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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-57

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: October 24, 1990

SUBJECT: Revisions to Mandatory Client Notices

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Family and Children Services Directors  
 Corrective Action Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt  
 1-800-342-3715, extension 3-6165

ATTACHMENTS: Attachment I - Listing of all attachments -  
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
See Attach- ment II		See Attach- ment II	See Attach- ment II	See Attach- ment II	See Attach- ment II

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The purpose of this release is to introduce revisions to the following mandatory client notices (copies attached):

- DSS-3152: "Action Taken On Your FS Case"
- DSS-3153: "Continuing Your FS"
- DSS-3620: "Notice of Intent to Change FS Benefits (Timely and Adequate)"
- DSS-3621: "Notice of Intent to Change FS Benefits (Adequate Only)"
- DSS-4013: "Action Taken on Your Application: PA, FS and MA Coverage"
- DSS-4014: "Action Taken on Your Recertification: PA, FS, MA Coverage and Services"
- DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)"
- DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)"
- DSS-4017: "Notice of Intent to Change FS Benefits (Timely and Adequate)"
- DSS-4018: "Notice of Intent to Change FS Benefits (Adequate Only)"

A complete listing of all revisions to the 2/89 versions of these notices follows:

- I. The Revision Date was changed to "01/90" for all revised notices.
- II. DSS-3152: "Action Taken On Your FS Case"
  - A. FACE - Under both the first and second accepted boxes, the sentence "This amount will be available to you on \_\_\_\_" was changed to "This amount will be available to you by \_\_\_\_."
  - B. REVERSE
    - 1. Right To A Conference - Before the last sentence, the following was added: "Even if you ask for a conference, you still have only 90 days from the date of this notice to request a fair hearing".
    - 2. Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

III. DSS-3153: "Continuing Your FS"

A. FACE

1. In the first checkbox, the blank line at the end of the sentence was extended.
2. The "application" typo in the second checkbox was corrected.
3. Under "Documentation Data", First Bullet, the sentence was changed to read "...or in the source of your household's income".

B. REVERSE

1. Right To A Conference - Before the last sentence, the following was added: "Even if you ask for a conference, you still have only 90 days from the date of this notice to request a fair hearing".
2. Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

IV. DSS-3620: "Notice of Intent to Change FS Benefits (Timely and Adequate)"

REVERSE

- A. Right To A Conference - Before the last sentence, the following was added: "Even if you ask for a conference, you still have only 90 days from the date of this notice to request a fair hearing".
- B. Right To A Fair Hearing - Under "2 Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

V. DSS-3621: "Notice of Intent to Change FS Benefits (Adequate Only)"

- A. FACE - Before the "Suspend" checkbox, the following checkbox was added:

/\_\_\_/ Continue your Food Stamp benefits unchanged at \$\_\_\_\_\_.

B. REVERSE

1. Right To A Conference - Before the last sentence, the following was added: "Even if you ask for a conference, you still have only 90 days from the date of this notice to request a fair hearing."

2. Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

VI. DSS-4013: "Action Taken On Your Application: PA, FS and MA Coverage"

A. FACE

1. Top of Page - The "Lifeline" Information was moved to the back.

2. PA Section

- a. "Accepted" Section - This was spread out to provide additional space for grant information.
- b. "Recoupment" Section - "of 10 percent (%)" was deleted and replaced by "Shown on the attached budget sheet". Also, the colon was deleted and replaced by a period.
- c. "Denied because" Section - Due to space constraints, this was reduced to one line. However, for cases that require more than one line for the denial explanation, the worker should strike out the words "Additional Information" and use those lines.
- d. "Additional Information" Section - This was added and given three blank lines.

3. FS Section

- a. Under the "Accepted" box, the third sentence was changed to: "This amount will be available to you by \_\_\_\_\_."

- b. After the "Denial" box a new box was added:

You didn't do everything required for us to find out if you are eligible to receive food stamps. Here's what you still need to do: \_\_\_\_\_  
\_\_\_\_\_.

If you do this by \_\_\_\_\_, you will not have to reapply. After that date, you will have to reapply in order for us to find out if you are eligible to receive food stamps.

- c. The "Pended Because" box was deleted.
- d. An "Other" box was added.

e. The following was added:

Note: If you were denied food stamps, please inform this office if you are later approved for Supplemental Security Income (SSI) or Aid to Dependent Children (ADC) since this may mean you are eligible for food stamps.

4. MA Section - An "Other" box was added.

5. Bottom of Page One - The "Regulations Require ..." Section was moved to the back.

B. REVERSE

Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

VII. DSS-4014: Action Taken on Your Recertification: PA, FS, MA Coverage and Services

A. FACE

1. PA Section

a. An outer box "RECERTIFIED for the period from \_\_\_\_\_ to \_\_\_\_\_." was added.

b. The Reduce Box was changed to "Reduce ... for that period from \$\_\_\_\_\_ monthly to \$\_\_\_\_\_ monthly effective \_\_\_\_\_." and was indented.

c. The "Discontinuance" box was moved after the "Continue" box, and its blank line was extended.

d. The "Increase" box was changed to "Increase ... for that period from \$\_\_\_\_\_ monthly to \$\_\_\_\_\_ monthly effective \_\_\_\_\_." and was indented.

e. The "Continue" box was indented, and its blank line was extended.

f. "If this box ..." was deleted.

g. The "Recoupment" box was changed to read "A RECOUPMENT at the rate of \_\_\_\_ percent (%) is being taken ...". The worker must fill in the appropriate recoupment percentage rate in the blank space.

h. In the "REASON" section, two more blank lines were added.

