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Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
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**Brian J. Wing**  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	02 INF 23
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	8/5/02
<b>Subject:</b>	LDSS-3938: Food Stamp Benefits Expedited Processing Screening Sheet
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 4-6055 Program Questions: Eastern Region - (518) 473-1469 Central Region - (518) 474-9344 Western Region - (518) 473-0332 Metro Region - (212) 383-1658 WMS Questions: (518) 474-8749
<b>Attachments:</b>	Attachment -
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
97 INF-15 94 INF-48	97 INF-15	387.8(a)		FSSB Sections IV-I and IV-K-5.1	96 LCM-83

### Section 2

#### I. Purpose:

The purpose of this release is to introduce the revised LDSS-3938: “Food Stamp Benefits Expedited Processing Screening Sheet” (Rev.12/01). A copy of this new form is attached.

## **II. Background:**

Food Stamp policy requires local districts to identify households eligible for expedited food stamp benefits service. Designated local district staff and volunteers may identify such households. Applications must be screened as they are filed or as individuals come in to apply.

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

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

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

## **III. Revisions**

The following are the changes to the 2/97 version of the DSS-3938: "Expedited Food Stamp Screening Sheet" that were incorporated into the 12/01 version of the LDSS-3938: "Food Stamp Benefits Expedited Processing Screening Sheet":

### General:

The Revision Date was changed to 12/01.

The New York State Department of Social Services reference was changed to New York State Office of Temporary and Disability Assistance.

The title of the form was changed from "EXPEDITED FOOD STAMP SCREENING SHEET" to "FOOD STAMP BENEFITS EXPEDITED PROCESSING SCREENING SHEET".

### Part One:

The "Food Stamps" reference was changed to "Food Stamp benefits".

### Part Two:

The "Section A" heading was changed to read:

Has household received expedited processing of Food Stamp Benefits in the past?

Part Three:

The "Food Stamps" reference was changed to "Food Stamp Benefits", the "FSP" reference to "Food Stamp Benefits Program" and the "ie." reference was corrected to "i.e.,".

Part Four:

The instruction, under the yes box in "Section A", was changed to read:

If Yes, Conduct an Eligibility Interview, If No, Continue with Section B.

The following was also added to record the eligibility interview date:

Date of Eligibility Interview\_\_\_\_\_

The instruction, under the yes box, in "Section B", was changed to read:

Conduct an Eligibility Interview

The following was also added to record the eligibility interview date:

Date of Eligibility Interview\_\_\_\_\_

The "\*" statement at bottom of "Section B" was changed to read:

\* Use HT/AC Standard Utility Allowance If household incurs costs, received HEAP this year, or anticipates receipt of HEAP.

Part Five:

The instruction in Part Five, under the yes box, was changed to read:

If Yes to Question A, and Yes to either Question B1 or Question B2, Conduct an Eligibility Interview

The following was also added to record the eligibility interview date:

Date of Eligibility Interview\_\_\_\_\_

Agency Disposition:

The Agency Disposition title was changed to read:

Agency Disposition of Expedited Eligibility based on Assessment and Interview

The boxes at the bottom of form under Agency Disposition of Expedited Eligibility Assessment were changed to read:

? Eligible

- ? Eligible; Applied on or before 15th of month; Zero benefit due to proration
- ? Eligible; Applied after 15<sup>th</sup> of month; Zero first month's benefit due to proration; full 2nd month's benefit
- ? Eligible; Applied after 15<sup>th</sup> of month; prorated first month's benefit plus full second month's benefit
- ? Ineligible; Indicate reason

Reverse Page:

Instructions were added to the reverse of this form. The new instructions read as follows:

Instructions For Completing The LDSS 3938: Food Stamp Benefits Expedited Processing Screening Sheet:

- Screen all applicants using the LDSS-3938 Food Stamp Benefits Expedited Processing Screening Sheet on the day of application.
- Conduct an Eligibility Interview within five calendar days of application.
- If eligible for expedited processing, make benefits available to client within five calendar days of application.
- Send/Provide client with the LDSS-3152 "Action Taken Notice" if eligible for expedited processing.
- Follow-up on all pended verification before issuance of on-going benefit.

#### **IV. Additional Information**

Forms Requests

Your district will not automatically receive copies of the revised forms.

Requests for the LDSS-3938 (Rev. 12/01) should be submitted on Form OTDA-876 (Rev. 6/98): "Request for Forms or Publications" and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to Document Services at 1-800-343-8859, Ext. 2-0159.

**Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

**Division/Office: Division of Temporary Assistance**