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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 97 INF-17

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: November 14, 1997

SUBJECT: DSS-4148D: Supplement to Client Information Books
 DSS-4148A, 4148B and 4148C

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
 CAP Coordinators
 Employment Coordinators
 Forms Coordinators
 Staff Development Coordinators

CONTACT PERSON: Bob Gullie, TA/New Technology at
 1-800-343-8859, extension 4-6055

ATTACHMENTS: Attachment I - Filing References
 Attachment II - DSS-4148D: Supplement to the Client
 Information Books (not available on-line)

FILING REFERENCES

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

The purpose of this release is to introduce a supplement that must be given out with the Client Information Books, DSS-4148A, DSS-4148B, and DSS-4148C.

In 1990, the following books were developed and mandated to assist Social Services Districts (SSDs) in providing Applicants/Recipients (A/Rs) with mandated social services program information:

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

DSS-4148B (Book 2) "What You Should Know About Social Services Programs"

DSS-4148C (Book 3) "What You Should Know If You Have An Emergency"

Due to recent welfare reform changes, some of the information contained in these Books is now incorrect, and there is some additional information that should be contained in the Books. Until the Client Information Books can be printed with the revised information, this supplement must be given out with the current Books.

Because printed copies of this supplement will not be drop-shipped to SSDs until sometime in January 1998, SSDs must photocopy and hand out the attached supplement with the Client Information Books until that time. Once printed copies of the supplement are received, SSDs must hand out the printed supplement with the Client Information Books, as outlined in 91 INF-60.

The NYC/HRA Brooklyn Warehouse and Upstate districts will receive supplies of this supplement sometime in January, 1998.

A Spanish version of this supplement will follow. Only NYC/HRA will automatically receive a supply of the Spanish version. Other districts must order Spanish versions using the procedure described below.

Future requests for the supplement or its Spanish version should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

Office of Temporary and Disability Assistance
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.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary and Disability Assistance

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	95 LCM-87
92 ADM-26			(b) & (c)	II-All	95 LCM-68
91 ADM-44				III-All	90 LCM-45
91 ADM-40				IV-B,	90 LCM-30
91 ADM-37				V-A, B	GIS 94-MA/
91 ADM-29				V-E-All	MA/004/005
91 ADM-22				VII-All	GIS 89-
90 ADM-42				VIII-R-All	IM/DC017
90 ADM-41				IX-I-All	
90 ADM-27				XI-B-All	
90 ADM-9				XIII-D-	
89 ADM-45				5-All	
89 ADM-6				XIV-D-All	
86 ADM-13				XV-All	
86 ADM-7				XVI-O-All	
85 ADM-45				XVII-B-2.1	
85 ADM-8					
76 ADM-9				XVII-C-1	
93 INF-26				XVII-D-1	
92 INF-12				XXIII-K-1	
91 INF-60				XXIV-A thru	
91 INF-12				D-All	
89 INF-55				XXIV-F-1.1	
88 INF-83				XXIV-G &	
88 INF-39				H-All	
87 INF-37				XXIV-M-All	
87 INF-30				FSSB	
86 INF-35				III-D-All	
				IV-B thru	
				E-All	
				IV-G &	
				I All	
				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	

FILING REFERENCES

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, 285 297, 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,	