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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-7

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: February 4, 1993

SUBJECT: Revision of Applications (DSS-2921 and DSS-2921 NYC)  
 and Accompanying "How To Complete" Publications (Pub.  
 1301 and Pub. 1301 NYC) and "Declaration of  
 Citizenship/Immigration Status" Form (DSS-4060)

SUGGESTED

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

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

ATTACHMENTS: Attachment I - Listing of all attachments -  
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
91 INF-69	91 INF-69	350.4		<u>PASB</u>	
		351.21		<u>III-E</u>	
		360.1		<u>VIII-B</u>	
		369.1		<u>FSSB</u>	
		369.4		<u>IV-F</u>	
		387.6		<u>MARG</u>	
		387.17		p. 368	
		404.1			

This is to introduce revisions to the mandated Upstate and New York City Applications (DSS-2921 and DSS-2921 NYC), the mandated accompanying "How To Complete" publications (Pub. 1301, Pub. 1301 NYC) and the mandated "Declaration of Citizenship/Immigration Status" form (DSS-4060) (copies attached). The Revision Date was changed to "6/92" on all forms. Please note that the revised Spanish versions of these forms will be available at approximately the same time.

Listed below is a summary of the changes to these forms that were incorporated into these 6/92 revisions. Also, where possible, changes were made to the forms to reflect "plain English".

I. DSS-2921 and DSS-2921 NYC

A. Page 1

1. The "Spanish Indicator" recipient question for Spanish notices was added. (DSS-2921 only).
2. In the "If You Are Applying For Food Stamps" section, the third bullet was changed to "You can file your application before you have an interview."
3. In Section 5, the "Absent Parent" question was reformatted and reworded for easier completion.

B. Page 2

1. The Household Composition information that is on Page 2 must line up with Page 3. Therefore, the number of names that could be listed was reduced from ten to eight, since ten names could no longer fit on Page 3.
2. In the top instructions, "List Yourself On the First Line" was added.
3. Sections 8 and 9 were renumbered to 9 and 10, respectively.
4. In the new Section 9, "Other Names", the instructions were changed to:

Please list maiden or other names by which you or anyone in your household has been known.

5. In the new Section 10, "Income", the Income items were reordered to match the order of the items in the new (6/92) version of the DSS-3174: "Recertification". This new order was decided by the State and local district staff workgroup that designed the new DSS-3174.

C. Page 3

1. Section 7, "Citizenship", had to be split into two separate sections, and reformatted, since Food Stamp policy now requires Alien Number information for each household member.
2. In the new Sections 7 and 8, in the instructions, a qualifier was added that undocumented aliens applying only for Emergency Assistance To Families With Children do not need to complete this section.
3. In the new Section 11, "Resources", the Resource items were reordered to match the order of the items in the new (6/92) version of the Upstate DSS-3174. This new order was decided by the State and local district staff workgroup that designed the new Upstate DSS-3174.

D. Page 4

1. Sections 11 - 17 were renumbered to 12 - 18, respectively.
2. In the new Section 12, "Shelter (Housing) Expenses", the following question was added:  
  
Do You Live In A Drug/Alcohol Rehab Or Domestic Violence Shelter? Yes/No
3. In the new Section 13:
  - a. The title was changed to just "Medical".
  - b. In the "Has Health Or Hospital/Accident Insurance" line, "(Including Insurance From Employer)" was added.
  - c. The line "Is Drug Or Alcohol Dependent" was deleted.
  - d. The following new question was added:  
  
Has Any Government Agency (Public Program) Besides Medical Assistance Or Medicare Paid Any Of Your Medical Bills? Yes/No

4. In the new Section 17, "Additional Information Required", the following questions were added to the question "Have You Or Anyone Who Lives With You Who Is Applying Moved Into New York State Within The Past Twelve Months":

If Yes, When\_\_\_\_\_

From What State\_\_\_\_\_

Has This Person Ever Lived In New York State Before? Yes/No

If Yes, When\_\_\_\_\_

D. Page 5

1. In order to make room for additional legal information on this page, the shaded "Services" section was reformatted.

2. The following new sections were added at the bottom of the page:

"Release Of Educational Records"  
"Life Line"

3. The following sections were moved to this page:

Non-Discrimination Notice  
Support  
Assignment of Insurance and Other Benefits

4. The following instruction was added at the bottom of the page:

Turn To The Back Page (Page 6) And Read And Sign At The Bottom Of Page 6.

