INFORMATIONAL LETTER

TRANSMITTAL: 95 INF-2

DIVISION: Economic Security

TO: Commissioners of Social Services

DATE: January 9, 1995

SUBJECT: Revision to Budget Worksheet - Public Assistance (DSS-548)

SUGGESTED DISTRIBUTION: Income Maintenance Directors
Welfare Management System Coordinators
Staff Development Coordinators
Forms Coordinators

CONTACT PERSON: ES/WMS Program Operations
Bob Gullie
1-800-343-8859, extension 4-6501 (AV1060)

ATTACHMENTS: DSS-548: Budget Worksheet - Public Assistance - not available on-line

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
The purpose of this release is to introduce the revised (8/94) Budget Worksheet - Public Assistance (DSS-548). At the time a new or reopened public assistance case is approved for assistance, the applicant/recipient receives a copy of the ABEL Budget. If ABEL Budgets are not available, the applicant/recipient receives a copy of Form DSS-548. The Budget Worksheet is also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the (8/94) revision.

I. **FACE PAGE**

   A. The Revision Date was changed to 8/94.

   B. In SECTION A - NEEDS, # 9, "Training" was deleted, since ABEL no longer allows for this entry.

   C. Because # 9, "Training", was deleted, the remaining numbers and number references on the FACE page were changed from #'s 10 - 43 to #'s 9 - 42.

II. **REVERSE PAGE**

   A. The Revision Date was changed to 8/94.

   B. In SECTION B - EARNED INCOME, the "Step-Parent/Grand-Parent Disregard" amount was changed to $90.00. (GIS 93 ES/DC021)

   C. Because # 9, "Training", was deleted on the FACE page, the remaining numbers on the REVERSE page were changed from #'s 44 - 66 to #'s 43 - 65.

   D. Additionally, because # 9, "Training", was deleted on the FACE page, the following number references that refer to the FACE page were changed:

      1. In the upper right hand corner, 21-A to 20-A.

      2. In the upper right hand corner, 21-B to 20-B.

      3. In the bottom left hand corner , 33 to 32.

Delivery of the revised DSS-548 to the Albany Warehouse is expected in March 1995. Your district will not automatically receive copies. Attached is a sample copy of the revised Budget Worksheet. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (12/91) supply until your stock is depleted, or until May 1995, whichever occurs first.
Requests for additional copies of these forms are to be submitted on Form WMS-47 (Rev. 9/89): "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 Customer Support Services (OCSS)

Questions concerning ordering forms should be directed to OSD by calling 1-800-343-8859, extension 6-6223.

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