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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 91 INF-69

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: December 18, 1991

SUBJECT: Revision of Applications and Recertification
 Application (DSS-2921, DSS-2921(NYC), DSS-3174),
 Accompanying "How To Complete" Publications
 (Pub. 1301, Pub. 1301(NYC), Pub. 1313) and
 "Declaration of Citizenship/Immigration Status" Form
 (DSS-4060)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Services Directors
 WMS Coordinators
 Corrective Action Coordinators
 Staff Development Coordinators
 Forms Coordinators

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

ATTACHMENTS: Attachment I - Listing of all attachments -
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
91 INF-19	91 INF-19	350.4		PASB	GIS Message
90 INF-32	90 INF-32	351.21		III-E,V-C,	91 IM/DC027
90 INF-3	90 INF-3	360.1		VIII-B	
89 INF-66	89 INF-66	369.1		FSSB	
89 INF-16	89 INF-16	369.4		IV-F	
88 INF-70	88 INF-70	387.6		VI-A	
		387.17		MARG	
		404.1		p. 368	

This is to introduce revisions to the mandated Upstate and New York City Applications (DSS-2921 and DSS-2921(NYC)), the mandated statewide Recertification Application (DSS-3174), the mandated accompanying "How To Complete" publications (Pub. 1301, Pub. 1301(NYC) and Pub. 1313) and the mandated "Declaration of Citizenship" form (DSS-4060) (copies attached). The Revision Date was changed to "7/91" on all forms. Please note that the revised Spanish versions of these forms will be available at approximately the same time.

I. The following changes were made to the 10/90 versions of the DSS-2921 and DSS-3174 and the 11/90 version of the DSS-2921(NYC):

A. Page 1

1. At the top of Section 1, a Spanish indicator question about notices was added to assist New York City staff with determining if Spanish and English or English only notices should be sent. This information will, in the future, prompt an entry in the "Lang." field for data entry in support of the automated Client Notices System which is currently being developed. Its inclusion with this revision is designed to accustom workers to look for the indicator. (DSS-2921(NYC) only).
2. Section 2 - The fourth dash was changed to "If you are applying for both Cash Assistance and Food Stamps, usually you will only be required to have a single interview for both programs." The change from "Public Assistance" to "Cash Assistance" was made for consistency with the "Cash Assistance" box in the "Check Which Programs You Are Applying For" section. The addition of "usually" was a clarification of Food Stamp policy.
3. Section 4 "Absent Spouse" - The instruction for this section was changed from "If the Husband/Wife of Anyone ..." to "If the Husband or Wife of Anyone ..." for better readability.

B. Page 2

1. Section 6 (Section 7 of the DSS-3174), "Household Composition"
 - a. The top instruction was changed to "List Everybody Who Lives With You, Even If They Are Not Applying With You" to clarify who should be listed. ("Recertifying" instead of "applying" is used in the DSS-3174.)
 - b. The top Food Stamp "Purchase and Prepare" question was changed to "Does This Person (Including Your Minor Children) Buy Food and/or Prepare Meals With You" to clarify who should be listed.

2. Section 9 (Page 4, New Section 12 of the DSS-3174), "Income" - In the instructions, "You Or Anyone Who Lives With You" was bolded to assist applicants/recipients in completing the section correctly.
3. New Section 9 (DSS-3174 Only), "Other Names" - This section is in the DSS-2921 and DSS-2921(NYC) and was also added to the DSS-3174. The remaining sections of the DSS-3174 were renumbered, and the format on pages 2 and 3 was changed to make the space in the sections more equal.

C. Page 3

1. Section 7 (New Section 8 of the DSS-3174), "Certification of Citizenship"
 - a. The top instructions were changed to reflect:
 - (1) New Food Stamp policy that only requires one adult household member to certify as to the citizenship of all members of the household (as stated in GIS Message 91 IM/DC027). Food Stamp only applicants/recipients are now required to sign only on Page 6.
 - (2) New Medical Assistance policy regarding pregnant women who are applying/recertifying.
 - b. The "Witness" lines were condensed to free up space for the rest of the page (DSS-2921 and DSS-2921(NYC) only).
 - c. In the "Certification" section, the reference to "Food Stamps" was removed, since Food Stamp only applicants/recipients now have their own "Certification of Citizenship/Alien Status" section on Page 6.
2. New Section 11 (DSS-3174 Only) - The third question was changed to "Is Anyone 16 Years of Age or Older Attending School, College or an Approved Training Program" because of JOBS requirements.
3. Section 10 (Page 4, New Section 13 of the DSS-3174), "Resources"
 - a. In the instructions, "You Or Anyone Who Lives With You" was bolded to assist applicants/recipients with completing the section correctly.
 - b. The last question was changed to "Has Anyone (Including Your Spouse Even If Not Applying Or Living With You) Sold/Transferred/Given Away Any Cash, Real

Estate or Personal Property In the Past 30 Months". This clarification was requested by Medical Assistance.

