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 | ADMINISTRATIVE DIRECTIVE |
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TRANSMITTAL: 92 ADM-17

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: April 21, 1992

SUBJECT: PA Budgeting: Lump Sum Notification Procedures

SUGGESTED
 DISTRIBUTION: Staff Development Coordinators
 Public Assistance Staff

CONTACT
 PERSON: Greg Nolan
 1-800-342-3715, extension 4-9313

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-41	86 ADM-30	352.29(h)		PASB	
86 ADM-30	88 INF-9			XVI-O-1	
91 INF-60				through	
88 INF-9				XVI-O-13	
86 INF-21					

I. PURPOSE

This directive notifies social services districts of new lump sum notification procedures for public assistance applicants/recipients.

II. BACKGROUND

The stipulation in the case of Woodruff vs. Perales expired on January 10, 1991. Consequently, social services districts are no longer required to follow the lump sum notification procedures that were mandated in 86 ADM-30.

III. PROGRAM IMPLICATIONS

Elimination of the "Notice Regarding Lump Sum Payments" will result in a decrease in local administrative work.

IV. REQUIRED ACTION

Social services districts are no longer required, as previously mandated by 86 ADM-30, to provide the "Notice Regarding Lump Sum Payments" to public assistance applicants or recipients when the agency is informed that a lump sum is going to be received or when a discontinuance notice is sent because of receipt of a lump sum.

As outlined in 90 ADM-41 and 91 INF-60, social services districts are now required to provide all applicants and recipients with the informational booklets, "What You Should Know About Your Rights and Responsibilities" (Book 1), "What You Should Know About Social Services Programs" (Book 2), and "What You Should Know If You Have an Emergency" (Book 3) at application and at recertification. Book 2 contains all of the information previously contained in the "Notice Regarding Lump Sum Payments".

V. EFFECTIVE DATE

This ADM is effective May 1, 1992.

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