TO: Local District Commissioners

SUBJECT: 1993 Forms Survey

II: Listing of Attachments (Available on-line)  
Attachments (Not available on-line)

Recently, a Forms Study Workgroup, made up of State and local district staff, met to identify changes which might be made to Department forms or forms processing procedures which would assist local districts. A list of participants is enclosed. A number of suggestions were made which the Workgroup felt should be surveyed on a statewide level. Attached is a Forms Survey which we would like you to complete and return to us by October 20, 1993. In addition to completing the survey, we would appreciate your forwarding any and all suggestions you might have concerning any Department forms.

Please return this survey to:

   Jerry Vigeant
   NYS Department of Social Services
   ES/WMS/7D
   40 N. Pearl St.
   Albany, NY 12243

If you have any questions regarding this survey, please feel free to call:

   Jerry Vigeant (518 474-9315)
   Maria Eckhardt (518 474-6501)
   Bob Gullie (518 474-6501)

Nelson M. Weinstock
Deputy Commissioner
Division of Management Support

John J. DiPalermo
Deputy Commissioner
Systems Support and Information Services
1993 FORMS SURVEY

FOR EACH STATEMENT, PLEASE CHECK THE APPROPRIATE ANSWER, AND ADD ANY COMMENTS BELOW.

A. FORMS DISTRIBUTION

1. Supplies of New forms should always be automatically shipped to local districts (not just made available to be ordered).
   ___Agree   ___Disagree
   Comments________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. Supplies of Revised forms should always be automatically shipped to local districts (not just made available to be ordered).
   ___Agree   ___Disagree
   Comments________________________
   ____________________________________________
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3. Our district has experienced "back order" problems when the forms we have ordered were out of stock.
   ___Agree   ___Disagree
   Please describe the nature of the problems and give as much specific information as possible: ________________________________________________________________
   ____________________________________________
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4. Our district would prefer ___Agree ___Disagree to reorder forms that are out of stock, rather than have the Department put them on a Back Order list.

Comments
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5. Each time a form is created or ___Agree ___Disagree revised, an INF, or other communications vehicle, should be issued so that local districts will know this form is available (if the form does not have an ADM or other policy release related to it already).

Comments
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6. "Forms Implications" should be ___Agree ___Disagree a required section of every ADM, INF, or other local district communications vehicle.

Comments
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7. How can the Department improve the shipment of forms to your district?

Please give as much specific information as possible:__________
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B. SYSTEM ASSISTED FORMS

1. The DSS-4015-C pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits..." (attached) is used by our district and has been found to be helpful and a time saver.

   Comments ____________________________________________
   ________________________________________________________
   ________________________________________________________

2. It would be helpful if other pinfeed versions of forms were made available.

   Comments ____________________________________________
   ________________________________________________________
   ________________________________________________________

   Suggestions of forms for which you would like pinfeed versions (please attach samples):
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

3. It would be helpful if the forms listed below could be revised so that information from the "System" could automatically be filled in.

   Suggestions of forms that could be fully or partially system-filled (please describe and attach samples):
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

   Please list the name, title and phone number of the person we could contact if we had questions on your suggestions:
   ____________________________________________________________________________
4. The DSS-3209: "Authorization"
is currently available as a
single sheet and also in
carbonized 2- and 4-ply
versions.

Our district currently uses:   ___1-ply   ___2-ply   ___4-ply

If it were printed in a      ___Agree   ___Disagreee
3-ply version, our
district would order it

Comments________________________________________________________
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5. The landlord's name and address     ___Agree   ___Disagreee
should be on the DSS-3209:
"Authorization".

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C. COMBINING OF FORMS

1. A separate application for Services ___Agree ___Disagree should be developed. The Application (DSS-2921) and Certification Guide (DSS-3570) should be combined in a manner similar to the way the Recertification Application (DSS-3174) and Recertification Guide (DSS-3608) were combined, and should be used for PA, MA and FS.

Comments________________________________________________________
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OR

A separate application for Services ___Agree ___Disagree should be developed. The DSS-2921: "Application", DSS-3174: "Recertification" and DSS-3570: "Certification Guide" could then be combined into a single document with a checkbox to indicate whether the form is for Certification or Recertification, and used for PA, MA and FS.

Comments________________________________________________________
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2. Call-in letters and notices, ___Agree ___Disagree such as the DSS-2114: "PA Recertification/MA Status" and the DSS-3153: "Continuing Your FS" should be combined, so that there is one form for PA, MA and FS which also serves as a ten-day letter.