D. Page 4 (Page 5 of the DSS-3174)

1. Section 11 (New Section 14 of the DSS-3174), "Shelter (Housing) Expenses":
 - a. In the first three questions, "You Or Anyone Who Lives With You" was bolded to assist applicants/recipients in completing the questions correctly.
 - b. The last two questions in this section regarding type of housing were broken down into four questions to assist in determining the correct shelter types, particularly for eligibility for the Food Stamp heating/cooling allowance.
2. Sections 12, 13 and 15 (New Sections 15, 16 and 18 of the DSS-3174, respectively) - In the instructions, "You Or Anyone Who Lives With You" was bolded to assist applicants/recipients in completing the questions correctly.
3. Section 16, "Additional Information Required" - The second question was changed to "Have You Or Anyone Who Lives With You Who Is Applying Moved Into This County From Another New York State County Within the Past Two Months" to assist applicants/recipients in completing the questions correctly. (DSS-2921 and 2921(NYC) only)

E. Page 6

1. Section 18 (New Section 21 of the DSS-3174)
 - a. "Penalties" section - The first sentence of the second paragraph was changed to read:

Federal and State law provide that any transfer of a resource for less than fair market value made by an individual or his/her spouse within or after the thirty months immediately preceding the date the individual becomes institutionalized, or the date of application for MA as an institutionalized person, if later, may render the individual ineligible for nursing facility services for up to thirty months.
 - b. "Food Stamp Penalty Warning" section - The first two paragraphs were bolded to make them more prominent, and in the third paragraph containing the "Do Not" instructions, the phrases "Authorization Cards, Benefit Cards and/or PIN Numbers" were replaced with "Food Stamp Identification/Benefit Cards".

2. Section 19 (New Section 22 of the DSS-3174) - The "Food Stamp Authorized Representative" section was moved to the middle of the page and reformatted to make it clear that this box is only for the name and address of an Authorized Representative and it is not a general "Signature" box. The remaining sections were renumbered.
3. Section 20 (New Section 23 of the DSS-3174) - Under the "Food Stamp Authorized Representative" box, a new section was added, "Certification of Citizenship/Alien Status for Food Stamps". This section meets the new Food Stamp requirement that, for those applying/recertifying only for Food Stamps, one adult household member is now allowed to certify the citizenship/alien status of all household members.
4. Section 22 (New Section 25 of the DSS-3174) - At the bottom of the page, the "Applicant/Representative Signature" box was bolded to make it more prominent, and in the "Husband/Wife or Protective Representative" box, the word "Signature" was added.

II. The following changes were made to the 10/90 versions of the Pub. 1301, Pub. 1301(NYC) and Pub. 1313:

A. Page 1

1. In the "Withdrawal" section at the bottom, "eligibility worker" was changed to "eligibility examiner".
2. At the bottom, a reference to the availability of the new DSS-4148C: "What You Should Know If You Have An Emergency" (Book 3) was added.

B. Page 2, Section 6 (Section 7 of the Pub. 1313)

1. The top instruction was changed to "List the Names... Even If They Are Not Applying With You" to reflect the exact wording of the Application.
2. Section 4 - The Social Security Number qualifiers were changed to read:
 - a. A person who is not applying for assistance of any kind;
 - b. A person who is applying only for Services;
 - c. An alien who is applying only for Emergency Medical Assistance;

- d. A pregnant woman who is applying only for Medical Assistance.

(NOTE: In the Pub. 1313, "recertifying" is used instead of "applying", and only "a", "c" and "d" are listed as "a", "b" and "c", respectively.)

- 3. Section 5 - The wording of the Food Stamp "Purchase and Prepare" question was changed to match the wording on the Application "Does this person (including your minor children) buy food..."
- 4. A new "Note" regarding Essential Persons was added in bold.

