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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 96 INF-11

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: February 29, 1996

SUBJECT: Temporary Assistance Forms Implemented, Revised or
 Made Obsolete in 1995

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 WMS Coordinators
 Staff Development Coordinators
 Employment Coordinators
 Corrective Action Coordinators
 HEAP Liaisons
 Family and Children's Services Directors
 CAP Coordinators
 Forms Coordinators

CONTACT PERSON: Bob Gullie
Temporary Assistance/New Technology
 1-800-343-8859, extension 4-6055

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
95 INF-28	95 INF-28				

The purpose of this release is to provide local social services districts with a list of the Department's Temporary Assistance forms, including client notices, that were newly introduced, revised, or made obsolete in 1995. Please note that some of these forms are common forms/notices used by several program areas, but maintained by Temporary Assistance. This listing should help local districts to guarantee that all new Temporary Assistance forms have been implemented in their agency, to ensure that the latest versions of existing forms are being used, and to eliminate the use of forms which have been discontinued.

All forms and client notices are listed numerically under categories of new, revised, or obsolete. All forms with an asterisk (*) are not printed, but camera-ready boards are available for reproduction by the local districts. The 1995-96 HEAP forms are listed separately.

I. NEW FORMS

	<u>New Forms</u>	<u>Form Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4467	How Your Restaurant Can Participate In The FS Restaurant Program Book and Application	09/94	-----	-----
DSS-4467A	FS Restaurant Program ID Card	09/94	-----	-----

II. REVISED FORMS

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-548	Public Assistance Budget Worksheet	08/94	95 INF-2	01/09/95
DSS-2355	Medical Report (Employment)	03/95	-----	-----
DSS-2921	Application (Upstate)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-2921-S	Application (Upstate) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-2921 NYC	Application (NYC)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-2921-S NYC	Application (Upstate) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-3035	Food Stamp Application for SSI Recipients and Group Living Residents	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3035-S	Food Stamp Application for SSI Recipients and Group Living Residents (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3035 NYC	Food Stamp Application for SSI Recipients and Group Living Residents (NYC)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3035-S NYC	Food Stamp Application for SSI Recipients and Group Living Residents (NYC) (Spanish)	07/95 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3035A	How to Apply for Food Stamps If You... · Are Applying for SSI · Are Getting SSI · Are Living in A Group Home and Your Rights and Responsibilities If You Are Applying For Food Stamps Under Any Of These Conditions	11/94	95 INF-39	10/26/95
DSS-3035A-S	How to Apply for Food Stamps If You... · Are Applying for SSI · Are Getting SSI · Are Living in A Group Home and Your Rights and Responsibilities If You Are Applying For Food Stamps Under Any Of These Conditions (Spanish)	11/94	95 INF-39	10/26/95
DSS-3087	Application/Recertification for the Guide Dog Program (Xeroxed Upon Request)	06/95	95 INF-53	12/19/95
DSS-3097	Cover Letter for the DSS- 3087	06/95	91 INF-53	12/19/95

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-3151	Food Stamp Change Report Form	05/95	95 INF-26	08/03/95
DSS-3151-S	Food Stamp Change Report Form (Spanish)	05/95	95 INF-26	08/03/95
DSS-3174	Recertification (Upstate)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3174-S	Recertification (Upstate) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3174 NYC	Recertification (NYC)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3174-S NYC	Recertification (NYC) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
DSS-3668	Shelter Verification Form	11/95	95 INF-16	04/28/95
DSS-3961	Food Stamp Budget Narrative	07/95	96 INF-03	01/09/96
DSS-4000	Application for Social Security Card	09/95	-----	-----
DSS-4148A	What You Should Know About Your Rights and Responsibilities	01/95	95 INF-46	11/28/95
DSS-4148A-S	What You Should Know About Your Rights and Responsibilities (Spanish)	01/95	95 INF-46	11/28/95
DSS-4148B	What You Should Know About Social Services Programs	01/95	95 INF-46	11/28/95
DSS-4148B-S	What You Should Know About Social Services Programs (Spanish)	01/95	95 INF-46	11/28/95
DSS-4148C	What You Should Know if You Have An Emergency	01/95	95 INF-46	11/28/95
DSS-4148C-S	What You Should Know if You Have An Emergency (Spanish)	01/95	95 INF-46	11/28/95
DSS-4230	Conciliation Notification	03/95	-----	-----

