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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 97 INF-1

TO: Commissioners of
 Social Services

DIVISION: Commissioner's
 Office

DATE: January 9, 1997

SUBJECT: Annual Index of Administrative Directives,
 Informational Letters and Manual Bulletins for 1996

SUGGESTED

DISTRIBUTION: Program Directors
 Administrative Directors
 Staff Development Coordinators

CONTACT PERSON: Kevin Kelley, Policy Communications Unit
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ATTACHMENTS: See Attachment A
 Attachments are available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1996. Releases are listed numerically and by program area. A synopsis of each Administrative Directive and Informational Letter is also provided. Additionally, a listing of releases superseded during 1996 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all staff.

Daniel Hogan
Director of Communications

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives Released in 1996 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative Directives Released in 1996 - (Available on-line)
- ATTACHMENT III Numerical Listing of Informational Letters Released in 1996 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational Letters Released in 1996 - (Available on-line)
- ATTACHMENT V Numerical Listing of Manual Bulletins Released in 1996
- ATTACHMENT VI Program-specific Listing of Manual Bulletins Released in 1996
- ATTACHMENT VII Listing of Releases Superseded in 1996 - (Available on-line)

Attachment I

ADMINISTRATIVE DIRECTIVES

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
H<C	96 ADM-1	01/09/96	PAYMENT FOR RESERVED BEDS IN MEDICAL INSTITUTIONS: CLARIFICATION OF POLICY
S&CD	96 ADM-2	01/16/96	MULTIETHNIC PLACEMENT ACT OF 1994
S&CD	96 ADM-3	01/16/96	CHILD CARE: REVISED MARKET RATES
TA	96 ADM-4	01/25/96	THE AUTOMATED FINGER IMAGING SYSTEM (AFIS) FOR PUBLIC ASSISTANCE
TA	96 ADM-5	02/09/96	ARTICLE VII CHANGES - 1995-96 STATE BUDGET
H<C	96 ADM-6	03/06/96	MEDICARE MAXIMIZATION FOR NURSING FACILITY CARE
S&CD	96 ADM-7	03/29/96	REFUGEE CASH AND MEDICAL ASSISTANCE PROGRAM (RCA & RMA)
H<C	96 ADM-8	03/29/96	OBRA '93 PROVISIONS ON TRANSFER AND TRUSTS
TA	96 ADM-9	04/10/96	UTILITY ARREARS REPAYMENT AGREEMENT
H<C	96 ADM-10	04/17/96	INCREASED MEDICAL ASSISTANCE AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR 1996
H<C	96 ADM-11	05/28/96	SPOUSAL IMPOVERISHMENT: COMMUNITY SPOUSE RESOURCE AMOUNT
MSQI	96 ADM-12	06/12/96	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1995-96 STATE SHARE ADMINISTRATIVE CAP
TA	96 ADM-13	07/17/96	LIMITATIONS ON HOME RELIEF BENEFITS FOR NEW RESIDENTS
H<C	96 ADM-14	07/26/96	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1996
H<C	96 ADM-15	08/13/96	EXCESS INCOME PROGRAM CLARIFICATION/PREPAYMENT OF CLIENT (PAY-IN) PROGRAM

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
S&CD	96 ADM-16	08/28/96	FOSTER CARE: RETENTION OF INCOME BY CHILD IN FOSTER CARE (USE OF TRUST FUNDS TO PRESERVE SAVINGS)
H<C	96 ADM-17	09/20/96	TRANSER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1996
S&CD	96 ADM-18	10/03/96	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS
S&CD	96 ADM-19	12/18/96	FAMILY-TYPE HOMES FOR ADULTS: REVISIONS TO PART 489 OF DEPARTMENT REGULATIONS
TA/S&CD	96 ADM-20	12/27/96	RESPONSIBILITIES OF HOMELESS INDIVIDUALS AND FAMILIES

ADMINISTRATIVE DIRECTIVES
Program Specific

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-12	06/12/96	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1995-96 STATE SHARE ADMINISTRATIVE CAP Provides instructions to social services districts for the submission of plans to the Department for activities exempt from the State share cap on administrative costs for State Fiscal Year 1995-96.

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-2	01/16/96	MULTIETHNIC PLACEMENT ACT OF 1994 To advise you of changes in Department regulation and plicy on the use of race, color, or national origin as a consideration in foster care and adoptive placements and in the recruitment of foster and adoptive parents.
96 ADM-3	01/16/96	CHILD CARE: REVISED MARKET RATES To advise social services districts of revised Department regulations related to market rates for child care services and the revised maximum reimbursement available for all child care payments.
96 ADM-7	03/29/96	REFUGEE CASH AND MEDICAL ASSISTANCE PROGRAM (RCA & RMA) To inform local social services districts of the implementation by the Department of the Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) Programs as special Federal Programs.
96 ADM-16	08/28/96	FOSTER CARE: RETENTION OF INCOME BY CHILD IN FOSTER CARE (USE OF TRUST FUNDS TO PRESERVE SAVINGS) To instruct social services districts on the use of trust funds to implement provisions of 18 NYCRR 431.4 applicable to the retention of earned income by children in foster care.
96 ADM-18	10/03/96	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS To advise social services districts of the revised Process Standards for the Protective Services for Adults (PSA) Program. The revised standards apply to all PSA case activity on or after May 31, 1996.

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-19	12/18/96	FAMILY-TYPE HOMES FOR ADULTS: REVISIONS TO PART 489 OF DEPARTMENT REGULATIONS

To advise local social services districts of recent revisions to Part 489 of the Department's regulations and their implications on the Family-Type Home for Adults (FTHA) Program. The revisions to Part 489 became effective on November 15, 1996.

DIVISION OF TEMPORARY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-4	01/25/96	THE AUTOMATED FINGER IMAGING SYSTEM (AFIS FOR PUBLIC ASSISTANCE)
		To inform social services districts (local districts) of the requirements of the Automated Finger Imaging System (AFIS) for Home Relief (HR) and Aid to Dependent Children (ADC). AFIS enrollment is a condition of eligibility for HR and ADC adult or head of household applicants and recipients.
96 ADM-5	02/09/96	ARTICLE VII CHANGES - 1995/96 STATE BUDGET
		To expand upon information transmitted through a previously issued ADMs, INFs, LCMs. This release advises local social services districts of the provisions and requirements of the 1995/96 State Budget as they relate to public assistance programs and their impact, where applicable, on Food Stamp and Medical Assistance (MA) eligibility.
96 ADM-9	04/10/96	UTILITY ARREARS REPAYMENT AGREEMENT
		Advises social services districts (SSDs) of current policy regarding when a "Utility Arrears Repayment Agreement" is required. This directive also introduces a revised "Utility Arrears Repayment Agreement" form and ends the requirement that SSDs must send in a "Repayment of Utility Arrears Assistance Report" to this Department.
96 ADM-13	07/17/96	LIMITATIONS ON HOME RELIEF BENEFITS FOR NEW RESIDENTS
		Advises social services districts of the limitations on receipt of Home Relief benefits as required by Chapter 81 of the Laws of 1995.

DIVISION OF TEMPORARY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-20	12/27/96	RESPONSIBILITIES OF HOMELESS INDIVIDUALS AND FAMILIES

To advise social services districts (SSDs) of the enactment of 18 NYCRR 352.35 regarding the provision of temporary housing assistance (THA) and of procedures for reviewing and acting upon applications for THA by homeless families and individuals. Additionally, this directive describes the eligibility requirements with which a homeless individual or family must comply in order to receive THA.

