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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-16

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: April 27, 1993

SUBJECT: Food Stamps: Expedited Food Stamp Screening Sheet  
 (DSS-3938) (Rev.1/93)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Bob Gullie, ES/WMS Program Operations,  
 1-800-342-3715, extension 4-6501

ATTACHMENTS: Expedited Food Stamp Screening Sheet (DSS-3938)  
 Not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 ADM-47 89 INF-67	89 INF-67	387.8(a)		FSSB Sections IV-I IV-K-5.1	

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The purpose of this release is to introduce the revised DSS-3938: "Expedited Food Stamp Screening Sheet" (Rev.1/93) A copy of the new form is attached.

Food stamp policy requires local districts to identify households eligible for expedited service. Identification of such households may be done by a receptionist, volunteer or other employee. Applications must be screened as they are filed or as individuals come in to apply.

The DSS-3938 is designed to assist local district staff in making accurate and consistent assessments of food stamp applicants' potential eligibility for expedited food stamp service. Use of the DSS-3938, and subsequent maintenance of the completed form in each case record, will also ensure that all PA and NPA applicant households have been assessed for expedited service eligibility in accordance with Food Stamp Program requirements.

The use of the DSS-3938 is optional, but its routine use is strongly urged and many local districts have utilized this form since 1989. Mandatory use of the form will only be imposed upon those districts where it has been determined by the Department that use of the form could improve their accuracy in identifying households potentially eligible for expedited processing and bring their performance to within the Statewide average.

Completion of the DSS-3938 is self-explanatory. The form's design guides the worker through each part until it is determined that the household is either "Eligible" or "Ineligible" for expedited food stamp service. In cases involving migrant/seasonal farmworker households, it should be noted that if eligibility for expedited service can be determined in Part Four, it is not necessary to complete Part Five. This section is needed only if the migrant/seasonal farm worker fails to meet any of the eligibility criteria in Part Four.

Listed below is a summary of the changes to this form that were incorporated into the 1/93 revision:

I. General - The revision date was changed to (1/93).

II. Part One - The wording under the YES box was changed to read:

HOUSEHOLD INELIGIBLE FOR EXPEDITED SERVICE

III. Part Two - No Changes

IV. Part Three - The question was changed to read:

DOES THE HOUSEHOLD APPEAR OTHERWISE ELIGIBLE FOR FOOD STAMPS BASED ON THE FSP INCOME/RESOURCES LIMITATIONS (i.e., CAR, BANK ACCOUNTS, etc.), LIVING ARRANGEMENTS AND HOUSEHOLD COMPOSITION?

V. Part Four -

A. The order of "SECTION A" and "SECTION B" was reversed.

B. In SECTION A (formerly SECTION B):

1. To better assure that the whole eligibility process is completed, the instructions, if the YES box is checked, were changed to read:

COMPLETE INTERVIEW AND CERTIFICATION GUIDE. ISSUE BENEFITS WITHIN EXPEDITED TIME FRAME.

2. The section reference was changed to "SECTION B".

C. In SECTION B (formerly SECTION A):

1. The instructions, if the answer to both questions in this section is YES, were changed to read:

If YES to BOTH questions, complete interview and Certification Guide. Issue benefits within expedited time frame.

2. The section reference was changed to "SECTION C".

D. In SECTION C:

1. To reflect recent SUA changes, the order of "\* Utilities" and "\* Heat" shelter expenses was reversed and "\* Heat" was changed to "\* Heat/AC".

2. To reflect recent SUA changes regarding presumed HEAP eligibility, the instructions, if the answer to the question is YES, were changed to read:

COMPLETE INTERVIEW AND CERTIFICATION GUIDE. ISSUE BENEFITS WITHIN EXPEDITED TIME FRAME.

3. The asterisked sentence was changed to read:

\* Standard allowance must be used, unless actual is higher.  
HEAP households are entitled to use Heat SUA.

VI. Part Five - The instructions, if YES to Question A and Yes to either Question B1 or B2, were changed to read:

If Yes to QUESTION A, and YES to either QUESTION B1 or QUESTION B2, complete interview and Certification Guide. Issue benefits within expedited time frame.

The revised form has been delivered to the Albany Warehouse and is now available for ordering. Your district will not automatically receive

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copies. Requests for the DSS-3938 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)

You may continue to use the previous (6/91) version of this form until you reorder or until June, 1993, whichever occurs first. All reorders will be filled with the (1/93) version.

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

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security