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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-10

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: February 8, 1991

SUBJECT: Introduction of Continuous Pinfeed  
 Version of "Notice of Intent to Change Benefits: PA,  
 FS, MA Coverage and Services (Timely and Adequate)"  
 (DSS-4015-C)

SUGGESTED

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

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

ATTACHMENTS: Attachment - DSS-4015-C: "Notice of Intent to Change  
 Benefits: PA, FS, MA Coverage and  
 Services (Timely and Adequate)"  
 (Rev. 2/91) - not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21				PASB VI-C-2.3, 2.4 FSSB VII-C-2.3, 2.4	

This is to introduce the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)". This new form will be designated "DSS-4015-C" and will have a Revision Date of "2/91".

The DSS-4015-C is different from the DSS-4015 (01/90) version of this client notice only in the pinfeed format. This version was developed as a result of a New York Public Welfare Association Systems Committee survey in which a significant number of districts indicated that if continuous pinfeed notices were made available, they (the districts) would utilize them either with a personal computer program or to assist in manually typing notices. Because of the high usage of the DSS-4015, and the ability, therefore, to print a large enough quantity for it to be cost-effective, it has been selected to be printed in a continuous format in addition to its regular format.

Delivery of the DSS-4015-C to the Albany warehouse is expected in late February 1991. Your district will not automatically receive copies.

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