

+-----+
 | INFORMATIONAL LETTER |
 +-----+

TRANSMITTAL: 99 INF-2

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: January 22, 1999

SUBJECT: Revision to Budget Worksheet - Public Assistance
 (LDSS-548)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Welfare Management System Coordinators
 Forms Coordinators
 Staff Development Coordinators

CONTACT PERSON: Program Questions:
 Region I-(518) 473-0332; Region II-(518) 474-9344;
 Region III-(518) 474-9307; Region IV-(518) 474-9300;
 Region V-(518) 473-1469; Region VI-(212) 383-1658

Forms Questions:
 Bob Gullie, DTA/New Technology
 1-800-343-8859, extension 4-6055 (AV1060)

ATTACHMENTS: LDSS-548: Budget Worksheet - Public Assistance (1/99)
 not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
95 INF-2	95 INF-2	352.32		PASB Sections VI-B-1.3 XII-C-all	

The purpose of this release is to introduce the revised (1/99) Budget Worksheet - Public Assistance (LDSS-548). At the time a new or reopened public assistance case is approved for assistance, the applicant/recipient receives a copy of the ABEL Budget. If ABEL Budgets are not available, the applicant/recipient receives a copy of Form LDSS-548. The Budget Worksheet is also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the (1/99) revision.

I. FACE PAGE

A. The Revision Date was changed to 1/99.

B. In SECTION B - EARNED INCOME:

1. After #14, "Gross Income" an asterisk (*) was added.
2. Under #14, "Gross Income" the following note was added:

STOP! Before continuing, complete Gross Income and Poverty Level tests on reverse.
3. Under line 15, "Income Disregard (\$90), Line 16, "Exempt" was deleted and the remaining lines were renumbered.
4. New line 16 now reads:

16 Sub-Total (14 minus 15)
5. New line 17 now reads:

17 Earned Income Disregard % (of 16)
6. New line 18 now reads:

18 Net Income (16 minus 17)

C. In SECTION C - OTHER INCOME:

1. Line 20 "Child Care" was deleted and the remaining lines were renumbered.
2. Line 23 "Net Income" was changed to read:

23 Net Income (21 minus 22)

3. Under #23, "Net Income" the following note was added:

STOP! Before continuing, complete Gross Income and Poverty Level tests on reverse.

D. In SECTION D - INCOME:

1. Line numbers 27 through 33 were renumbered to 24 through 30.
2. The "from line" reference numbers were renumbered.
3. The new line 30 "Total Income" was changed to read:

30 Total Income (24 - 29)

E. In SECTION E - SURPLUS/DEFICIT AND GRANT

1. Line numbers 34 through 42 were renumbered 31 through 39.
2. The "Utility Restricted" and "Shelter Restricted" lines were switched.
3. New lines 38 and 39 were changed to read:

38 Subtotal (Lines 34 - 37)

39 Cash Grant (Lines 32 minus 38)

II. REVERSE PAGE

- A. The Revision Date was changed to 1/99.
- B. New, "Gross Income" and "Poverty Level" Test, information was added to upper left hand corner of this page.
- C. The "Remarks" section was made larger and moved to the left hand side of this page.
- D. The "Child Care Deduction" section was deleted.
- E. The "Calculation of Deemed Income" section was moved to the upper right hand corner of this page.
- F. The "Alien Sponsor" checkbox was deleted and the "Number Persons For Whom Responsible" was moved up so that a number can be entered directly beneath it.
- G. The "Mailing Address" (Sponsor) section was deleted.
- H. In SECTION A - OTHER INCOME

Line numbers 43 through 45 were renumbered 40 through 42.

- I. In SECTION B - EARNED INCOME, the "Sponsor Disregard" line # 48 was deleted and all remaining sections were renumbered accordingly.

J. In SECTION C - NEEDS, Line numbers 51 through 57 were renumbered to 47 through 53.

C. In SECTION D - PAYMENTS

Line numbers 58 through 62 were renumbered to 54 through 58.

D. In CALCULATION OF PA HOUSEHOLD'S SHELTER COST

Line numbers 63 through 65 were renumbered to 59 through 61.

Delivery of the revised LDSS-548 to the Albany Warehouse is expected in January 1999. Your district will not automatically receive copies. Attached is a sample copy of the revised Budget Worksheet. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (12/97) supply until your stock is depleted, or until March, 1999, whichever occurs first.

Requests for supplies of LDSS-548 (Rev. 1/99) should be submitted on DSS-876 (Rev. 2/96): "Request For Forms or Publications" form , and should be sent to:

Office of Temporary and Disability Assistance
Document Services
P.O. Box 1990
Albany, New York 12201
Attention: Document Supply Control & Distribution

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, extension 6-6223.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance