INFORMATIONAL LETTER

TRANSMITTAL: 92 INF-6

DIVISION: Income Maintenance

TO: Commissioners of Social Services

DATE: January 22, 1992

SUBJECT: Revision to Budget Worksheet - Public Assistance (DSS-548) (Rev. 12/91)

SUGGESTED DISTRIBUTION: Income Maintenance Directors
Welfare Management System Coordinators
Staff Development Coordinators
Forms Coordinators

CONTACT PERSON: IM/WMS Program Operations
Robert Gullie
1-800-342-3715, extension 4-6501

ATTACHMENTS: DSS-548: Budget Worksheet - Public Assistance - not available on-line

FILING REFERENCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cancelled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Legal Ref.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>352.32</td>
<td>PASB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sections</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VI-B-1.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XII-C-all</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the revised (12/91) Budget Worksheet - Public Assistance (DSS-548). At the time a new or reopened public assistance case is approved for assistance, the applicant/recipient receives a copy of the ABEL Budget. If ABEL Budgets are not available, the applicant/recipient receives a copy of Form DSS-548. The Budget Worksheet is also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the (12/91) revision.

FACE PAGE

1. In the Shelter Section, added a box for Section Eight Certificate Housing.

2. Under Section B - Earned Income:
   - Changed #16 from "EIC" to "Income Disregard ($90)";
   - Changed #17 from "15 + 16" to "15-16";
   - Changed #18 from "Income Disregards ($75)" to "30 + 1/3/30 (of 17)";
   - Changed #19 from "HR Training" to "EXEMPT".

3. Under Recoupment Type Codes:
   - Changed #4 from "Intentional Program Violation" to "PA Fraud/FS IPV";
   - Added #6 "Shelter Expenses - Other Than Rent".

Attached is a sample copy of the revised Budget Worksheet. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (11/87) supply until your stock is depleted, or until April 1, 1992, whichever occurs first.

Requests for additional copies of these forms are to 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
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)
Questions concerning ordering forms should be directed to OSD by calling 1-800-342-3715, extension 6-6223.

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