TRANSMITTAL:  92 INF-3

DIVISION: Income Maintenance

TO: Commissioners of Social Services

DATE: January 13, 1992

SUBJECT: Revision of Continuous Pinfeed Version of "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (DSS-4015-C)

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

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

ATTACHMENTS:
Attachment I - DSS-4015-C: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (Rev. 10/91) - not available on-line.
Attachment II - Revised Specifications Layout for DSS-4015 (Rev. 10/91) - not available on-line

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
This is to introduce revisions to the DSS-4015-C, the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (copy attached). It will have a Revision Date of "10/91". The DSS-4015-C is different from the DSS-4015 (7/91) version of this client notice only in the pinfeed format.

This version of this client notice was developed as a result of a New York Public Welfare Association Systems Committee survey. In the survey, a significant number of districts indicated they would utilize continuous pinfeed notices either with a personal computer program or to assist in manually typing notices, if they were made available. Because of the high usage of the DSS-4015, and the ability, therefore, to print a large enough quantity for it to be cost-effective, it was selected to be printed in a continuous format in addition to its regular format.

Attached also is a mock-up showing the revised specifications layout which is needed to reprogram the location and spacing of the print fields. This reprogramming must be completed before the 10/91 version is used. Further questions on this mock-up can be directed to Bob Clingerman in the Office of Systems Development at 1-800-342-3715, extension 4-2473.

Delivery of the DSS-4015-C to the Albany warehouse is expected in January 1992. Your district will not automatically receive copies.

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