DIVISION OF HEALTH & LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-1	01/09/96	PAYMENT FOR RESERVED BEDS IN MEDICAL INSTITUTIONS: CLARIFICATION OF POLICY To inform social services district staff of revisions to Title XVIII of the Official Compilation of Codes, Rules and Regulations of the State of New York (18 NYCRR) 505.9(d), "Reserved bed days payment."
96 ADM-6	03/06/96	MEDICARE MAXIMIZATION FOR NURSING FACILITY CARE To inform districts of policy changes which revise nursing facility (NF) Medicare Maximization requirements.
96 ADM-8	03/29/96	OBRA '93 PROVISIONS ON TRANSFERS AND TRUSTS Informs social services districts of changes in the treatment of transfers and trusts in the Medical Assistance (MA) program as a result of the Omnibus Budget Reconciliation Act of 1993 (OBRA '93).
96 ADM-10	04/16/96	INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR 1996 Advises social services districts of: A. Increases in the Medical Assistance (MA) Income and Resource Standards. B. The annual update of the federal income official poverty line (federal poverty line).
96 ADM-11	05/28/96	SPOUSAL IMPOVERISHMENT: COMMUNITY SPOUSE RESOURCE AMOUNT Advises social services districts of a change in the State's minimum community spouse resource amount. The minimum community spouse resource amount is used in determining the Medical Assistance (MA) eligibility of an institutionalized spouse.

DIVISION OF HEALTH & LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 ADM-14	07/26/96	<p>SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1996</p> <p>Advises social services districts of the January, 1996 increases in the following amounts:</p> <ol style="list-style-type: none"> 1. the maximum protected resource amount for a community spouse; 2. the community spouse's minimum monthly maintenance needs allowance; and 3. the family member allowance. <p>These amounts are used in determining the Medical Assistance (MA) eligibility of an institutionalized spouse.</p>
96 ADM-15	08/13/96	<p>EXCESS INCOME PROGRAM CLARIFICATIONS/PREPAYMENT OF CLIENT LIABILITY (PAY-IN) PROGRAM</p> <p>Clarifies the treatment of the retroactive eligibility period and the use of medical expenses when determining countable income for purposes of eligibility for Medical Assistance (MA); and</p> <p>informs social services districts of required action as a result of the enactment of Chapter 81 of the laws of 1995, which established a statewide program for prepayment of the client liability under the Excess Income program.</p>
96 ADM-17	09/20/96	<p>TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES FOR 1996</p> <p>Notifies social services districts of the January 1, 1996 revisions to the Medical Assistance (MA) regional rates used to determine the period of limited coverage (penalty period) for persons determined to have made prohibited transfers of assets.</p>

INFORMATIONAL LETTERS

INFORMATIONAL LETTERS ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
COMM	96 INF-1	01/08/96	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES AND INFORMATIONAL LETTERS FOR 1995
TA	96 INF-2	01/08/96	PUBLIC ASSISTANCE RESOURCES: AUTOMOBILE OWNERSHIP
TA	96 INF-3	01/09/96	REVISION TO DSS-3961: "FOOD STAMP BUDGET NARRATIVE"
S&CD	96 INF-4	01/09/96	BLUE BOOK INTERNET PROJECT
TA	96 INF-5	01/19/96	REVISION OF DSS-4231 - "OPTION TO END YOUR SANCTION"
SSIS	96 INF-6	01/31/96	ELIMINATION OF THE ADJUDICATED CLAIMS MICROFICHE HISTORY PROJECTION - ALL UPSTATE DISTRICTS
S&CD	96 INF-7	02/07/96	UPDATE ON CONNECTIONS PROJECT
S&CD	96 INF-8	02/16/96	FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION REGARDING INCONTINENCE, THIRD PARTY PAYMENTS AND THE USE OF CERTAIN MEDICAL EQUIPMENT
S&CD	96 INF-9	02/22/96	"PLUG INTO CONNECTIONS" TELECONFERENCE ON MARCH 29, 1996, 9:30-11:30 AM
S&CD	96 INF-10	02/27/96	PROTECTIVE SERVICES FOR ADULTS (PSA): ADULT ABUSE TRAINING MANUALS
TA	96 INF-11	02/29/96	TEMPORARY ASSISTANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1995
TA	96 INF-12	03/20/96	OBSOLETE FORM: DSS-4158 "HOME RELIEF NOTIFICATION OF JOB READINESS AND THE RIGHT TO CONTEST (REV. 8/93)
S&CD	96 INF-13	03/22/96	PROTECTIVE SERVICES FOR ADULTS (PSA): ADULT SERVICES AUTOMATION PROJECT SURVEY RESULTS

