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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-24

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: August 1, 1995

SUBJECT: Revision of "Action Taken On Your Request For  
 Assistance To Meet An Immediate Need Or A Special  
 Allowance" (DSS-4002) (Rev. 9/94)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Staff Development Coordinators  
 Corrective Action Coordinators  
 Forms Coordinators  
 CAP Coordinators

CONTACT PERSON: Maria Schollenberger  
 1-800-343-8859, extension 4-6501, av1030

ATTACHMENTS: DSS-4002: "Action Taken On Your Request For Assistance  
 To Meet An Immediate Need Or A Special Allowance" -  
 not available online

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21	92 INF-52			PASB	89 LCM-219
89 ADM-6	90 INF-15			IV-F-all	GIS 95 ES/
86 ADM-7				VI-C-3-all	DC010
92 INF-52				XV-O-all	
92 INF-46				XV-P-2	
90 INF-15				LDMG	
89 INF-53				pgs. 12-1 through 12-5	

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This is to introduce the revised (9/94) version of the DSS-4002: "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance".

The Revisions to this form are outlined below:

- I. The Revision Date was changed to "9/94".
- II. On the front, in the bottom box, above "Public Assistance", the following "Note" was added:

If you are being approved for a special allowance to meet expenses (such as lunch or transportation) necessary to attend education or training programs, this allowance may vary based on your actual attendance in the program. If you do not meet a satisfactory attendance standard or make satisfactory progress in the program, this allowance may be withheld. If your allowance changes, you will get a separate notice telling you this and explaining why.

As of June 2, lunch is no longer an allowable expense (see GIS Message 95 ES/DC010). At the next reprinting of this form, the reference to "lunch" will be deleted.

The new 9/94 version of this form has been delivered to the State (Albany) Warehouse. Your district will not automatically receive copies. The Spanish version of the DSS-4002 will not be printed, but a clear master will be available to those districts who may need to photocopy it.

The restrictions on local equivalent notices contained on pages 10 and 22 of 89 ADM-21 continue to apply. No changes in the language of State-printed notices will be permitted. Any request for approval of local equivalent notices with format changes 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.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (9/92) version until your stock is depleted, or until September 29, 1995, whichever occurs first. Reorders will be filled with the 9/94 version.

Future requests for the revised DSS-4002, as well as requests for the Spanish master, 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 Customer Support Services

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Questions concerning ordering forms should be directed to the Office of Customer Support Services by calling 1-800-343-8859, extension 6-6223.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Economic Security