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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-38

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: August 9, 1991

SUBJECT: Food Stamps: SSI/Food Stamp Joint Processing  
 Procedures

SUGGESTED

DISTRIBUTION: Food Stamp Directors  
 Staff Development Coordinators

CONTACT PERSON: County Food Stamp Representative at 1-800-342-3715,  
 extension 4-9225

ATTACHMENTS: Attachment A - Form SSA-4233, Social Security  
 Administration Transmittal for  
 Food Stamp Applications - not  
 available on-line  
 Attachment B - Form W-127 N/P, New York City -  
 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-50			7 CFR 273.2(k)	FSSB IV-J IV-K-all IX-C-1.4	

In recognition of low participation in the SSI/Food Stamp joint processing procedure, this Department has been working with the Social Security Administration (SSA). As a result of this effort, procedures for food stamp applications taken by the SSA have been updated and refined. The purpose of this release is to inform local districts of those procedures which have been clarified as well as to reenforce procedures as defined in the Food Stamp Source Book.

A. Social Security Administration Responsibilities

1. In place of the FNS-385 federal application, SSA is using the DSS-3035 or DSS-3035NYC "Food Stamp Application Statement for SSI Recipients and Group Living Residents".
2. SSA interviews the applicant, screens for expedited service, and makes copies of any pertinent documentation available.
3. SSA uses the DSS-2642 "Documentation Requirements" to let the applicant know what still needs to be provided to the local district Food Stamp Office. The applicant is given the white copy of the form.
4. SSA is providing the applicant with a:
  - a. Self-addressed envelope to the local district Food Stamp Office which serves the applicant's address; and
  - b. Book 1 and Book 2 (DSS-4148A and DSS-4148B).
5. Within one working day, SSA forwards to the local district Food Stamp Office in the county in which the applicant resides:
  - a. The completed application;
  - b. The yellow copy of "Documentation Requirements" (DSS-2642);
  - c. A completed SSA-4233 "Social Security Administration Transmittal for Food Stamp Applications" (Attachment A); and
  - d. For New York City residents only, a completed W-127N/P form (Attachment B).

B. Local District Responsibilities

1. The local district screens all applications received for expedited service.

2. The local district registers the application in WMS and determines eligibility and issues benefits in accordance with FSSB Section IV-K-all. A "Food Stamp Change Report Form" (DSS-3151) and the appropriate notice is also sent.
3. The local district maintains in the case record all documents received from SSA, including the SSA-4233 "Social Security Administration Transmittal for Food Stamp Applications".
4. The local district provides identification cards for all new applicants in the following manner:
  - a. Upstate
    - (1) Mailing out the DSS-4164 "PIN Selection Document" to the applicant as soon as the application is received and providing assistance to the applicant in completing the PIN form. Following up on non-receipt of the PIN form. It is suggested that a tickler file or other system be set up to facilitate this.
    - (2) When the application is approved, ensuring that a member of the household has a Benefit ID Card and a PIN, and providing instructions on how and where to access the food stamps.
  - b. New York City
    - (1) Following current procedures for mail-in applications by sending a 123-G form with a list of photo ID offices, or using current procedure of a home visit for those who are homebound.
    - (2) When the application is approved, sending the ID card following current procedures.

The names and phone numbers of the county food stamp directors have been furnished to the SSA as contact persons. If you wish to designate someone else as the contact, notify the Social Security liaison for your district as listed in 90 INF-50.

This Department has furnished initial supplies of the items listed below to the Social Security field offices.

- o DSS-3035 Food Stamp Application Statement for SSI Recipients and Group Living Residents (Upstate).
- o DSS-3035NYC Food Stamp Application Statement for SSI Recipients and Group Living Residents (New York City).
- o DSS-4148A Book 1
- o DSS-4148B Book 2
- o DSS-2642 Documentation Requirements

The local district is responsible for providing the Social Security field office with self-addressed envelopes. These envelopes are given to the applicants for use in providing pending verification or reporting changes to the food stamp office. New York City also needs to supply the W-127 N/P (Attachment B). The Social Security field offices will contact the local districts in their area for the quantity they need.

In addition, the local district is responsible for replenishing the initial supplies of all other food stamp forms as needed by the Social Security offices. It is anticipated that the quantities will be small enough for local district offices to handle.

The implementation date for this revised procedure is August 1, 1991.

Since this is a renewed effort by both the Social Security Administration and this Department, please let us know if you encounter any problems in fulfilling this procedure, and we will work to resolve them. You can contact your food stamp representative at 1-800-342-3715, extension 4-9225.

Your assistance and cooperation in this revised SSI/Food Stamp processing effort will directly benefit this vulnerable population.

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