INFORMATIONAL LETTERS ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
S&CD	96 INF-14	03/26/96	PROTECTIVE SERVICES FOR ADULTS (PSA): PSA CLIENT PROFILE STUDY
SSIS	96 INF-15	04/03/96	CONNECTIONS EQUIPMENT AND SITE PREP COSTS AND RESPONSIBILITIES IN LOCAL DISTRICT OFFICES
MSQI	96 INF-16	04/25/96	IMPLEMENTATION OF THE REVISED DSS-876: "REQUEST FOR FORMS OR PUBLICATIONS" (REV. 2/96)
S&CD	96 INF-17	05/01/96	POST INSTITUTIONAL SERVICES PLANNING (PISP) REQUIREMENTS: STATUTORY CHANGES REGARDING STATE CHARGE CLIENTS
TA	96 INF-18	05/03/96	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 3/96)
MSQI	96 INF-19	05/31/96	PAPER REDUCTION/REPORTS DISTRIBUTION
S&CD	96 INF-20	05/31/96	CONNECTIONS TRAINING - COMPONENT 1
H<C	96 INF-21	06/06/96	HOME AND COMMUNITY-BASED SERVICES WAIVER FOR PERSONS WITH TRAUMATIC BRAIN INJURIES (HCBS/TBI WAIVER)
TA	96 INF-22	06/07/96	REVISION OF DSS-4398: "WMS NON- SERVICES CODE CARDS" (OCTOBER 1995 UPDATE) (UPSTATE ONLY)
S&CD	96 INF-23	06/11/96	SURRENDER FORMS FOR CHILDREN IN FOSTER CARE
S&CD	96 INF-24	07/23/96	FEDERAL REQUIREMENTS FOR CHILDREN PLACED IN FOSTER CARE SETTINGS LOCATED OUT OF STATE
H<C	96 INF-25	07/24/96	ELIMINATION OF PRIOR APPROVALS FOR BED RESERVATIONS
MSQI	96 INF-26	08/09/96	REVISIONS TO APPLICATIONS (DSS-2921, DSS-2921NYC), RECERTIFICATION FORMS (DSS-3174, DSS-3174NYC) AND THEIR "HOW TO COMPLETE" PUBLICATIONS (PUB-1301, PUB-1301NYC, PUB-1313, PUB-1313NYC)

INFORMATIONAL LETTERS ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
S&CD	96 INF-27	10/30/96	FAMILY TYPE HOME FOR ADULTS: REVISIONS TO DSS-2865 APPLICATION FOR APPROVAL, FAMILY-TYPE HOMES FOR ADULTS
TA	96 INF-28	12/11/96	QUESTIONS AND ANSWERS FROM THE DRUG AND ALCOHOL STATEWIDE REGIONAL MEETINGS, THE INTRODUCTION OF FOUR NEW FORMS THAT WILL ASSIST LOCAL DISTRICTS IN WORKING WITH THEIR CLIENT POPULATION, AND THE OBSOLETION OF DSS-2355 AND DSS-2356
OLA	96 INF-29	12/13/96	DIGEST OF LAWS OF 1996 RELATING TO SOCIAL SERVICES

INFORMATIONAL LETTERS
Program Specific

OFFICE OF THE COMMISSIONER

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-1	01/08/96	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES AND INFORMATIONAL LETTERS FOR 1995 Provides local district staff with a desk reference index to Administrative Directives, and Informational Letters issued in 1995.

