INFORMATIONAL LETTER

TRANSMITTAL: 92 INF-17

DIVISION: Income

TO: Commissioners of Maintenance Social Services

DATE: February 27, 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

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DSS-329EL (Rev. 9/89)
The purpose of this release is to cancel the recently released Informational Letter, 92 INF-6 "Revision to Budget Worksheet - Public Assistance (DSS-548)", which failed to list all of the changes which were incorporated into the 12/91 revision.

Listed below is a detailed summary which includes all 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 "Sub-Total (15 + 16)" to "Exempt";
   - Changed #18 from "Income Disregards ($75)" to "Sub-Total (15 - [16 + 17])";
   - Changed #19 from "HR Training" to "30 + 1/3 / 30 (of 18)";
   - Changed #20 from "Child care" to "Sub-Total (18 minus 19)";
   - Changed #21 from "Sub-Total (18 thru 20)" to "Child Care";
   - Changed #22 from "Net Income (17 minus 21)" to "Net Income (20 minus 21)";
   - Deleted #23 and #24 and renumbered sections C, D, E and F accordingly.

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

REVERSE PAGE

1. Sections A, B, C and D were renumbered where appropriate.

2. The Total numbers for Section II were renumbered to correspond with those total sections on the FACE PAGE.

3. Section III was renumbered where appropriate.
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