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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-32

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: June 6, 1990

SUBJECT: Revisions to Applications [DSS-2921 and DSS-  
 DSS-2921(NYC)]

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 Medical Assistance Directors  
 Family and Children Services Directors  
 Adult Services Directors  
 WMS Coordinators  
 Corrective Action Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt  
 1-800-342-3715, extension 3-6165

ATTACHMENTS: Attachment I - DSS-2921: "Application" (Rev. 3/90) -  
 (not available on-line).  
 Attachment II - DSS-2921(NYC): "NYC Application"  
 (Rev. 3/90) - (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 INF-3		350.4		<u>PASB</u>	
89 INF-66		360.1		<u>VIII-B,</u>	
89 INF-16		369.1		<u>III-E</u>	
88 INF-70		387.6			
		387.17		<u>FSSB</u>	
		404.1		<u>IV-F,</u>	
				<u>MARG</u>	
				<u>p. 368</u>	

The purpose of this release is to introduce revisions to the Upstate and New York City Applications [DSS-2921 and DSS-2921(NYC)]. The primary revision to these forms was the clarification of the Social Security Number section on Page Six. Please note that the revisions to the DSS-2921 and DSS-2921(NYC) do not affect their accompanying "How To Complete" publications [PUB-1301 and PUB-1301(NYC), respectively]. The 6/89 versions of these publications should continue to be used with the 3/90 versions of the applications.

A complete listing of all revisions to the 6/89 DSS-2921 and 12/89 DSS-2921(NYC) follows:

I. Page One

A. The Revision Date was changed to 3/90.

B. In the "If You Are Applying For Food Stamps" section, the "Minimum" typo was corrected.

C. In the "Need Food Stamps Right Away" section, the first sentence was changed to read "If your household has little or no income or liquid resources . . ." (DSS-2921 only)

II. Page Two - In the "Income" section, in the first entry, a comma was added after "OVERTIME".

III. Page Six

A. In the "Social Security Number" section, the last sentence was changed to read ". . . and with the New York State Department of Labor for unemployment insurance information and with the New York State Department of Taxation and Finance for earned income data."

B. In the "Interim Assistance" section:

1. In the second paragraph, "the" was inserted before ". . . local social services district beginning with the date on which my SSI eligibility begins . . ."

2. In the fifth paragraph, a comma was inserted before ". . . or the State and I mutually agree to terminate this authorization."

Delivery of the DSS-2921 to the Albany Warehouse is expected in April 1990. Your district will not automatically receive copies of the DSS-2921.

Delivery of the DSS-2921(NYC) to the NYC HRA Brooklyn Warehouse is expected in April 1990.

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Spanish versions of the DSS-2921 and DSS-2921(NYC) will be available at a later date.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (6/89) version of the DSS-2921 or previous (12/89) version of the DSS-2921(NYC) until your stock is depleted, or until October 31, 1990, whichever occurs first. Reorders for either form will be filled with the 3/90 version.

Future requests for these documents should 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  
PO Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development (OSD)

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

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