SYSTEMS SUPPORT AND INFORMATION SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-6	01/31/96	<p>ELIMINATION OF THE ADJUDICATED CLAIMS MICROFICHE HISTORY PRODUCTION - ALL UPSTATE DISTRICTS</p> <p>To support on-line requests for client specific Adjudicated Claims history reports. All upstate counties are now using the new process to obtain Claim Detail report histories for Medicaid clients.</p>
96 INF-15	04/13/96	<p>CONNECTIONS EQUIPMENT AND SITE PREP COSTS AND RESPONSIBILITIES IN LOCAL DISTRICT OFFICES</p> <p>Information is provided to local districts to help you plan for the CONNECTIONS effort in your local district, prepare for any costs that might be incurred, and initiate any necessary local legislative appropriations process.</p>

MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-16	04/25/96	<p data-bbox="647 401 1430 457">IMPLEMENTATION OF THE REVISED DSS-876: "REQUEST FOR FORMS OR PUBLICATIONS" (REV. 2/96)</p> <p data-bbox="647 499 1430 583">To announce the availability of the revised DSS-876: "Request For Forms or Publications" (Rev. 2/96).</p>
96 INF-19	05/31/96	<p data-bbox="647 625 1224 648">PAPER REDUCTION/REPORTS DISTRIBUTION</p> <p data-bbox="647 688 1430 743">To identify ways to reduce the amount of paper used by the Department.</p>
96 INF-26	08/09/96	<p data-bbox="647 785 1430 905">REVISIONS TO APPLICATINS (DSS-2921, DSS-2921NYC), RECERTIFICATION FORMS (DSS-3174, DSS-3174NYC) AND THEIR "HOW TO COMPLETE" PUBLICATIONS (PUB-1301, PUB-1301NYC, PUB-1313, PUB-1313NYC)</p> <p data-bbox="647 947 1430 1001">To introduce revision of the above stated forms and their Spanish versions.</p>

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-4	01/09/96	BLUE BOOK INTERNET PROJECT The Department has developed a pilot adoption project, showcasing New York's available and special needs children available for adoption by featuring their pictures and descriptions on line through the Internet's World Wide Web.
96 INF-7	02/07/96	UPDATE ON CONNECTIONS PROJECT To provide you with information on the most recent developments in CONNECTIONS, provide responses to questions received as a result of the CONNECTIONS teleconference, and advise of forthcoming correspondence which will confirm CONNECTIONS site information.
96 INF-8	02/16/96	FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION REGARDING INCONTINENCE, THIRD PARTY PAYMENTS AND THE USE OF CERTAIN MEDICAL EQUIPMENT To inform local social services districts of the Department's current policies regarding Family Type Homes for Adults (FTHA) and the admission or retention of individuals who are incontinent, third party payments for residents receiving Supplemental Security Income (SSI) and the use of certain medical equipment. Please inform your FTHA operators of these policy clarifications.
96 INF-9	02/22/96	"PLUG INTO CONNECTIONS" TELECONFERENCE ON MARCH 29, 1996, 9:30 - 11:30 AM The Division of Services and Community Development (SCD), in collaboration with the Division of System Support and Information Services (SSIS) and the Office of Human Resources Development (OHRD), will present a teleconference on Friday, March 29, 1996 entitled "Plug into CONNECTIONS".

