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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-65

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: December 13, 1990

SUBJECT: Revision of Client Information Books:
 DSS-4148A - "What You Should Know About Your Rights
 and Responsibilities (When Applying for
 or Receiving Social Services)" and
 DSS-4148B - "What You Should Know About Social
 Services Programs"

SUGGESTED

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

CONTACT PERSON: Bob Gullie, IM/WMS Program Operations at 1-800-342-
 3715, extension 4-6501

ATTACHMENTS: Attachment I - Filing References - available on-line.
 Attachment II - DSS-4148A - "What You Should Know
 About Your Rights and Responsibilities
 (When Applying for or Receiving Social
 Services)" (Rev. 9/90) - Not Available
 On-Line.
 Attachment III - DSS-4148B - "What You Should Know
 About Social Services Programs"
 (Rev. 9/90) - Not Available On-Line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
See Attachment I		See Attachment I	See Attachment I	See Attach- ment I	See Attach- ment I

The purpose of this release is to inform local districts that the client information books, DSS-4148A and DSS-4148B, have been revised. The primary revision is the addition of mandated JOBS program information to reflect the Family Support Act of 1988. A detailed listing of the revisions incorporated into the (9/90) versions is included below:

I. DSS-4148A

A. GENERAL

1. The ink color for this book was changed to purple.
2. The Revision Date was changed to 9/90.

B. PAGE THREE - Section I.H., "Accessing Your Records" - Further clarification was added regarding the Department's responsibilities in responding to requests for access to records. (PAGE THREE, (3/90) version)

C. PAGE FOUR

1. Section I.I., "Agency Conferences and Fair Hearings" - The Syracuse Fair Hearing telephone number was corrected to (315) 428-4117. (PAGE FOUR, (3/90) version)
2. Section I - An additional Section, I.K. "Fraud" was added. This section explains the consequences of intentionally not reporting a factor relating to eligibility or reporting a factor incorrectly. (PAGE FOUR, (3/90) version)

D. PAGE FIVE

1. Section II.B., "Documentation Requirements" - A note was added under citizenship/alien status clarifying citizenship documentation for Food Stamps. (PAGE FIVE, (3/90) version)
2. Section II.B., "Documentation Requirements" - A clarification was added regarding specific eligibility documentation required only for PA and MA applicants/recipients. (PAGE FIVE, (3/90) version)
3. Section II.C., "Employment Requirements" - The employment requirement section was revised to reflect mandated JOBS program information. (PAGE FIVE, (3/90) version)

II. DSS-4148B

A. GENERAL

1. The book was expanded to 12 pages.
2. The Revision Date was changed to 9/90.

B. PAGE FOUR - Section I.G., "What Happens When I Am No Longer Eligible for Public Assistance?" - A new paragraph was added discussing the continuation of MA benefits following a PA case closing. (PAGE THREE, (3/90) version)

C. PAGE FIVE - Section II.H., "Other Questions About Medical Assistance" - A new Question and Answer 3. were added to deal with Transitional Medical Assistance. (PAGE FOUR, (3/90) version)

D. PAGE SIX

1. Section III.E., "Can Food Stamps Be Used In Restaurants or Senior Citizen Sites?" - This section was revised to add the use of Food Stamps at Senior Citizen Sites and for Home Delivered Meals. (PAGE FOUR, (3/90) version)
2. Section III.F. - A new question and answer were added: "Can Food Stamps Be Used In Restaurants?" (PAGE FOUR, (3/90) version)
3. The old Section III.F. - was relabeled "G". (PAGE FOUR, (3/90) version)

E. PAGE SEVEN - Section IV.C.3., "Transitional Child Care" - Home Relief was added as an assistance category that may be eligible for Transitional Child Care. Also, the omission of "or \$30" was corrected. (PAGE FIVE, (3/90) version)

F. PAGE ELEVEN AND TWELVE - Section VII, "Employment Toward Self-Sufficiency" - The first six paragraphs were deleted and replaced with mandated JOBS program information. Also, the last sentence in the second to last paragraph on PAGE TWELVE was revised to read "Medical Assistance coverage may also continue" (PAGE EIGHT, (3/90) version)

The existing 3/90 versions of DSS-4148A and DSS-4148B are made obsolete by the new 9/90 versions. All existing copies of the 3/90 versions of DSS-4148A and DSS-4148B should be destroyed upon receipt of the 9/90 versions. The 9/90 versions of DSS-4148A and DSS-4148B should be available for distribution in mid-December, 1990. NYC/HRA and Upstate districts will automatically receive supplies of the Books based on previous ordering and usage for the DSS-2921/DSS-2921(NYC) and the DSS-3174.

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Spanish versions of these books (DSS-4148A(S) and DSS-4148B(S)) will be available at the same time. Only NYC/HRA will automatically receive supplies of the Spanish versions. Other districts must order Spanish versions using the procedure described below.

Future requests for the DSS-4148A and DSS-4148B, or initial requests for the Spanish versions DSS-4148A(S) and DSS-4148B(S), 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
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development

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

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

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-41		387.2	CFR 273.2	PASB	90 LCM-93
90 ADM-27			(b) & (c)	II-All	90 LCM-45
89 ADM-31				III-All	90 LCM-30
89 ADM-24				IV-B,	GIS 89-
89 ADM-6				V-A, B	IM/DC017
86 ADM-30				V-E-All	
86 ADM-13				VII-All	
86 ADM-7				VIII-R-All	
85 ADM-45				IX-I-All	
85 ADM-8				XI-B-All	
76 ADM-9				XIII-D-	
90 INF-3				5-All	
89 INF-55				XIV-D-All	
89 INF-21				XV-All	
89 INF-16				XVI-O-All	
88 INF-83				XVII-B-2.1	
88 INF-70				XVII-C-1	
88 INF-39				XVII-D-1	
88 INF-9				XXIII-K-1	
87 INF-37				XXIV-A thru	
87 INF-30				D-All	
86 INF-46				XXIV-F-1.1	
86 INF-35				XXIV-G &	
				H-All	
				XXIV-M-All	
				FSSB	
				III-D-All	
				IV-B thru	
				E-All	
				IV-G &	
				I All	
				V-B-1.1	
				V-E-1.1	
				V-G-All	
				VI-A-All	
				VI-B-1.1	
				VIII-A thru	
				D-All	
				VIII-G-All	
				IX-B-All	
				IX-I-All	
				XI-E-All	
				XII-G-7	
				XIII-All	
				XV-G-1.1	
				EM	
				C-7	

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
				<u>MARG</u> pp.5, 15-20 108.1, 204-215, 297, 311 340-346.1, 351, 368-391, Appendix II <u>MA</u> <u>Disability</u> <u>Manual</u>	