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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-49

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: September 20, 1990

SUBJECT: Revision of "ADC-U Screening Checklist" (DSS-2502)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Corrective Action Coordinators  
 Staff Development Coordinators

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

ATTACHMENTS: DSS-2502: "ADC-U Screening Checklist" (Rev. 7/90) -  
 not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
81 ADM-55		369.2(g)(7)		PASB	
75 ADM-56				II-C,	
75 ADM-56(a)				VIII-L-7.1-	
88 INF-58				7.4, IX-A,	
				XII-E	

The purpose of this release is to inform local districts that the DSS-2502: "ADC-U Screening Checklist" has been revised (copy attached).

The DSS-2502 is used to record information which will enable local district staff to determine the Principal Wage Earner's eligibility for ADC-U.

Listed below is a detailed summary of the changes to the 12/87 version which were incorporated into the current (7/90) revision:

- I. The Revision Date was changed to 7/90.
- II. In the "ADC-U Eligibility Decision" box, the asterisk (\*) and the direction "\*Enter X in ADC-U Screening Checklist Indicator in Section 1 of the App-TAD or 3209 Authorization Change Form" were deleted because the indicator space on the App-TAD and 3209 is now used to indicate "special programs" (CAP).

Delivery of the revised DSS-2502 to the Albany and NYC/HRA Brooklyn warehouses is expected in August 1990. Your district will not automatically receive copies.

In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the previous (12/87) version of the DSS-2502 until your stock is depleted, or until December 31, 1990, whichever occurs first. Reorders will be filled with the 7/90 version.

Future requests for this document 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