social services district beginning with the date on which my SSI eligibility begins . . ."
 - 2. In the fifth paragraph, a comma was inserted before ". . . or the State and I mutually agree to terminate this authorization."

Delivery of the DSS-2921 to the Albany Warehouse is expected in April 1990. Your district will not automatically receive copies of the DSS-2921.

Delivery of the DSS-2921(NYC) to the NYC HRA Brooklyn Warehouse is expected in April 1990.

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Spanish versions of the DSS-2921 and DSS-2921(NYC) will be available at a later date.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (6/89) version of the DSS-2921 or previous (12/89) version of the DSS-2921(NYC) until your stock is depleted, or until October 31, 1990, whichever occurs first. Reorders for either form will be filled with the 3/90 version.

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

New York State Department of Social Services
Welfare Management System
PO Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

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

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