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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-65

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: November 26, 1991

SUBJECT: Revision to Public Assistance ABEL Budget Narratives  
 (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (Rev. 10/91)

SUGGESTED

DISTRIBUTION: All Income Maintenance Staff  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: IM/WMS Program Operations  
 Gene Reilly  
 1-800-342-3715, extension 6-3591

ATTACHMENTS: Attachment I - DSS-3951  
 Attachment II - DSS-3952  
 Attachment III - DSS-3953  
 Attachment IV - DSS-3954  
 (not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
81 ADM-55	89 INF-48	355.1(a)(3)		PASB	
89 INF-53		355.3(a)(1)		VI-B-all	
89 INF-48		358.9(b)		VI-D-all	
		387.20(b)		XII-C-all	

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The purpose of this release is to introduce the revised (10/91) Public Assistance ABEL Budget Narratives:

- DSS-3951: Public Assistance Budget Benefit Narrative
- DSS-3952: Public Assistance Excess Gross Income Narrative
- DSS-3953: Public Assistance Excess Net Income Narrative
- DSS-3954: Public Assistance Lump Sum Ineligibility Narrative

As mandated by 88 ADM-37, upstate local districts are required to provide a copy of the appropriate Public Assistance ABEL Budget Narrative to a public assistance applicant or recipient whenever a copy of the public assistance ABEL budget is presented to the applicant or recipient.

Local Equivalent Forms - All requests for approval of local equivalent forms must be submitted in accordance with the procedures described in 89 INF-53 and pages 12-1 through 12-5 of the Local District Manager's Guide.

The changed ABEL budget screens were migrated to production on May 6, 1991. There are no changes to the Food Stamp Budget Narratives at this time.

Listed below is a detailed summary of the changes which were incorporated into this revision.

1. DSS-3951, DSS-3953, DSS-3954

- a. The screen facsimiles were changed to reflect the new WMS screens.
- b. Section 2

The following sentences were added to explain PA Additional Allowances as displayed in the "OTHER" fields:

If any amounts are shown opposite the three fields labelled "OTHER", they represent additional allowances to which you may be entitled. If amounts are present opposite the third "OTHER" field, a supplemental child care allowance has been budgeted.

- c. Section 4

- o First Paragraph, changed the second line to read "(Usually the allowable costs of doing business are subtracted before being recorded on the budget for self-employment income; except income from Roomers or Boarder/Lodgers noted in "EXEMPT" below.)".
- o Changed the field heading for : "EXMPT/HR30" to "EXEMPT".

- o Revised the first sentence of the explanation for this new "EXEMPT" heading by adding the words "cost of doing business" between the words "exempt" and "will". This change was made to explain the treatment of the exempt amount of Roomer and Boarder/Lodger income.
- o Deleted the second sentence under the explanation for this new "EXEMPT" heading since the HR \$30 income deduction is no longer allowed.

2. DSS-3952

Revisions to this Narrative are the same as in sections a and b under DSS-3951, DSS-3953, DSS-3954.

Attached are sample copies of the revised Narratives. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (8/89) supply until your stock is depleted, or until February 1, 1992, 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 forms should be directed to OSD by calling 1-800-342-3715, extension 6-6223.

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