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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 94 INF-2

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: January 5, 1994

SUBJECT: Combining of "Good Cause" Forms (DSS-4279 and  
 DSS-4280) into Revised Single Form (DSS-4279,  
 Rev. 9/93)

SUGGESTED

DISTRIBUTION: Public Assistance Staff  
 Food Stamp Staff  
 CSEU Staff  
 SCU Staff  
 CAP Coordinators  
 Medical Assistance Staff  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt  
 1-800-343-8859, extension 4-6501

ATTACHMENTS: Attachment I - Revised DSS-4279: "Notice of  
 Responsibilities and Rights for  
 Support" (Rev. 9/93)  
 (not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 ADM-40		347.5(a)	SSL 101	PASB	
91 ADM-40		347.8	111	VIII-T-1-	
		347.10	132-a	All	
		347.17	158	IX-C-1-10	
		351.2(e)	348	FSSB	
		352.14(a)(1)	349-b	XII-C-1,	
		369.2(b)	FCA 413	XII-G-1 & 2	
		370.2(c)(3)	DRL 240	CSEM	
		370.2(d)(8)		Vol. 1	

The purpose of this release is to introduce the new DSS-4279 which combines the material previously contained in the following two forms:

DSS-4279: "The Requirements To Assign Support And Cooperate And Right To Claim Good Cause For Refusal To Cooperate"

DSS-4280: "Right To Claim Good Cause For Refusal To Cooperate With Child Support Enforcement (Second Notice)"

into a single form:

DSS-4279: "Notice Of Responsibilities and Rights for Support" (Rev. 9/93) (copy attached).

Acting on a suggestion from Monroe County to simplify the forms used in the good cause process, the DSS-4279 and DSS 4280 were reviewed, rewritten and reduced into a single 8 1/2" x 11" two-ply carbonized form. A State Plan Amendment was requested from and approved by the Federal government in order to go from the first and second notice format to a single notice.

Districts must continue to give and explain the DSS-4279 (Rev. 9/93) to each Public Assistance (PA) and Medical Assistance (MA) applicant and recipient when a referral is required to be made to the Child Support Enforcement Unit (CSEU) for paternity establishment and/or child support enforcement. If an applicant/recipient indicates on the DSS-4279 (Rev. 9/93) that good cause for refusing to cooperate is claimed, district staff must determine whether good cause exists using the procedures described in PASB VIII-T-1.13-1.18.

The following is an explanation of the delivery schedule for the new English and Spanish forms and what forms are made obsolete by the new forms:

I. Upstate Districts

- A. Delivery of 9/93 English Version of DSS-4279 - Delivery of the 9/93 English version of the DSS-4279 to the Albany Warehouse should be in February 1994. Your district will automatically receive supplies of this form based on previous ordering practices.
- B. Ordering Master of Spanish Version of DSS-4279 (DSS-4279-S) - A clear photocopied master of the revised 9/93 Spanish version (DSS-4279-S) is available and can be ordered by any district which requires Spanish forms. The district must then reproduce the form locally.
- C. Disposition of Existing Forms
  - o DSS-4279 (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.

- o DSS-4279-S (Rev. 7/92) - All existing copies of this master should be destroyed after ordering and receiving the 9/93 master of the DSS-4279-S.
- o DSS-4280 (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.
- o DSS-4280-S (Rev. 7/92) - All existing copies of this master should be destroyed after ordering and receiving the 9/93 master of the DSS-4279-S.

II. New York City

- A. Delivery of 9/93 English Version of DSS-4279 - Delivery of the 9/93 English version of the DSS-4279 to the NYC/HRA Warehouse should be in February 1994.
- B. Delivery of 9/93 Spanish Version of DSS-4279 (DSS-4279-S) - Delivery of the 9/93 Spanish version of the DSS-4279 (DSS-4279-S) to the NYC/HRA Warehouse should also be in February 1994.
- C. Disposition of Existing Forms
  - o DSS-4279 (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.
  - o DSS-4279-S (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279-S.
  - o DSS-4280 (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279.
  - o DSS-4280-S (Rev. 7/92) - All existing copies of this version should be destroyed upon receipt of the 9/93 version of the DSS-4279-S.

Future requests for the 9/93 printed version of the DSS-4279 and requests for the 9/93 photocopied master of the DSS-4279-S should be submitted on Form WMS-47 (Rev. 09/89): "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

Date January 5, 1994

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Questions concerning ordering forms should be directed to the Office of Systems Development (OSD) by calling 1-800-343-8859, extension 6-6223.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security