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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-26

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: June 23, 1993

SUBJECT: Revision of Client Information Books:  
 DSS-4148A - "What You Should Know About Your Rights  
 and Responsibilities (When Applying for  
 or Receiving Social Services)"  
 DSS-4148B - "What You Should Know About Social  
 Services Programs"  
 DSS-4148C - "What You Should Know If You Have An  
 Emergency"

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Family and Children Services Directors  
 Adult Services Directors  
 Child Support Enforcement Coordinators  
 Corrective Action Coordinators  
 Employment Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

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

ATTACHMENTS: Attachment I - Listing of Attachments - available  
 on-line

FILING REFERENCES

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

I. PURPOSE

The purpose of this release is to inform local districts that the Client Information Books, DSS-4148A, DSS-4148B, and DSS-4148C have been revised.

These three books were distributed to NYC/HRA and Upstate districts, the last week in April.

II. 9/92 VERSIONS: MAJOR CHANGES

The following are the major changes to the 7/91 versions of Client Information Books 1, 2 and 3 which were incorporated into the 9/92 revisions.

A. DSS-4148A (Book 1) "What You Should Know About Your Rights And Responsibilities (When Applying For or Receiving Social Services)":

1. This book was expanded to 18 pages.
2. Several sections, in this book, were renumbered and reorganized.
3. In the "Application Rights" section:
  - a. A note was added, in English and Spanish, stating that applications are available in Spanish.
  - b. Information regarding reasonable accommodation was added.
  - c. Information about the the HR-45-day waiting period, outlined in 92 ADM-26, was added.
4. In the "Personal Privacy Rights" section, information that informs PA and MA applicants about the purposes for which their Social Security Numbers may be used was added.
5. In the "Fair Hearings" section, several of the upstate Fair Hearing telephone numbers were changed.
6. A new section entitled "Responsibility to Provide Truthful And Accurate Information" was added. This section discusses the disqualification penalties, outlined in 93 ADM-8, if a person is found guilty of committing an Intentional Program Violation (IPV).

7. In the "Requirement To Report A Lump Sum Payment" section, specific information about real property was added.
  8. A new section entitled "Responsibility Regarding Your Personal Benefit Identification Card" was added.
  9. A new section entitled "Responsibility to Pick Up Your Food Stamps" was added.
  10. In the "Employment Responsibilities" section, information about Medical Assistance requirements was added.
  11. The "Responsibility Regarding Child Support" section title was changed to "Responsibility Regarding Child and Spousal Support" and the text was revised to include spousal support.
  12. A new section entitled "Responsibility to Participate In Substance Abuse Rehabilitation" was added. This section discusses policy requirements outlined in 91 ADM-44.
- B. DSS-4148B (Book 2) "What You Should Know About Social Services Programs"
1. This book has been expanded to 20 pages.
  2. Public Assistance section -
    - a. The description of the Public Assistance category "Home Relief" was broken up into "PG-ADC" and "HR".
    - b. A new "Question and Answer" was added that discusses what happens if a child gets Social Security benefits.
    - c. A new "Question and Answer" was added that describes the steps for picking up Public Assistance benefits if an applicant is found eligible.
  3. Medical Assistance section -
    - a. Long Term Health Care information was added to the section on services that must be approved ahead of time.
    - b. WIC Program information was added to the section on potential programs available for pregnant women or women who have children.
    - c. Two new "Questions and Answers" about the "Managed Care Program" were added to this section. One describes the program and the other gives the reasons why a person should join.

- d. A new "Question and Answer" was added that discusses whether Medical Assistance can pay for medical care that was received out of state.
  - e. A new "Question and Answer" was added that discusses putting a lien on a home.
  - f. The "Question and Answer" about the affects of the transfer of money or property on a persons Medical Assistance, was revised to include "spouses" as stated in 91 ADM-37.
4. Services section -
- a. Any reference to "Child Day Care" was changed to "Child Care".
  - b. Three additional services examples were added to the "Preventive Services" section.
5. Other Benefits section -
- a. The "Earned Income Credit" information was updated as a result of policy changes issued in 92 INF-12.
  - b. A description of the WIC Program was added to this section.
6. Employment, Education and Training section -
- Any reference to "Child Day Care" was changed to "Child Care".
7. Transitional Help -
- Any reference to "Transitional Child Day Care" was changed to "Transitional Child Care".
- C. DSS-4148C (Book 3) "What You Should Know If You Have An Emergency"
- 1. The number of pages in this book was reduced to 4.
  - 2. Information about what happens if a request for emergency Public Assistance is denied was removed from the "Question and Answer" entitled "How Do I Apply For Emergency Public Assistance".
  - 3. A new "Question and Answer" was formulated from the information that was removed from the above "Question and Answer". The new "Question and Answer" is entitled "What Happens If My Request For Emergency Public Assistance Is Denied".

