

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

TRANSMITTAL: 90 INF-27

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 14, 1990

SUBJECT: Revision of "School Attendance Verification" Form  
 (DSS-3708)

SUGGESTED

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

CONTACT PERSON: Wayne Marquit  
IM/WMS Program Operations  
 1-800-342-3715, extension 6-3413

ATTACHMENTS: DSS-3708: "School Attendance Verification" -  
 (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-30	89 INF-30	369.2(c) 369.4(e)		<u>PASB</u> iv-31.3, VIII-F, VIII-G-all and VIII-S-all <u>MARG</u> pp 23,24,27,29 41 and 48 Appendix II 6.1,	

The purpose of this release is to introduce the revised "School Attendance Verification" form (DSS-3708). The form is designed to be mailed directly to the school at the time of application or recertification.

The only revision to the (4/89) version, which is included in the (4/90) version, is listed below:

1. On the reverse of the form, Question #6, a request for a telephone number was added on the same line as the requested name of the individual (other than parent or guardian) to be notified in an emergency.

Attached is a sample copy of the revised DSS-3708. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (4/89) supply until your stock is depleted, or until September 1, 1990, whichever occurs first.

Requests for additional copies of these forms are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development (OSD)

Questions concerning ordering the forms should be directed to OSD by calling 1-800-342-4100, extension 6-6223.

---

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance