INFORMATIONAL LETTER

TO: Commissioners of
Social Services

DATE: October 7, 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)

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

CONTACT PERSON: Maria Eckhardt
1-800-342-3715, extension 4-6501

ATTACHMENTS: Attachment I - DSS-4015-C: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)"
(Rev. 3/92) - not available on-line.
Attachment II - Revised Specifications Layout for DSS-4015-C (Rev. 3/92) - 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 "3/92". The DSS-4015-C is different from the DSS-4015 only in the pinfeed format. This revision reflects:

I. The change in the Fair Hearing phone numbers.

II. Changing the PA and FS "Reduce" and "Increase" boxes so that the effective date would be inserted before the amounts.

III. Adding an "Other" box in the FS section.

This pinfeed 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. The DSS-4015 is being printed in the continuous format, as well as the regular format, since usage is high enough to make this cost-effective.

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 3/92 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 September 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