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-10	02/27/96	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): ADULT ABUSE TRAINING MANUALS</p> <p>To inform you about two training manuals on the subject of adult abuse which will be distributed to local social services districts and certain health care providers. Both manuals were developed by the Brookdale Center on Aging of Hunter College under the direction of the Department.</p>
96 INF-13	03/22/96	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): ADULT SERVICES AUTOMATION PROJECT SURVEY RESULTS</p> <p>To provide the responses to the survey distributed in April 1995.</p>
96 INF-14	03/26/96	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): PSA CLIENT PROFILE STUDY</p> <p>To inform of the Department's intention to conduct an in-depth client profile study of the Protective Services for Adults (PSA) caseload. The PSA client profile study is part of our continuing effort to provide the district and the public with information about the nature of the PSA caseload, the needs of PSA clients and the etiology of adult abuse and neglect. The study results will be shared with districts as soon as an analysis is completed.</p>
96 INF-17	05/01/96	<p>POST INSTITUTIONAL SERVICES PLANNING (PISP) REQUIREMENTS: STATUTORY CHANGES REGARDING STATE CHARGE CLIENTS</p> <p>To inform local social services districts of a statutory change which affects the follow-up services requirements for certain persons who have been discharged or released from psychiatric facilities and developmental centers subject to licensure by the State Offices of Mental Health (OMH) or Mental Retardation and Developmental Disabilities (OMRDD).</p>

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-20	05/31/96	CONNECTIONS TRAINING - COMPONENT 1 This INF details the training program being put together so that each local district or agency can do informed planning.
96 INF-23	06/11/96	SURRENDER FORMS FOR CHILDREN IN FOSTER CARE To inform that the final versions of the judicial and extra-judicial surrender forms for Section 383-c of the Social Services Law (SSL) are available. Both the English and Spanish versions of the forms are available.
96 INF-24	07/23/96	FEDERAL REQUIREMENTS FOR CHILDREN PLACED IN FOSTER CARE SETTINGS LOCATED OUT OF STATE To inform of three federal requirements pertaining to foster children placed out of State that must be complied with as a condition of New York State's continued eligibility for Title IV-E and Title IV-B funding.
96 INF-27	10/30/96	FAMILY TYPE HOMES FOR ADULTS: REVISIONS TO DSS-2865 APPLICATION FOR APPROVAL, FAMILY-TYPE HOMES FOR ADULTS To introduce the revised DSS-2865 "APPLICATION FOR APPROVAL, FAMILY-TYPE HOME FOR ADULTS", which has been updated to conform to recent changes in the law and Department regulations.

DIVISION OF TEMPORARY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-2	01/08/96	<p data-bbox="646 401 1430 424">PUBLIC ASSISTANCE RESOURCES: AUTOMOBILE OWNERSHIP</p> <p data-bbox="646 464 1430 646">To inform social service districts (SSD's) of a change in public assistance (PA) resource policy. The change only involves what constitutes proof of ownership of an automobile. It does not impact current resource rules in any other way.</p>
96 INF-3	01/09/96	<p data-bbox="646 688 1430 743">REVISION TO DSS-3961: "FOOD STAMP BUDGET NARRATIVE"</p> <p data-bbox="646 783 1430 871">To introduce the revised Food Stamp ABEL Budget Narrative , DSS-3961: "Food Stamp Budget Narrative" (copy attached).</p>
96 INF-5	01/19/96	<p data-bbox="646 913 1430 968">REVISION OF DSS-4231 - "OPTION TO END YOUR SANCTION"</p> <p data-bbox="646 1008 1430 1125">To introduce the revised (9/95) DSS-4231: "Option to End Your Sanction" form. This form provides basic information to clients regarding options to end employment-related sanctions.</p>
96 INF-11	02/29/96	<p data-bbox="646 1167 1430 1222">TEMPORARY ASSISTANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1995</p> <p data-bbox="646 1262 1430 1379">To provide local social services districts with a list of the Department's Temporary Assistance forms, including client notices, that were newly introduced, revised, or made obsolete in 1995.</p>
96 INF-12	03/20/96	<p data-bbox="646 1451 1430 1539">OBSOLETE FORM: DSS-4158: "HOME RELIEF NOTIFICATION OF JOB READINESS AND THE RIGHT TO CONTEST (REV. 8/93)</p> <p data-bbox="646 1579 1430 1696">To notify local districts that the following notice and it's Spanish version is now obsolete: DSS-4158 (Rev. 8/93) "Home Relief Notification of Job Readiness and the Right to Contest".</p>

