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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-27

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: June 28, 1993

SUBJECT: Revision of "Food Stamp Change Report Form"  
 (DSS-3151) (Rev. 3/93)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Food Stamp Directors  
 WMS Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Call 1-800-342-3715 and ask for the following:

FS Questions - Your FS County Representative,  
 extension 4-9225  
 Forms Questions - Bob Gullie, extension 4-6501

ATTACHMENTS: DSS-3151 (Rev. 3/93): "Food Stamp Change Report  
 Form" - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 INF-43	92 INF-43			FSSB Section VI-B-1-all	

The purpose of this release is to introduce the revised (3/93) "Food Stamp Change Report Form" (DSS-3151). This form is used by local districts to solicit information from Food Stamp recipients on changes in household circumstances. Please note that the Spanish version will also be revised.

The primary reason for the revision is to add information on reporting changes, related to Quarterly Reporting requirements.

Listed below is a detailed summary of the changes to the 7/92 version which were incorporated into the 3/93 version:

I. GENERAL - The revision date was changed on every page to (Rev.3/93).

II. PAGE 1 -

A. The first instruction, at the top of the page, was changed to read:

YOU MUST REPORT ANY CHANGES IN YOUR CIRCUMSTANCES ACCORDING TO THE RULES LISTED BELOW

B. The word "Dear", directly below the recipient's address, was deleted.

C. The following information was added:

Food Stamp Reporting Rules:

- o If you are subject to quarterly reporting requirements, you must report changes on the Quarterly Report or at Recertification. You may, however, voluntarily report changes at any time. Please note that if you voluntarily report changes, we must immediately take appropriate action, including increasing your Food Stamps if the change results in an increase.
- o If you are not subject to quarterly reporting requirements you must report any changes within 10 days.

NOTE: If you do not know if you are subject to quarterly reporting requirements, ask your worker.

Public Assistance Reporting Rules:

- o If you are also getting Public Assistance, you must report any changes to your PA worker within 10 days. If you report changes to your PA worker, your Food Stamp Benefits will be adjusted at the same time.

- D. The introductory sentence about the types of changes that must be reported was changed to read:

The changes in your household circumstances you must report include:

- E. The first sentence below the examples of types of changes that must be reported was revised to read:

You may use this form to report changes.

Delivery of the revised DSS-3151 to the Albany Warehouse is expected in June, 1993. The Spanish version of this form DSS-3151-S will follow. Your district will not automatically receive copies.

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous 7/92 supplies until your stocks are depleted, or until September, 1993, whichever occurs first. Reorders of these forms will be filled with 3/93 versions.

Requests for supplies of these revised 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 Economic Security