C. Page 3

- 1. Section 7 (Section 8 of the Pub. 1313) "Certification of Citizenship" - This entire section was changed to reflect:

- a. New Food Stamp policy that requires one adult member only to certify the citizenship of all members of the household.
- b. New Medical Assistance policy regarding pregnant women who are applying/recertifying.

- 2. New Section 9 (DSS-3174 Only), "Other Names" - This section is in the DSS-2921 and DSS-2921(NYC) and was also added to the DSS-3174. (The remaining sections of the Pub. 1313 were renumbered.)

- 3. Section 10 (Section 13 of the Pub. 1313), "Resources" -

- a. The following Medical Assistance note was added:

If you are applying only for Medical Assistance for a pregnant woman or children under age 6, you do not need to complete this section. (In the Pub. 1313, "recertifying" instead of "applying" was used.)

- b. A new note was added explaining lump sums and the requirement to report them:

It is very important to let your worker know right away if you get or are expecting to get a lump sum. A lump sum is a one time payment such as an insurance settlement, inheritance, award from a lawsuit or lottery winning. See the DSS-4148A: "What You Should Know About Your Rights And Responsibilities" for more information about lump sums.

D. Page 4

1. Section 16 "Additional Information" - In the "Note", the second bullet was changed to "Moved Into This County From Another New York State County Within The Past Two Months" to reflect the exact wording of the Application. (Pub. 1301 and Pub. 1301(NYC) only.)
2. The "Authorized Representative" section was moved under the "Legal Statements" section and was renumbered to Section 19 (Section 22 of the Pub. 1313).
3. A new Section 20 (Section 23 of the Pub. 1313) was added to reflect the Food Stamp policy change regarding certification of citizenship/alien status.
4. The "Interim Assistance Information" section was renumbered to Section 21 (Section 24 of the Pub. 1313), and the following sentence, already included in the Pub. 1313, was added only to the Pub. 1301 and Pub. 1301(NYC):

If this is an application for Public Assistance and both husband and wife who live together are applying for Public Assistance, both must sign the Signature section at the bottom of the Application.

5. A new Section 22 (Section 25 of the Pub. 1313) was added since there are now two Certification sections - one for Food Stamp Certification of Citizenship and one for all program areas.
6. Section 20 "Signatures" was renumbered to Section 23 (Section 26 of the Pub. 1313).
7. "Notice" section - "Fair Hearing Section" was changed to "Office of Administrative Hearings".

III. The 12/89 version of the DSS-4060: "Declaration of Citizenship/Immigration Status" was changed by deleting all references to the Food Stamp Program, since new Food Stamp policy requires only one adult member to certify the citizenship of all members of the household, and this is done solely on the DSS-2921, DSS-2921(NYC) or the DSS-3174.

The new 7/91 versions of all the forms are expected to be delivered to the State (Albany) Warehouse and New York City (HRA) warehouses in late December 1991. Distribution of the upstate forms to the counties will begin upon receipt of the forms in Albany.

SINCE THE APPLICATIONS AND PUBLICATIONS MAY NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW APPLICATIONS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS. THE SAME WILL APPLY TO THE SPANISH VERSIONS WHEN THEY ARE DELIVERED.

Date December 18, 1991

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Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (10/90) DSS-2921 and 3174 and (11/90) DSS-2921(NYC) applications, existing (10/90) Pub. 1301, 1301(NYC) and Pub. 1313) publications and existing (12/89) version of the DSS-4060 are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once your shipments of new applications and publications have been received. The same applies to the Spanish versions.

Request for Spanish versions, and future requests for English 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.

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

Listing of All Attachments

- Attachment II - DSS-2921: "Application" (Rev. 7/91) - not available on-line.
- Attachment III - DSS-2921(NYC): "NYC Application" (Rev. 7/91) - not available on-line.
- Attachment IV - DSS-3174: "Recertification Application" (Rev. 7/91) - not available on-line.
- Attachment V - Pub. 1301: "How to Complete ... Application" (Rev. 7/91) - not available on-line.
- Attachment VI - Pub. 1301(NYC): "How To Complete ... NYC Application" (Rev. 7/91) - not available on-line.
- Attachment VII - Pub. 1313: "How to Complete ... Recertification Application" (Rev. 7/91) - not available on-line.
- Attachment VIII - DSS-4060: "Declaration of Citizenship/Immigration Status" (Rev. 7/91) - not available on-line.