TO: Commissioners of Social Services

DATE: September 10, 1997

SUBJECT: Revision of the Quarterly Report (DSS-4310) and the Follow-Up to the Quarterly Report (DSS-4310A) and (DSS-4310A NYC)

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

CONTACT PERSON: Bob Gullie (AV1060)
1-800-343-8859, extension 4-6055

ATTACHMENTS: Attachment I – DSS-4310: "Quarterly Report" (4/97) - not available on-line
Attachment II – DSS-4310A: "Follow-Up to the Quarterly Report (4/97) not available on-line
Attachment III – DSS-4310A NYC: "Follow-Up to the Quarterly Report" (4/97) (New York City) - not available on-line

FILING REFERENCES

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DSS-329EL (Rev. 9/89)
I. PURPOSE

The purpose of this release is to introduce the revised mandated forms used for the Quarterly Reporting process:

DSS-4310: "Quarterly Report"
DSS-4310A: "Follow-Up to the Quarterly Report" (Upstate)
DSS-4310A NYC: "Follow-Up to the Quarterly Report" (NYC)

The forms were revised to collect the number of hours per month of employment in order to:

A. meet the new Federal Temporary Assistance for Needy Families (TANF) reporting requirements

and

B. monitor monthly employment requirements of individuals subject to Able Bodied Adults Without Dependents (ABAWD) rules (See GIS 96 TA/DC045)

II. WHO IS SUBJECT TO QUARTERLY REPORTING

All Public Assistance (PA), including Child Assistance Program (CAP), cases and Non-Public Assistance/Food Stamp (NPA/FS) cases with earned income are subject to the Quarterly Reporting process except for:

Public Assistance

TEAP cases

Food Stamps

NPA/FS cases with SSI income
NPA/FS seasonal and migrant households
PA/FS migrant households
NPA/FS self-employed individuals budgeted on an annualized basis
NPA/FS individuals who reside in group living arrangements
FS/Mixed households where the only earned income belongs to the NPA member.

III. REVISIONS TO THE FORMS USED FOR THE QUARTERLY REPORTING PROCESS

The revisions to the Quarterly Reporting process forms and their Spanish versions are listed below:

A. DSS-4310: "QUARTERLY REPORT"

1. GENERAL - The Revision Date on every PLY was changed to 4/97.
2. PLY 1 (FRONT) -
   a. To comply with some new postal requirements:
      1. The word "PRESORTED" was removed from the mailing
         stamp box in the upper right hand corner of this
         ply
      2. The words "RETURN SERVICE REQUESTED" were
         substituted for "DO NOT FORWARD" on the upper left
         hand side of this PLY.

3. PLY 2 (FRONT) -
   a. A new, seventh, general instructions was added that
      reads:

         If someone is working, you must indicate the number
         of hours worked for each month of the "REPORT
         QUARTER".

   b. The new 7th instruction that was added to the English
      "General Instructions" section was also added to the
      corresponding Spanish "General Instructions" section.

4. PLY 3 (FRONT) -
   a. For Question 1, The following instruction was added
      below the examples of income:

         If someone is working, you must indicate the number
         of hours worked for each month of the "REPORT
         QUARTER".

   b. An additional box after the "How Much" box was
      added to accommodate 4 rows and three columns with the
      following:

         Title of the new box reading:

         NUMBER OF HOURS worked for each month of the "REPORT
         QUARTER"

         Headers for each of the 3 columns reading from left
         to right:

         Column 1: MOST RECENT MONTH of the Quarter
         Column 2: 2nd MONTH of the Quarter
         Column 3: 1st MONTH of the Quarter
5. PLY 4 (FRONT) SPANISH -

All changes that were made to the English text on PLY 3 FRONT were also made to the corresponding Spanish text on Ply 4 FRONT.

B. DSS-4310A: "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE) and DSS-4310A NYC: "FOLLOW-UP TO THE QUARTERLY REPORT" (New York City)

1. GENERAL - The Revision Date on the FRONT and REVERSE were changed to 4/97.

2. FRONT -
   a. A new, seventh, general instructions was added that reads:

   If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

   b. For Question 1, The following instruction was added below the examples of income:

   If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

   c. An additional box after the "How Much" box was added to accommodate 4 rows and three columns with the following:

   Title of the new box reading: NUMBER OF HOURS worked for each month of the "REPORT QUARTER"

   Headers for each of the 3 columns reading from left to right:

   Column 1: MOST RECENT MONTH of the Quarter

   Column 2: 2nd MONTH of the Quarter

   Column 3: 1st MONTH of the Quarter

IV. CNS IMPLICATIONS

The electronic copies of the DSS-4310A: "Follow-Up to the Quarterly Report" have also been revised and will be in place for PA and/or FS Quarterly Reporting closing reason codes (E50-E54, N51 and N53) in July, 1997.
V. DISTRIBUTION OF QUARTERLY REPORTING PROCESS FORMS

A. DSS-4310 "QUARTERLY REPORT"

The printed 4/97 Quarterly Report (DSS-4310) is scheduled to be delivered to the Upstate (Albany) warehouse in June 1997 and will be used for the June 1997 production run. In those limited instances where your district manually uses the DSS-4310, be sure to order the revised 4/97 version. Upon receipt of the revised 4/97 form, all previous versions should be destroyed.

B. DSS-4310A "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE)

DSS-4310A NYC "FOLLOW-UP TO THE QUARTERLY REPORT" (NEW YORK CITY)
DSS-4310A-S NYC "FOLLOW-UP TO THE QUARTERLY REPORT" (NYC) (SPANISH)

The revised 4/97 versions of the Follow-Up to the Quarterly Report, (DSS-4310A, DSS-4310A NYC and DSS-4310A-S NYC) are expected to be delivered to the Upstate (Albany) Warehouse and HRA (New York City) Warehouse in July 1997. Distribution of the Upstate form (DSS-4310A) to the local districts will begin upon receipt of the forms in Albany.

Your district will automatically receive supplies of the Follow-Up to the Quarterly Report forms based on previous ordering practices. The existing (6/95) versions of the DSS-4310A, DSS-4310A NYC and DSS-4310A-S NYC are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once shipments of the new forms have been received.

C. DSS-4310A-S: "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE) (SPANISH VERSION) (CAMERA READY COPY)

The Spanish upstate version of the DSS-4310A is not printed, but a clear, 4/97 master copy will be available to those districts who may need to photocopy it.
VI. IF ADDITIONAL SUPPLIES OF THE QUARTERLY REPORTING PROCESS FORMS ARE NEEDED

Future requests for the DSS-4310, DSS-4310A (Upstate), the Spanish Board for DSS-4310A-S (Upstate), the DSS-4310A NYC (New York City) and the Spanish printed form DSS-4310A-S NYC (New York City) should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

New York State Department of Social Services
Bureau of Forms and Print Management
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.

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Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance