LOCAL COMMISSIONERS MEMORANDUM

Transmittal No: 90 LCM-93
Date: June 28, 1990
Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: New Client Informational Books:
DSS-4148A: "What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)" and DSS 4148B: "What You Should Know About Social Programs".

ATTACHMENTS: Attachment I - DSS-4148A - (not available on-line)
Attachment II - DSS-4148B - (not available on-line)

Within the next two to three weeks, your local department of social services will be receiving shipments of new client informational books: DSS-4148A: "What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)" and DSS-4148B: "What You Should Know About Social Programs." These books will assist your district in providing applicants/recipient with most of the information to which they are entitled at application and/or recertification.

These books have been designed to be distributed with the DSS-2921: "Application for PA, MA, FS, Services" (Upstate version), DSS-2921(NYC): "Application for PA, MA, FS, Services" (NYC version) and DSS-3174: "Recertification for PA, MA, FS" (statewide) and their accompanying "How to Complete" publications, PUB-1301, PUB-1301(NYC) and PUB-1313, respectively. They may also serve as a valuable desk reference for newly hired employees.

Information contained in these books will eliminate the need to provide the following documents at application and/or recertification:

A. DSS-2608: "Client Reminder to Report Change", introduced in 76 ADM-9;
B. DSS-3631: "Personal Privacy Protection Law Notification to Clients", introduced in 85 ADM-8;
C. DSS-3814: "Public Assistance Additional Allowances", updated in 89 ADM-6;
D. DSS-3908: "Important Notice Regarding Child Support", introduced in 89 ADM-31;

E. "Notice of Right of Public Assistance Applicant or Recipient to Request Restricted Payments", introduced in 86 ADM-13 to be reproduced or reprinted locally;

F. "Voluntary Restricted Payment Form", introduced in 86 ADM-13;

G. "Notice Regarding Lump Sum Payments", introduced in 86 ADM-30 to be reproduced or reprinted locally;

H. The use of form DSS-2642: "Documentation Requirements" to fulfill Federal Food Stamp application/recertification information requirements (GIS 89 IM/DC017);

I. Food Stamp pamphlet(s) (which had been required to be provided to all applicants for Public Assistance).

NOTE: These books also satisfy the requirements contained in 90 LCM-45 concerning written notification to applicants/recipients of the availability of Transitional Child Care Services.

There will be instances when some of these forms must still be used other than at application/recertification:

A. The DSS-3814: "Public Assistance Additional Allowance" flyer. It must be displayed in the client waiting areas and be available to local community groups upon request.

B. "Voluntary Restricted Payment Form". This form, which was mandated by 86 ADM-13, is not included in DSS-4148A or DSS-4148B. It is referenced in DSS-4148A. Although, it is no longer mandated to be distributed to all applicants and to recipients at recertification, the form must be readily available to applicants and/or recipients who request it.

C. The "Notice Regarding Lump Sum Payments". It must be given out when a local district learns that a recipient is expecting to receive a lump sum payment and when a closing notice is sent to a recipient whose benefits are to be terminated due to receipt of a lump sum.

D. The DSS-2642: "Documentation Requirements". It will still be used for all purposes other than those cited in GIS 89 IM/DC017.

A directive is being prepared which will more specifically explain the contents and use of these new books. Spanish versions of these books will be available at a later date.
Future requests for the DSS-4148A and DSS-4148B should be submitted on Form WMS-47: (Rev. 9/89) 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

Any questions about the delivery or ordering of additional books should be directed to the Office of Systems Development (OSD) by calling 1-800-342-3715, ext. 6-6223. Should you have any questions or comments about the contents of these books please contact Bob Gullie at 1-800-342-3715, ext. 4-5654.

Please furnish a copy of this memorandum to all program directors and coordinators.

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