Comments________________________________________________________
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3. Suggestions of other forms you would like to see combined:
D. SUGGESTIONS OF REVISIONS TO SPECIFIC FORMS (COPIES ATTACHED)

1. Collaterals
   DSS-3668: "Shelter Verification"
   DSS-3707: "Employment Verification"
   DSS-3708: "School Attendance Verification"

   Simplify the DSS-3668 and make it one-sided so that a landlord will be more likely to fill it out.
   ___Agree  ___Disagree

   Add to the DSS-3668 a place for the landlord's Social Security Number so that two party checks can be cut easier.
   ___Agree  ___Disagree

   Make the DSS-3708 one-sided.
   ___Agree  ___Disagree

   Suggested other improvements for Collaterals:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. DSS-2642: "Documentation Requirements" (Copy Attached)

   The DSS-2642 is currently printed as an 8 1/2" x 14" chemically carbonless 2-ply form. Attached is a mock-up of a proposed 8 1/2" x 11" chemically carbonless 2-ply form which features the list of sample documentation on the back of the form.
   Our district would prefer the proposed new form and would order it instead of the current 5/91 version.
   ___Agree  ___Disagree

   Suggested other improvements for the DSS-2642:
   __________________________________________________________
   __________________________________________________________
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3. Other Forms

Suggested other improvements for any other forms:

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E. STATE-PRINTING OF FORMS ISSUED THROUGH ADMS OR OTHER DEPARTMENT RELEASES

Attached are samples of forms that were not printed but were attached to ADMs or other Department releases. If you would like any of these forms to be considered for State-printing, please check "Yes" below:

1. Cooperative Cases/Danks/
   85 ADM-9 - "'A' Notice To Recipient" (from ADM)  
   __Yes   __No

2. Cooperative Cases/Danks/
   85 ADM-9 - "'B' Notice To Recipient" (from ADM)  
   __Yes   __No

3. Bona Fide Loans/92 ADM-43
   "Exemption of Bona Fide Loans Worksheet" (from ADM)  
   __Yes   __No

4. Bona Fide Loans/92 ADM-43
   "Loan Repayment Agreement" (from ADM)  
   __Yes   __No

5. Filing Unit/Abbott and King/
   85 ADM-51 - "Categorical Screening For Non-Applying Parent Of A Common Child" (Section from ADM)  
   __Yes   __No

Suggested improvements for any of these forms:

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F. PRINTING STATE VERSIONS OF LOCAL FORMS

Attached are samples of forms from local districts which may be helpful to your district. If you would like any of these forms to be considered for State-printing, please check "Yes" below:

1. Undue Hardship/90 ADM-39 "Determining Undue Hardship Worksheet" (Developed by Erie County for in-house use)  
   ___Yes     ___No

2. Mixed Households - "Mixed Household Questionnaire" (Developed by Erie County for in-house use)  
   ___Yes     ___No

3. "Notice of Client Responsibility" (Developed by Greene County for in-house use)  
   ___Yes     ___No

4. "Household Composition Statement" (Collateral) (Developed by Chenango County for in-house use)  
   ___Yes     ___No

5. Two-ply "General Request" form (Developed by Monroe County for in-house use)  
   ___Yes     ___No

Suggestions for other forms to be State-printed (please attach samples):  
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G. PRINTING PROPOSED STATE FORMS

Attached are samples of proposed State forms which may be helpful to your districts. If you would like any of these forms to be considered for State-printing, please check "Yes" below:

1. "PA and FS Citizenship/Alien Status Desk Aid" (Proposed State form for forthcoming Department Release)
   ___Yes   ___No

2. SS-5 Desk Guide (Proposed State form for forthcoming ADM)
   ___Yes   ___No

H. COMMENTS ON FORMS PROCESSING, FORMS PROCEDURES OR ANYTHING ELSE

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The following is a listing of all attachments to this LCM:

1. List Of Participants In the Forms Study Workgroup

2. DSS-4015-C: "Notice Of Intent To Change Benefits" (Pinfeed Version)

3. DSS-3668: "Shelter Verification" (Collateral)

4. DSS-3707: "Employment Verification" (Collateral)

5. DSS-3708: "School Attendance Verification" (Collateral)

6. DSS-2642: "Documentation Requirements" (Proposed Revision For Forthcoming ADM)

7. Cooperative Cases/Danks/85 ADM-9 - "'A' Notice To Recipient" (From ADM)

8. Cooperative Cases/Danks/85 ADM-9 - "'B' Notice To Recipient" (From ADM)

9. Bona Fide Loans/92 ADM-43 - "Exemption Of Bona Fide Loans Worksheet" (from ADM)

10. Bona Fide Loans/92 ADM-43 - "Loan Repayment Agreement" (From ADM)

11. Filing Unit/Abbott and King/85 ADM-51 - "Categorical Screening For Non-Applying Parent Of A Common Child" (Section From ADM)

12. Undue Hardship/90 ADM-39 - "Determining Undue Hardship Worksheet" (Developed By Erie County For In-House Use)

13. Mixed Households - "Mixed Household Questionnaire" (Developed By Erie County For In-House Use)

14. "Notice Of Client Responsibility" (Developed By Greene County For In-House Use)

15. "Household Composition Statement" (Collateral) (Developed By Chenango County For In-House Use)

16. Two-ply "General Request" Form (Developed By Monroe County For In-House Use)

17. "PA And FS Citizenship/Alien Status Desk Aid" (Proposed State Form For Forthcoming Department Release)

18. SS-5 Desk Guide (Proposed State Form For Forthcoming ADM)