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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 93 INF-33

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: August 20, 1993

SUBJECT: Request for Comments on Revision of the
 "Request For Action/Services" (DSS-2640)

SUGGESTED

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

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

ATTACHMENTS: Attachment I - DSS-2640: "Request For
 Action/Services" (Rev. 1/80)
 not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

The purpose of this release is to solicit comments on the upcoming revision of the DSS-2640: "Request For Action/Services" (copy attached). This is an optional, three-part carbonized form that will need to be reprinted before the end of this year. We would like to ask local districts if they would review this form and let us know if they have any suggestions on how to revise this form so that it would be more helpful and usable. Comments should be e-mailed or sent, no later than September 17, 1993, to:

Jerry Vigeant
NYSDSS
40 N. Pearl St., 7D
ES/WMS
Albany, NY 12243
(518) 474-9315

E-mail ID No: AZ1300

We would like to ask that your comments be as specific as possible, and any drawings or mock-ups showing a new design would also be welcomed. We would also appreciate your comments on the two suggested revisions below:

- I. At the top, add a space for the CIN Number as a primary identifier.
- II. Change "Request the Determination of Eligibility for ADC-FC" to "Request the Determination of Eligibility for Title IV-E-FC".

Thank you very much for any suggestions or comments you may have on this form.

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