E. Page 6

1. In the "Social Security Number" section, information regarding providing absent parents with Social Security Number information was added.

2. In the "Consent" section, "Public Assistance" (Quality Review) was added.

3. The Certification section was rewritten to incorporate changes in Medical Assistance.

4. At the bottom, information on voter registration was added.

II. Pub. 1301 and Pub. 1301 NYC

A. Page 1

The "Withdrawal" section wording was changed to:

If you want to withdraw your application, talk to your eligibility examiner.

B. Page 2

1. In Section 1, instructions were added to correspond with the Spanish Indicator Client Notices question on the Application. (Pub. 1301 only)

2. In Section 5, "Absent Parents", the following qualifier was added:

Note: If you are applying only for Medical Assistance and are pregnant or gave birth within the past two months, you do not need to fill out this section.

C. Page 3

1. In Section 6, Number 4, a qualifier was added that undocumented aliens applying only for Emergency Assistance To Families With Children do not need to complete the Social Security Number section.

2. Section 7, "Citizenship", had to be split into two separate sections, and reformatted, since Food Stamp policy now requires Alien Number information for each household member.

3. In the new Sections 7 and 8, a qualifier was added that undocumented aliens applying only for Emergency Assistance To Families With Children do not need to complete this section.

D. Page 4

1. Sections 8 through 17 were renumbered to 9 through 18.

2. In Section 11, "Resources", the qualifier for Medical Assistance was changed to:

Note: If you are applying only for Medical Assistance for a pregnant woman or children born on or after October 1, 1983, you do not have to fill out this section.

3. In the new Section 13:
  - a. The title was changed to just "Medical" to match the Applications.
  - b. The third Food Stamp qualifying bullet was changed from "Is drug or alcohol dependent" to "Receives treatment from drug abuse or alcohol treatment program".
4. In the new Section 16, "Employment/Training", the "Warning For Food Stamp Applicants" was deleted, since this information is now in the Client Information Books.
5. The remaining information on this page was renumbered and reordered where necessary to match the Applications.
6. A new Page 5 was added to accommodate the additional information and to allow for easier readability.

III. DSS-4060: "Declaration of Citizenship/Immigration Status"

This was changed to include the qualifier that undocumented aliens applying only for Emergency Assistance To Families With Children do not have to complete this document. Also, the "Alien Number" area was changed to a preprinted "A" with nine blank spaces.

The new 6/92 versions of all the forms are expected to be delivered to the State (Albany) Warehouse and New York City (HRA) Warehouse in January 1993. Distribution of the upstate forms to the counties will begin upon receipt of the forms in Albany.

SINCE THE APPLICATIONS AND PUBLICATIONS MAY NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW APPLICATIONS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (07/91) DSS-2921 and DSS-2921 NYC applications, existing (07/91) Pub. 1301 and Pub. 1301 NYC publications and existing (07/91) version of the DSS-4060 are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once your shipments of the new forms have been received. The same applies to the Spanish versions.

Requests for Spanish versions, and future requests for English documents should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and should be sent to:

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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.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security

Listing of All Attachments

- Attachment II - DSS-2921: "Application" (Rev. 6/92) - not available on-line.
- Attachment III - DSS-2921 NYC: "NYC Application" (Rev. 6/92) - not available on-line.
- Attachment IV - Pub. 1301: "How to Complete...Application" (Rev. 6/92) - not available on-line.
- Attachment V - Pub. 1301 NYC: "How To Complete...NYC Application" (Rev. 6/92) - not available on-line.
- Attachment VI - DSS-4060: "Declaration of Citizenship/Immigration Status" (Rev. 6/92) - not available on-line.