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TRANSMITTAL: 95 INF-48

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: December 12, 1995

SUBJECT: Revision of "Food Stamp Household Composition Desk
 Guide" (DSS-4314) (Rev. 4/95)

SUGGESTED

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

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

ATTACHMENTS: Food Stamp Household Composition Desk Guide
 (DSS-4314) (Rev. 4/95) - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
94 INF-50	94 INF-50	18 NYCRR	7 CFR	FSSB	
91 INF-67	91 INF-67	387.1(w)	273.1	V-A-All	

This is to introduce the revised DSS-4314: "Food Stamp Household Composition Desk Guide" (Rev. 4/95).

The DSS-4314 can be used by examiners as a "ready reference guide" to aid in clarifying household relationships and composition. Use of this form by local districts is optional.

Revisions to the 08/94 version of the DSS-4314 are outlined below.

I. The Revision Date was changed to 4/95.

II. Front

A. "RELATIONSHIPS" Section

1. "Children Other Than Foster Children" Section

a. The heading was changed to:

Children Under 18 (Except Foster Children) Under the Parental Control of an Adult Household Member Who Is Not the Children's Parent or Stepparent.

b. The word "Note" was changed to "Reminder".

B. "CIRCUMSTANCES CAUSING INELIGIBILITY" Section

1. "Resident of Institution" Section - In the "Result" Section, "Group Living arrangement" was changed to "Certain group living arrangements".

2. "Ineligible Student" Section - The "Result" was changed to:

Non-household member. (Income and resources are excluded. The household can claim their share of expenses.)

3. "Work Rules Sanctioned" Section

a. The heading was changed to "Work Rules Sanctioned or Intentional Program Violation Disqualified".

b. The "Result" was changed to:

Excluded household member. (Income and resources are counted in their entirety. The household can claim full expenses.)

4. "Ineligible Alien" Section - This Section was combined with the "Social Security Number/Birthdate Disqualified" section below.

5. "Social Security Number/Birthdate Disqualified" Section

a. The heading was changed to "Ineligible Alien or Social Security Number/Birthdate Disqualified".

b. The Result was changed to:

Excluded household member. (Income is pro-rated; resources are counted in their entirety. Expenses paid by or billed to the excluded person are pro-rated.)

6. The "Fraud/Intentional Program Violation Disqualified" box was combined with the "Work Rules Sanctioned" box above.

III. Reverse - "SPECIAL LIVING ARRANGEMENTS" Section

1. "Lodger" Section - The heading was changed to "Roomer (Room, No Meals)". This box was moved under the "Boarder" box.

2. "Boarder/Lodger" box

a. "/Lodger" was deleted from the heading and "(Room and Meals)" was added.

b. The "Result" was changed to:

May be considered to be a member of a household at the household's request. May never be a separate household. The following can never be considered boarders:

- o Parents and children who live together (Regardless of Age).
- o A spouse of a member of the household.
- o Siblings who live together.
- o Children under 18 years of age who are under the parental control of an adult member of the household.

3. The following box was added below "Roomer":

Shared Living (Pays a Share of Shelter Expenses)

Not considered part of household, but may apply as a separate household.

4. "Elderly Individuals and their Spouses" Section - The result was changed to:

Separate household status may be granted to those elderly individuals and their spouses who cannot purchase and prepare their own meals because they suffer from certain disabilities, even if they are living and eating with others, if they meet certain conditions.*

5. "Foster Children" Section - The "Result" was changed to:

Considered to be a household member only at the household's request. (If included, all foster care income and resources are counted. If excluded, no foster care income or resources are counted. A foster child cannot be a separate household.)

6. "**ALL OF THE FOLLOWING CONDITIONS MUST BE MET" Section - The second bullet was changed to:

The individual must suffer from a disability considered permanent under the Social Security Act or from a non-disease related, severe, permanent disability and be unable to purchase and prepare meals and

7. The following section was added at the bottom:

STUDENTS

In order to participate in the Food Stamp Program, a student who is between 18 and 49 and is not disabled must meet one of the following criteria:

- o Be receiving ADC benefits.
- o Provide more than half the physical care for a child under 6 or an incapacitated person.
- o Be a single parent responsible for the care of a child under 12.
- o Provide more than half the care of a child under 12 and not have adequate child care to work and go to school.

- o Be participating during the school year in a State or Federally financed work study program funded under Title IV-C.
- o Be employed for a minimum of 20 hours per week and be paid. If self-employed, must be working a minimum of 20 hours and earn an amount equal to the Federal minimum wage x 20 hours.
- o Was placed in school through JTPA, FSE&T, JOBS or DOL.

Delivery of the revised DSS-4314 to the Upstate (Albany) and HRA (New York City) warehouses should have occurred in November, 1995. Your district will not automatically receive copies.

Requests for the Guide 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
WMS
P.O. Box 1990
Albany, NY 12201
Attn.: Office of Customer Support Services (OCSS)

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

Patricia A. Stevens
Deputy Commissioner
Division of Economic Security