4. Information about restaurant allowances was expanded in the "Question and Answer" that discusses the homeless.

III. REQUIREMENTS SATISFIED

In addition to the requirements that were satisfied by previous versions of the Client Information Books, outlined in 90 ADM-41, and 90 INF-65, use of the 9/92 versions of these books at application and/or recertification will also:

- o Satisfy the requirement contained in 92 ADM-26 to notify applicants of the HR-45-day rule and the availability of assistance to meet emergency needs.
- o Satisfy the requirement contained in 93 ADM-8 to inform applicants and recipients of the disqualification penalties if found guilty of committing an Intentional Program Violation (IPV).
- o Satisfy the requirements contained in 91 ADM-44 to notify all HR/PG-ADC applicants and recipients, if a determination has been made that alcohol or other substance abuse is the primary cause of that person needing HR/PG-ADC, that they:
  - May be sanctioned if they fail to participate in or, if participating, fail to complete an out-patient alcohol or substance abuse rehabilitation program.
  - May forfeit any accumulated personal needs allowance (PNA) if they leave a residential program prior to completion.
- o Satisfy a Federal requirement to inform Public Assistance and Medical Assistance applicants about the child support related purposes for which childrens' Social Security Numbers may be used.

IV. BOOKS DISTRIBUTION REQUIREMENTS

Local districts must continue to distribute DSS-4148A, DSS-4148B and DSS-4148C as outlined in 90 ADM-41, 91 INF-65 and Attachment III of this release. The Division of Health and Long Term Care is currently revising the pamphlet "How Medicaid Helps" (Pub. 1010F). When this pamphlet has been revised, a GIS message will be sent to the districts by the Division of Health and Long Term Care. The GIS message will instruct districts to distribute the pamphlet " How Medicaid Helps" at recertification instead of books DSS-4148A, DSS-4148B and DSS-4148C to Medical Assistance Only recipients.

V. BOOKS DELIVERY INFORMATION

The existing 7/91 versions of DSS-4148A , DSS-4148B and DSS-4148C are made obsolete by the 9/92 versions. All existing copies of the 7/91 versions of DSS-4148A, DSS-4148B and DSS-4148C should be destroyed upon receipt of the 9/92 versions.

The NYC/HRA Brooklyn Warehouse and Upstate districts have already received supplies of the three 9/92 books in late April based on previous ordering and usage practices.

Spanish versions of these books (DSS-4148A(S)), (DSS-4148B(S)) and (DSS-4148C(S)) should be available by July. Only NYC/HRA will automatically receive supplies of the Spanish versions. Other districts must order Spanish versions using the procedure described below.

Future requests for the DSS-4148A, DSS-4148B and DSS-4148C or Spanish versions DSS-4148A(S), DSS-4148B(S) and DSS-4148C(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

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

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

LISTING OF ATTACHMENTS

- Attachment II - Filing References - available on-line.
- Attachment III - Distribution Requirements - Client Information Books - Not Available On-Line.
- Attachment IV - DSS-4148A - "What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)" (Rev. 9/92) - Not Available On-Line.
- Attachment V - DSS-4148B - "What You Should Know About Social Services Programs" (Rev. 9/92) - Not Available On-Line.
- Attachment VI - DSS-4148C - "What You Should Know If You Have An Emergency" (Rev. 9/92) - Not Available On-Line.

## FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 ADM-8		387.2	CFR 273.2	PASB	90 LCM-45
92 ADM-26			(b) & (c)	II-All	90 LCM-30
91 ADM-44				III-All	GIS 89-
91 ADM-40				IV-B,	IM/DC017
91 ADM-37				V-A, B	
91 ADM-29				V-E-All	
90 ADM-41				VII-All	
90 ADM-27				VIII-R-All	
89 ADM-45				IX-I-All	
89 ADM-6				XI-B-All	
86 ADM-30				XIII-D-	
86 ADM-13				5-All	
86 ADM-7				XIV-D-All	
85 ADM-45				XV-All	
85 ADM-8				XVI-O-All	
76 ADM-9				XVII-B-2.1	
92 INF-12				XVII-C-1	
91 INF-65				XVII-D-1	
91 INF-60				XXIII-K-1	
91 INF-12				XXIV-A thru	
90 INF-65				D-All	
90 INF-3				XXIV-F-1.1	
89 INF-55				XXIV-G &	
89 INF-21				H-All	
89 INF-16				XXIV-M-All	
88 INF-83				FSSB	
88 INF-70				III-D-All	
88 INF-39				IV-B thru	
88 INF-9				E-All	
87 INF-37				IV-G &	
87 INF-30				I All	
86 INF-35				V-B-1.1	
				V-E-1.1	
				V-G-All	
				VI-A-All	
				VI-B-1.1	
				VIII-A thru	
				D-All	
				VIII-G-All	
				IX-B-All	
				IX-I-All	
				IX-F-ALL	
				XI-E-All	
				XII-G-7	
				XIII	
				XV-G-1.1	
				EM	
				C-7	

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Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
				<u>MARG</u> pp.5, 15-20 108.1, 204-215, 297, 311 340-346.1, 351, 368-391, Appendix II <u>MA</u> <u>Disability</u> <u>Manual</u> <u>Policy</u> <u>Pages</u> 1, 2, 3, 4, 6, 10,	