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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-21

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: March 21, 1991

SUBJECT: Revision of "Job Readiness Evaluation" Form
 (DSS-4159)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Employment Coordinators
 WMS Coordinators
 Staff Development Coordinators

CONTACT PERSON: IM/WMS Program Operations
 Wayne Marquit at 1-800-342-3715, extension 6-3413

ATTACHMENTS: DSS-4159 (Rev. 1/91): "Job Readiness Evaluation"
 (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-44					

The purpose of this release is to introduce the revised "Job Readiness Evaluation" form (DSS-4159). The form is designed for use by assessors who can identify each individual's barriers and employment-related skills, screening out those individuals who would not be able to conduct a successful job search.

The revisions to the (10/89) version, which are included in the (1/91) version, are listed below:

Under Section 3, third line, the words "him or her" were changed to "the individual".

Under Section 8, second line, the words "him or her" were changed to "the individual".

Under Section 8, fourth line, the term "CEP" was changed to "JOBS".

Under Section 9, second sentence, first line, the term "HR" was added in the title of the form.

Under Section 9, added a check-off box for the second sentence to help the assessor know if a DSS-4158 form had been given to the applicant/recipient.

The form has been changed from an 8 1/2" x 11" single sheet to an 8 1/2" x 11" carbonless 3-ply snap-out.

Attached is a sample copy of the revised DSS-4159. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (10/89) supply until your stock is depleted, or until April 15, 1991, 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 Systems Development (OSD)

Questions concerning ordering the forms should be directed to OSD by calling 1-800-342-4100, extension 6-6223.

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