DIVISION OF TEMPORARY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-18	05/03/96	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 3/96) To introduce the revised (3/96) "Food Stamp Change Report Form" (DSS-3151) (copy attached). This mandated form is used by local districts to solicit information from Food Stamp recipients on changes in household circumstances. Please note that the Spanish version has been revised.
96 INF-22	06/07/96	REVISION OF DSS-4398: "WMS NON-SERVICES CODE CARDS" (OCTOBER 1995 UPDATE) (UPSTATE ONLY) To introduce the 10/95 revision of the DSS-4398: "WMS Non-Services Code Cards".
96 INF-28	12/11/96	QUESTIONS AND ANSWERS FROM THE DRUG AND ALCOHOL STATEWIDE REGIONAL MEETINGS, THE INTRODUCTION OF FOUR NEW FORMS THAT WILL ASSIST LOCAL DISTRICTS IN WORKING WITH THEIR CLIENT POPULATION, AND THE OBSOLETION OF DSS-2355 AND DSS-2356. To transmit the attached questions and answers from the Regional Meetings on Working with Clients with Drug and/or Alcohol (D&A) problems. The material is divided into six parts: Forms Related; Employment Related; Supplemental Security Income (SSI) Related; Medical Assistance Related; Implementation Issues; and Other.

DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-29	12/13/96	DIGEST OF LAWS OF 1996 RELATING TO SOCIAL SERVICES

To highlight provisions of the Laws of 1996 and to direct interested persons to the appropriate provisions of the law. This Digest is neither designed nor intended to be considered as the Department's interpretation of these laws for the purpose of implementation.

DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 INF-21	06/06/96	HOME AND COMMUNITY-BASED SERVICES WAIVER FOR PERSONS WITH TRAUMATIC BRAIN INJURIES (HCBS/TBI WAIVER) To transmit two resource lists that may be useful to your staff when involved in activities related to the Home and Community-Based Services Waiver for Persons with Traumatic Brain Injuries (HCBS/TBI Waiver); and provide some general information about the New York State Department of Health (DOH) Supplemental Rental Subsidy and Housing Supports Funding for individuals participating in this waiver.
96 INF-25	07/24/96	ELIMINATION OF PRIOR APPROVALS FOR BED RESERVATIONS To inform districts of a revision to current procedures regarding payment for reserved beds in nursing facilities.

MANUAL BULLETINS

MANUAL BULLETINS ISSUED DURING 1996

DIVISION	TRANS #	TRANS DATE	SUBJECT
MSQI	96 MB-1	01/25/96	ADMINISTRATION COST ALLOCATION FOR STATE FUNDED CHILD CARE PROGRAMS AND ELIMINATION OF THE SLIAG PROGRAM
MSQI	96 MB-2	02/14/96	ADMINISTRATION COST ALLOCATION FOR A- 87 REVISIONS, STATE SHARE TRAINING CAP, FAMILY & CHILDREN'S SERVICES BLOCK GRANT
MSQI	96 MB-3	08/30/96	ADMINISTRATION COST ALLOCATION- CLARIFICATIN OF REQUIRED SEMI-ANNUAL CERTIFICATIONS
MSQI	96 MB-4	12/13/96	ADMINISTRATION COST ALLOCATION FOR FAMILY AND CHILDREN'S SERVICES BLOCK GRANT

