



George E. Pataki  
Governor

NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

Brian J. Wing  
Commissioner

## Informational Letter

### Section 1

<b>Transmittal:</b>	02 INF 28
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Division of Temporary Assistance
<b>Date:</b>	September 30, 2002
<b>Subject:</b>	Revision to Public Assistance ABEL Budget Narratives (LDSS-3951, LDSS-3952, LDSS-3953 and LDSS-3954)
<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 - I LDSS-3951: Public Assistance Budget Benefit Narrative Attachment - II LDSS-3952: Public Assistance Excess Gross Income Narrative Attachment - III LDSS-3953: Public Assistance Excess Net Income Narrative Attachment - IV LDSS-3954: Public Assistance Lump Sum Ineligibility Narrative
<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.
92 ADM -20 88 ADM-37 81 ADM-55 98 INF-11 92 INF-37 89 INF-53	98 INF-11	355.1 (a) (3) 355.3 (a) (1) 358.9 (b) 387.20 (b)		PASB VI-B-all VI-D-all XII-C-all	

## **Section 2**

### **I. Purpose**

The purpose of this release is to introduce the revised (4/02) Public Assistance ABEL Budget Narratives:

- DSS-3951: Public Assistance Budget Benefit Narrative
- DSS-3952: Public Assistance Excess Gross Income Narrative
- DSS-3953: Public Assistance Excess Net Income Narrative
- DSS-3954: Public Assistance Lump Sum Ineligibility Narrative

### **II. Background**

As mandated by 88 ADM-37, Upstate local districts are required to provide a copy of the appropriate printed Public Assistance ABEL Budget Narrative to public assistance applicants or recipients whenever a copy of their public assistance ABEL budget is presented to them.

### **III. Program Implications**

The primary revisions included in the 4/02 versions reflect welfare reform changes.

Listed below is a detailed summary of all the changes that were incorporated into this revision.

#### **1. LDSS-3951**

- A. The revision dates were changed on both the front and reverse of the form to (4/02).
- B. The form number was changed from DSS-3951 to LDSS-3951.
- C. The PA Budget Screen section at the top of the page was updated to accurately reflect the corresponding data entry computer screen on WMS.
- D. The “LIV” heading in Section 1 was deleted and replaced with the following two new headings:
  - PSP (**P**rorata **S**anction for **P**ublic Assistance)
  - PSF (**P**rorata **S**anction for **F**ood **S**tamp **B**enefits)

#### **2. LDSS-3952**

- A. The revision dates were changed on both the front and reverse of the form to (4/02).
- B. The form number was changed from DSS-3952 to LDSS-3952.
- C. The PA Budget Screen section at the top of the front page was updated to accurately reflect the corresponding data entry computer screen on WMS.

D. The “LIV” heading in Section 1 was deleted and replaced with the following two new headings:

- PSP (**Prorata Sanction for Public Assistance**)
- PSF (**Prorata Sanction for Food Stamp Benefits**)

### 3. LDSS-3953

A. The revision dates were changed on both the front and reverse of the form to (4/02).

B. The form number was changed from DSS-3953 to LDSS-3953.

C. The PA Budget Screen section at the top of the front page was updated to accurately reflect the corresponding data entry computer screen on WMS.

D. The “LIV” heading in Section 1 was deleted and replaced with the following two new headings:

- PSP (**Prorata Sanction for Public Assistance**)
- PSF (**Prorata Sanction for Food Stamp Benefits**)

### 4. LDSS-3954

A. The revision dates were changed on both the front and reverse of the form to (4/02).

B. The form number was changed from DSS-3954 to LDSS-3954.

C. The PA Budget Screen section at the top of the front page was updated to accurately reflect the corresponding data entry computer screen on WMS.

D. The “LIV” heading in Section 1 was deleted and replaced with the following two new headings:

- PSP (**Prorata Sanction for Public Assistance**)
- PSF (**Prorata Sanction for Food Stamp Benefits**)

## IV. Additional Information

Delivery of the revised Public Assistance ABEL Budget Narratives to the Albany warehouse is expected in October 2002. Your district will **not** automatically receive copies.

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous versions until your stocks are depleted, or until October 2002, whichever occurs first. Reorders of these forms will be filled with the 4/02 versions.

Requests for the LDSS-3951 (Rev.4/02), LDSS-3952 (Rev.4/02), LDSS-3953 (Rev.4/02), and LDSS-3954 (Rev.4/02), 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. 2-0164.

**Issued By**

**Name: Patricia A. Stevens**

**Title: Deputy Commissioner**

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