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| LOCAL COMMISSIONERS MEMORANDUM |
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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 Services Programs." These books will assist your district in providing applicants/recipients 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.

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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