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-4230-S*	Conciliation Notification (Spanish)	03/95	-----	-----
DSS-4231	Option To End Your Sanction	09/95	96 INF-5	01/19/96
DSS-4231-S*	Option To End Your Sanction (Spanish)	09/95	96 INF-5	01/19/96
DSS-4310	Quarterly Report	06/95	95 INF-51	2/15/95
DSS-4310A	Follow-up to the Quarterly Report (Upstate)	06/95	95 INF-51	12/15/95
DSS-4310A-S *	Follow-up to the Quarterly Report (Upstate) (Spanish)	06/95	95 INF-51	12/15/95
DSS-4310A (NYC)	Follow-up to the Quarterly Report (NYC)	06/95	95 INF-51	12/15/95
DSS-4310A-S (NYC)	Follow-up to the Quarterly Report (NYC) (Spanish)	06/95	95 INF-51	12/15/95
DSS-4314	Food Stamp Household Composition Desk Guide	04/95	95 INF-48	12/12/95
DSS-4394	CNS Code Cards	06/95 10/95	----- -----	----- -----
DSS-4403	Determination of Eligibility for Emergency Assistance to Families (EAF)	10/94	95 INF-04	02/10/95
Pub. 1301	How to Complete the Application (Upstate)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1301-S	How to Complete the Application (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1301 NYC	How to Complete the Application (NYC)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1301-S NYC	How to Complete the Application (NYC) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1313	How to Complete the Recertification (Upstate)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95

	<u>Revised Forms</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
Pub. 1313-S	How to Complete the Recertification (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1313 NYC	How to Complete the Recertification (NYC)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95
Pub. 1313-S NYC	How to Complete the Recertification (NYC) (Spanish)	07/94 04/95	95 INF-08 95 INF-29	03/21/95 08/22/95

III. OBSOLETE FORMS

	<u>Obsoleted Forms</u>	<u>Last Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF LCM Date</u>
DSS-3590	Division of Economic Security #10 Window Envelope With Permit	10/92	-----	-----
DSS-3591	Division of Economic Security #9 Window Envelope	02/89	-----	-----
DSS-4159	JOB Readiness Evaluation	01/91	95 INF-49	12/15/95

IV. REVISED CLIENT NOTICES

	<u>Revised Client Notices</u>	<u>Revision Date</u>	<u>ADM/INF/ LCM #</u>	<u>ADM/INF/ LCM Date</u>
DSS-4002	Notice of Acceptance/Denial of Req. for Assistance to Meet an Immediate Need	09/94	95 INF-24	08/01/95
DSS-4002-S *	Notice of Acceptance/Denial of Req. for Assistance to Meet an Immediate Need (Spanish)	09/94	95 INF-24	08/01/95

VI. HEAP REVISED FORMS

Information on the following revised Home Energy Assistance Program (HEAP) forms was provided to all the local districts at their 1995-96 HEAP Training sessions.

	<u>HEAP Forms</u>	<u>Revision Date</u>
DSS-3421	HEAP Application	06/95
DSS-3421-S *	HEAP Application (Spanish)	06/95
DSS-3594	HEAP Budget Worksheet	06/95
DSS-3862	Heap Desk Guide	06/95

VII. HEAP OBSOLETE FORMS

	<u>HEAP Obsoleted Forms</u>	<u>Revision Date</u>
DSS-3788	Home Energy Fair Practices Act (HEFPA) Guide	09/86

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance