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DIVISION: Income

TO: Commissioners of Social Services

DATE: September 20, 1990

SUBJECT: Revision of "ADC-U Screening Checklist" (DSS-2502)

SUGGESTED DISTRIBUTION: Income Maintenance Directors
Corrective Action Coordinators
Staff Development Coordinators

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

ATTACHMENTS: DSS-2502: "ADC-U Screening Checklist" (Rev. 7/90) - not available on-line.

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to inform local districts that the DSS-2502: "ADC-U Screening Checklist" has been revised (copy attached).

The DSS-2502 is used to record information which will enable local district staff to determine the Principal Wage Earner's eligibility for ADC-U.

Listed below is a detailed summary of the changes to the 12/87 version which were incorporated into the current (7/90) revision:

I. The Revision Date was changed to 7/90.

II. In the "ADC-U Eligibility Decision" box, the asterisk (*) and the direction "*Enter X in ADC-U Screening Checklist Indicator in Section 1 of the App-TAD or 3209 Authorization Change Form" were deleted because the indicator space on the App-TAD and 3209 is now used to indicate "special programs" (CAP).

Delivery of the revised DSS-2502 to the Albany and NYC/HRA Brooklyn warehouses is expected in August 1990. Your district will not automatically receive copies.

In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the previous (12/87) version of the DSS-2502 until your stock is depleted, or until December 31, 1990, whichever occurs first. Reorders will be filled with the 7/90 version.

Future requests for this document 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