MANUAL BULLETINS
Program Specific

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT
OFFICE OF FINANCIAL MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 MB-1	01/25/96	<p>ADMINISTRATION COST ALLOCATION FOR STATE FUNDED CHILD CARE PROGRAMS AND ELIMINATION OF THE SLIAG PROGRAM</p> <p>To revise the Schedule D-2 and Schedule D-6 to reflect the manner in which the State reimburses administrative costs for the Title IV-A At Risk Low Income Child Care, Child Care Development Block Grant and Low Income Day Care programs.</p> <p>The State Legalization Impact Assistance Grants (SLIAG) program enacted as part of the Immigration Reform and Control Act (IRCA) of 1986 has now ended and we have removed the SLIAG claiming instructions from Appendix F.</p> <p>Chapter 19 has been revised to reflect that all Independent Living Program expenditures are claimed for reimbursement on the Schedule RF-4.</p> <p>Chapter 3 has had the DSS-2346 - Cost Allocation - Annual Certification form that is Exhibit III-9 replaced with the correct format.</p> <p>Chapter 10 has had the DSS-2347-B1 - Schedule D-3 form replaced with an updated version to report correct line information carried over from the Schedule D. The Line by line instructions in the chapter are correct.</p>

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT
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TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 MB-2	02/14/96	ADMINISTRATION COST ALLOCATION FOR A-87 REVISIONS, STATE SHARE TRAINING CAP, FAMILY & CHILDREN'S SERVICES BLOCK GRANT

This release will serve a number of purposes as follows:

The Federal Government has revised the OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments.

The 1995-96 State Budget contains a cap on the amount of state funds available to support local district training activities.

The Social Security Independence and Program Improvements Act of 1994 (P.L. 103-29) requires all Title II (SSDI) and Title XVI (SSI) clients identified for drug addiction and/or Alcoholism (DA&A) to receive their benefit payments through a representative payee which may choose to collect fees of the lesser of 10% of the monthly payment, or \$50 per month, in exchange for providing payee services.

The 1995-96 State Budget created the Family and Children's Services Block Grant effective July 1, 1995.

The description of State Low Income Day Care funding required updating to include State funding for administrative expenses of the IV-A Risk Low Income Day Care Program and the Child Care and Development Block Grant.

The HCFA of the Federal Department of Health and Human Services issued a policy state regarding the professional education requirements for social workers to qualify for enhanced federal funding as SPMP.

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TRANS #	TRANS DATE	SUBJECT & PURPOSE
96 MB-3	08/30/96	<p>ADMINISTRATION COST ALLOCATION-CLARIFICATION OF REQUIRED SEMI-ANNUAL CERTIFICATIONS</p> <p>The Federal government has reviewed the previously issued Manual Bulletin Transmittal 96 MB-2 dated February 14, 1996, and have requested that several clarifications be made to certain items.</p>
96 MB-4	12/13/96	<p>ADMINISTRATION COST ALLOCATION FOR FAMILY AND CHILDREN'S SERVICES BLOCK GRANT</p> <p>This release will serve a number of purposes as follows:</p> <p>The Family and Children's Services Block Grant provides 100% State reimbursement for the non-federal share, up to the limit of each district's allocation, for the provision and administration of Foster Care Services, Adoption Services (excluding adoption subsidies), Child Protective Services, and Child Preventive Services.</p> <p>We have received a few questions from the local districts concerning the required semi-annual certification to be signed by an employee who works on a single Federal program or cost objective in support of that claim.</p> <p>Effective November 16, 1995, regulatory authority was added to provide Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) as separate programs to eligible refugees and entrants who have been determined to be ineligible for ADC, have established their residency in NYS, and have been residing in the United States for less than eight months after entry to the country.</p> <p>Information on Federal funding for eligible refugees which is only available to the extent that sufficient funds are appropriated and other recent information on Federal funding.</p>

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Clarifying Chapter Four.

The SFY 1996-97 State Budget continues the \$5 million expenditure cap on state funds available to support local district training activities for the current State fiscal year.

RELEASES SUPERSEDED IN 1996

RELEASES SUPERSEDED IN 1996

CANCELLED RELEASES

93 ADM-22
95 ADM-10
81 ADM-32
95 ADM-18

94 ADM-7
93 ADM-17
92 ADM-18
91 ADM-13
90 ADM-35

94 ADM-4

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96 ADM-3
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