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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-42

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: August 22, 1991

SUBJECT: Revision of "Documentation Requirements" (DSS-2642)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Medical Assistance Directors  
 Food Stamp Directors  
 Corrective Action Coordinators  
 Forms Coordinators  
 Staff Development Coordinators

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

ATTACHMENTS: DSS-2642: "Documentation Requirements" (Rev. 5/91) -  
 not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 INF-40	90 INF-40	351.6		PASB	90 LCM-93
89 INF-21	89 INF-21	387.8(c)		iv-29.1 to	GIS Message
88 INF-63	88 INF-63	360-2.2		iv-31.19	89 IM/DC017
				FSSB	
				V-E	
				V-7.1 TO	
				9.19	
				MARG	
				II Appendix	
				3-23	

The purpose of this release is to inform local districts that the DSS-2642: "Documentation Requirements" has been revised (copy attached).

The DSS-2642 is used to inform an applicant or recipient that proof of all eligibility factors must be received by a local district before an eligibility decision can be rendered. It is designed so that an eligibility worker can check off those factors which need to be verified, provide a list of items which are acceptable as verification of these factors and indicate the date by which the outstanding items must be received. The carbonized copy of the form should be filed in the applicant/recipient's case record for reference purposes.

The use of the DSS-2642 is optional, but its routine use is strongly urged for all certifications and recertifications as a corrective action aid to ensure complete documentation of case circumstances and timely case processing.

The following is a description of the changes to the 6/90 version which are incorporated into this current (5/91) revision:

- I. The Revision Date was changed to 5/91.
- II. A new "Absent Parent Information" section was added to the first column of Eligibility Factors to request an applicant for Public Assistance and/or Medical Assistance to furnish any information the applicant has (or reasonably can be expected to obtain) about absent parent(s) and/or an absent spouse of household members. Information such as an absent parent's address, Social Security Number and employer will assist Child Support Enforcement staff to secure financial and medical support for the household. A Food Stamp-only applicant is not required to provide such information.
- III. The sections in the first column of Eligibility Factors were reordered to accommodate the new "Absent Parent Information" section.
- IV. In the "Social Security Number" section, "DSS-4000" (the carbonized State version of the SS-5) was added.
- V. In the "Unearned Income/Child Support" section, "Cancelled Checks or Receipts" was deleted, since the recipient of the income would not have cancelled checks or receipts.

Delivery of the revised DSS-2642 to the Albany Warehouse is expected in August 1991. Your district will not automatically receive copies. The Spanish version of the revised DSS-2642 will not be printed, but a clear master will be available to those districts who may wish to photocopy it.

Date August 22, 1991

Trans. No. 91 INF-42

Page No. 3

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In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (6/90) version of the DSS-2642 until your stock is depleted, or until December 31, 1991, whichever occurs first. Reorders will be filled with the 5/91 version.

Future requests for the DSS-2642, or for the master of the DSS-2642(S), 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  
P.O. 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