2. FS Section

- a. In the "Continue" box, a box was added before the second sentence, and the sixth sentence "If this box is checked ..." was made a separate box.
- b. In the "Recoupment" box, "at the rate of \_\_\_\_\_ percent (%)" was deleted.

3. Bottom of Page 1 - The "Regulations Require ..." section was moved to the back.

- B. REVERSE - Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

VIII. DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)"

A. FACE

1. PA Section

- a. The "Reduce" box was changed to "Reduce ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- b. The "Increase" box was changed to "Increase ... effective from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- c. The "Continue" blank line was extended.
- d. The "Recoupment" box was changed to read "A RECOUPMENT at the rate of \_\_\_\_\_ percent (%) is being taken ...". The worker must fill in the appropriate recoupment percentage rate in the blank space.
- e. In the "REASON" section, two blank lines were added.

2. FS Section

- a. The "Reduce" box was changed to "Reduce ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- b. The "Increase" box was changed to "Increase ... effective from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- c. The "Continue" blank line was extended.
- d. In the "Recoupment" box, "at the rate of \_\_\_\_\_ percent (%)" was deleted.

3. Bottom of Page 1

The "Lifeline" information and "Regulations Require ..." section were moved to the back.

- B. REVERSE - Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

IX. DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)"

A. FACE

1. PA Section

- a. The "Reduce" box was changed to "Reduce ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- b. The "Increase" box was changed to "Increase ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- c. The "Continue" blank line was extended.
- d. The "Recoupment" box was changed to read "A RECOUPMENT at the rate of \_\_\_\_\_ percent (%) is being taken ...". The worker must fill in the appropriate recoupment percentage rate in the blank space.
- e. In the "REASON" section two blank lines were added.

2. FS Section

- a. The "Reduce" box was changed to "Reduce ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- b. The "Increase" box was changed to "Increase ... effective \_\_\_\_\_ from \$\_\_\_\_\_ to \$\_\_\_\_\_."
- c. The "Continue" blank line was extended.
- d. In the "Recoupment" box, "at the rate of \_\_\_\_\_ percent (%)" was deleted.

3. Bottom of Page 1

The "Regulations Require ..." section was moved to the back.

- B. REVERSE - Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

- X. DSS-4017  
and DSS-4018: "Notice of Intent to Change FS Benefits (Timely and Adequate)" and: "Notice of Intent to Change FS Benefits (Adequate Only)", respectively, - Right To A Fair Hearing - Under "2. Writing", "Fair Hearing Section" was changed to "Office of Administrative Hearings".

Delivery of these revised notices to the Albany Warehouse is expected in November 1990. Your district will not automatically receive copies.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (2/89) versions until your stock is depleted, or until December 31, 1990, whichever occurs first. Reorders will be filled with the 1/90 versions.

As explained in 89 LCM-155, clear photocopied masters of the revised Spanish versions will be available to each district which requires Spanish notices. Districts will then reproduce the forms locally.

Future requests for the revised notices, as well as requests for the Spanish masters, 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 Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance



Attachment I - Listing of All Attachments

- Attachment II - Filing References - available on-line.
- Attachment III - DSS-3152: "Action Taken on Your FS Case" - not available on-line.
- Attachment IV - DSS-3153: "Continuing Your FS" - not available on-line.
- Attachment V - DSS-3620: "Notice of Intent to Change FS Benefits (Timely and Adequate)" - not available on-line.
- Attachment VI - DSS-3621: "Notice of Intent to Change FS Benefits (Adequate Only)" - not available on-line.
- Attachment VII - DSS-4013: "Action Taken on Your Application: PA, FS and MA Coverage" - not available on-line.
- Attachment VIII - DSS-4014: "Action Taken on Your Recertification: PA, FS, MA Coverage and Services" - not available on-line.
- Attachment IX - DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" - not available on-line.
- Attachment X - DSS-4016: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)" - not available on-line.
- Attachment XI - DSS-4017: "Notice of Intent to Change FS Benefits (Timely and Adequate)" - not available on-line.
- Attachment XII - DSS-4018: "Notice of Intent to Change FS Benefits (Adequate Only)" - not available on-line.

## FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21		350.5, 351.22	SSL 22	<u>MARG</u>	GIS 89
89 ADM-8		351.23	SSL 366-a	pp. 378-387	MA007
89 ADM-6		352.31(d)			
88 ADM-4		355, 358-3.3		<u>FSSB</u>	DCL 7/13/83
87 ADM-48		360-2.4, 2.5,		Section	89 LCM-155
87 ADM-4		2.6, 6.4, 7.5		VI-A, B	89 LCM-22
86 ADM-10		369.6		VII-all	
86 ADM-7		387.14			
85 ADM-45		387.20		<u>PASB</u>	
85 ADM-17		505.14(b)(5)		Section	
82 ADM-55		(v), (viii),		VI-all	
82 ADM-5		(x)		Local	
81 ADM-55		385.3		District	
80 ADM-90		385.14		Manager's	
88 INF-83				Guide	
89 INF-28					