INFORMATIONAL LETTER

TO: Commissioners of Social Services

DATE: July 13, 1994

SUBJECT: Obsoletion of the 7/91 (Brown) Upstate Version of the "Recertification for PA, MA, FS" (DSS-3174) and the 7/91 (Brown) Upstate Version of the "How To Complete...Recertification" (Pub. 1313)

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

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

ATTACHMENTS: Attachment I - Obsoleted Department Form DSS-3174 (7/91 Version): "Recertification for PA, MA, FS" - not available on-line
Attachment II - Obsoleted Department Form Pub. 1313 (7/91 Version): "How To Complete...Recertification" - not available on-line

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to notify Upstate local districts that the following forms and their Spanish versions are now obsolete:

- DSS-3174: "Recertification for PA, MA, FS" (7/91 Upstate Brown Version)
- Pub. 1313: "How To Complete...Recertification" (7/91 Upstate Brown Version)

These 7/91 versions were not obsoleted when the 6/92 versions became available because they were still used for processing MA-only Chronic Care cases. In 94 INF-28, the Division of Health and Long Term Care introduced a new form (DSS-4411: "Recertification for Medical Assistance (Chronic Care)") which replaced both forms for recertifying individual chronic care (MA-only) recipients and chronic care (MA-only) spousal recipients, when there are no dependent family members. All 7/91 English and Spanish versions of the DSS-3174 and Pub. 1313 (and all other previous versions), therefore, should be destroyed.

For Upstate recertifications other than MA-only Chronic Care cases, as outlined in 94 INF-28, the 6/92 black versions of the DSS-3174 and Pub. 1313 should be used, as outlined in 92 INF-49. For New York City recertifications, the 6/92 brown versions of the DSS-3174 NYC and Pub. 1313 NYC should continue to be used, as outlined in 92 INF-49. All 7/91 versions of the DSS-3174 NYC and Pub. 1313 NYC (and all other previous versions) should already have been destroyed.

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