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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 97 INF-13

TO: Commissioners of  
 Social Services

DIVISION: Temporary  
 Assistance

DATE: September 25, 1997

SUBJECT: Revision of "Food Stamp Separate Determination Input  
 Form" (DSS-3558)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 CAP Coordinators  
 Food Stamp Directors  
 Medical Assistance Directors  
 WMS Coordinators  
 Forms Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Bob Gullie (User ID AV1060)  
 1-800-343-8859, extension 4-6055  
 Program Questions:  
 Regional County Team Representative at 1-800-343-8859:  
 Region I ext. 3-0332; Region II ext. 4-9344;  
 Region III ext. 4-9307; Region IV ext. 4-9300;  
 Region V ext. 3-1469; Region VI (212) 383-1658

ATTACHMENTS: Attachment - DSS-3558: "Food Stamp Separate  
 Determination Input Form"  
 (Rev. 6/97) - not available  
 on-line

FILING REFERENCES

| Previous<br>ADMs/INFs | Releases<br>Cancelled | Dept. Regs. | Soc. Serv.<br>Law & Other<br>Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|-------------|------------|
| 93 INF-35             | 93 INF-35             |             |   |             |            |

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This INF introduces the revised DSS-3558: "Food Stamp Separate Determination Form" (copy attached). This data entry input form supports the Upstate WMS Separate Determination Process and is used to collect the information needed to conduct separate determinations for Food Stamps when a Public Assistance case is closed.

The latest revision of the DSS-3558 is dated 6/97, and reflects the recent revisions to input and inquiry screens necessitated by Welfare Reform.

Listed below is a detailed summary of the changes to the 4/93 version which were incorporated into this current (6/97) version:

I. Case Identifying Information Section

- A. The "REUSE IND." field was deleted from this section. This field is not necessary because this information is automatically system generated when a PA case is closed.
- B. The "FISC DIST" field was moved to this section from Section 1.

II. Section 1

- A. The "NOTICE EFFECTIVE DATE" field was deleted from this section because Screen 1 no longer supports a Notice Effective Date.
- B. The "FS BUD VER NO." field was deleted from this section. This field was originally added to record the storage of multiple food stamp budgets. This capability has yet to be developed.
- C. The "FISC DIST" field was moved up to the Case Identifying Information Section at the top of the form.
- D. The "F.S. AUTHORIZATION PERIOD" information was moved to this section from Section 6.
- E. The "LOCAL DISTRICT INFORMATION FIELDS" 15, 16, 17 and 18 were moved from Section 8 to this section.
- F. An additional entry line of "TRANS" was added to the OFFICE CODE/UNIT ID/WORKER ID fields, to allow for entry of the information for a transaction made by someone other than the person responsible for the case, "RESP FOR CASE".

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III. Section 2

No Changes.

IV. Section 3

The following new fields were added to this section:

RACE  
CIT

V. Section 4

"ANTICIPATED FUTURE ACTION" has been sectioned off into this section.

VI. Section 5

No Changes.

VII. Section 6

No Changes.

IX. Section 7

In the "B Associated Name" box in this section, a new 6 digit "CANADIAN POSTAL CODE" box was added.

X. Section 8

The "LOCAL DISTRICT INFORMATION FIELDS" 15, 16, 17 and 18 were moved from this section to Section 1.

Delivery of these forms to the Albany Warehouse should be in October, 1997. 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 (04/93) version until your stock is depleted, or until November 30, 1997, whichever occurs first. Reorders will be filled with the 6/97 version.

Requests for the revised 6/97 version of DSS-3558 should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

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New York State Department of Social Services  
Bureau of Forms and Print Management  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance