TRANSMITTAL: 94 INF-2

DIVISION: Economic Security

TO: Commissioners of Social Services

DATE: January 5, 1994

SUBJECT: Combining of "Good Cause" Forms (DSS-4279 and DSS-4280) into Revised Single Form (DSS-4279, Rev. 9/93)

SUGGESTED DISTRIBUTION: Public Assistance Staff
Food Stamp Staff
CSEU Staff
SCU Staff
CAP Coordinators
Medical Assistance Staff
Staff Development Coordinators
Forms Coordinators

CONTACT PERSON: Maria Eckhardt
1-800-343-8859, extension 4-6501

ATTACHMENTS: Attachment I - Revised DSS-4279: "Notice of Responsibilities and Rights for Support" (Rev. 9/93) (not available on-line)

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the new DSS-4279 which combines
the material previously contained in the following two forms:

DSS-4279:  "The Requirements To Assign Support And Cooperate And
Right To Claim Good Cause For Refusal To Cooperate"

DSS-4280:  "Right To Claim Good Cause For Refusal To Cooperate With
Child Support Enforcement (Second Notice)"

into a single form:

DSS-4279:  "Notice Of Responsibilities and Rights for Support"  (Rev.
9/93) (copy attached).

Acting on a suggestion from Monroe County to simplify the forms used in the
good cause process, the DSS-4279 and DSS 4280 were reviewed, rewritten and
reduced into a single 8 1/2" x 11" two-ply carbonized form. A State Plan
Amendment was requested from and approved by the Federal government in order
to go from the first and second notice format to a single notice.

Districts must continue to give and explain the DSS-4279 (Rev. 9/93) to each
Public Assistance (PA) and Medical Assistance (MA) applicant and recipient
when a referral is required to be made to the Child Support Enforcement Unit
(CSEU) for paternity establishment and/or child support enforcement. If an
applicant/recipient indicates on the DSS-4279 (Rev. 9/93) that good cause
for refusing to cooperate is claimed, district staff must determine whether
good cause exists using the procedures described in PASB VIII-T-1.13-1.18.

The following is an explanation of the delivery schedule for the new English
and Spanish forms and what forms are made obsoleted by the new forms:

I.  Upstate Districts

A.  Delivery of 9/93 English Version of DSS-4279 - Delivery of the
9/93 English version of the DSS-4279 to the Albany Warehouse
should be in February 1994. Your district will automatically
receive supplies of this form based on previous ordering
practices.

B.  Ordering Master of Spanish Version of DSS-4279 (DSS-4279-S) -
A clear photocopied master of the revised 9/93 Spanish version
(DSS-4279-S) is available and can be ordered by any district
which requires Spanish forms. The district must then reproduce
the form locally.

C.  Disposition of Existing Forms

  o  DSS-4279 (Rev. 7/92) - All existing copies of this version
should be destroyed upon receipt of the 9/93 version of the
DSS-4279.
II. New York City


B. Delivery of 9/93 Spanish Version of DSS-4279 (DSS-4279-S) – Delivery of the 9/93 Spanish version of the DSS-4279 (DSS-4279-S) to the NYC/HRA Warehouse should also be in February 1994.

C. Disposition of Existing Forms

- DSS-4279 (Rev. 7/92) – All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.

- DSS-4279-S (Rev. 7/92) – All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279-S.

- DSS-4280 (Rev. 7/92) – All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.

- DSS-4280-S (Rev. 7/92) – All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279-S.

Future requests for the 9/93 printed version of the DSS-4279 and requests for the 9/93 photocopied master of the DSS-4279-S should be submitted on Form WMS-47 (Rev. 09/89): "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
Questions concerning ordering forms should be directed to the Office of Systems Development (OSD) by calling 1-800-343-8859, extension 6-6223.

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