TO: Commissioners of Social Services

DATE: August 1, 1995

SUBJECT: Revision of "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance" (DSS-4002) (Rev. 9/94)

SUGGESTED DISTRIBUTION: Income Maintenance Directors
Staff Development Coordinators
Corrective Action Coordinators
Forms Coordinators
CAP Coordinators

CONTACT PERSON: Maria Schollenberger
1-800-343-8859, extension 4-6501, av1030

ATTACHMENTS: DSS-4002: "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance" - not available online

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
This is to introduce the revised (9/94) version of the DSS-4002: "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance".

The Revisions to this form are outlined below:

I. The Revision Date was changed to "9/94".

II. On the front, in the bottom box, above "Public Assistance", the following "Note" was added:

If you are being approved for a special allowance to meet expenses (such as lunch or transportation) necessary to attend education or training programs, this allowance may vary based on your actual attendance in the program. If you do not meet a satisfactory attendance standard or make satisfactory progress in the program, this allowance may be withheld. If your allowance changes, you will get a separate notice telling you this and explaining why.

As of June 2, lunch is no longer an allowable expense (see GIS Message 95 ES/DC010). At the next reprinting of this form, the reference to "lunch" will be deleted.

The new 9/94 version of this form has been delivered to the State (Albany) Warehouse. Your district will not automatically receive copies. The Spanish version of the DSS-4002 will not be printed, but a clear master will be available to those districts who may need to photocopy it.

The restrictions on local equivalent notices contained on pages 10 and 22 of 89 ADM-21 continue to apply. No changes in the language of State-printed notices will be permitted. Any request for approval of local equivalent notices with format changes must be submitted in accordance with the procedures described in 89 INF-53 and pages 12-1 through 12-5 of the Local District Manager's Guide.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (9/92) version until your stock is depleted, or until September 29, 1995, whichever occurs first. Reorders will be filled with the 9/94 version.

Future requests for the revised DSS-4002, as well as requests for the Spanish master, should 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
PO Box 1990
Albany, New York 12201
Attention: Office of Customer Support Services
Questions concerning ordering forms should be directed to the Office of Customer Support Services by calling 1-800-343-8859, extension 6-6223.

Patricia A. Stevens
Deputy Commissioner
Division of Economic Security