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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 97 INF-12

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: September 10, 1997

SUBJECT: Revision of the Quarterly Report (DSS-4310) and the
 Follow-Up to the Quarterly Report (DSS-4310A) and
 (DSS-4310A NYC)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Services Directors
 WMS Coordinators
 Corrective Action Coordinators
 CAP Coordinators
 Forms Coordinators
 Staff Development Coordinators

CONTACT PERSON: Bob Gullie (AV1060)
 1-800-343-8859, extension 4-6055

ATTACHMENTS: Attachment I - DSS-4310: "Quarterly Report" (4/97) -
 not available on-line
 Attachment II - DSS-4310A: "Follow-Up to the Quarterly
 Report (4/97)
 not available on-line
 Attachment III - DSS-4310A NYC: "Follow-Up to the
 Quarterly Report" (4/97)
 (New York City) - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 ADM-9	95 INF-51	387.17 (d)		PASB	92 LCM-175
95 INF-19	94 INF-13			V-E-4	GIS 93 ES/ DC003;
94 INF-13	94 INF-47			FSSB	ES/DC005;
94 INF-47				XIII-A-5	ES/DC008 and GIS 96
95 INF-51				MARG	TA/DC045
				p. 8.3	

I. PURPOSE

The purpose of this release is to introduce the revised mandated forms used for the Quarterly Reporting process:

DSS-4310: "Quarterly Report"
DSS-4310A: " Follow-Up to the Quarterly Report" (Upstate)
DSS-4310A NYC: " Follow-Up to the Quarterly Report" (NYC)

The forms were revised to collect the number of hours per month of employment in order to:

A. meet the new Federal Temporary Assistance for Needy Families (TANF) reporting requirements

and

B. monitor monthly employment requirements of individuals subject to Able Bodied Adults Without Dependents (ABAWD) rules (See GIS 96 TA/DC045)

II. WHO IS SUBJECT TO QUARTERLY REPORTING

All Public Assistance (PA), including Child Assistance Program (CAP), cases and Non-Public Assistance/Food Stamp (NPA/FS) cases with earned income are subject to the Quarterly Reporting process except for:

Public Assistance

TEAP cases

Food Stamps

NPA/FS cases with SSI income

NPA/FS seasonal and migrant households

PA/FS migrant households

NPA/FS self-employed individuals budgeted on an annualized basis

NPA/FS individuals who reside in group living arrangements

FS/Mixed households where the only earned income belongs to the NPA member.

III. REVISIONS TO THE FORMS USED FOR THE QUARTERLY REPORTING PROCESS

The revisions to the Quarterly Reporting process forms and their Spanish versions are listed below:

A. DSS-4310: "QUARTERLY REPORT"

1. GENERAL - The Revision Date on every PLY was changed to 4/97.

2. PLY 1 (FRONT) -

a. To comply with some new postal requirements:

1. The word "PRESORTED" was removed from the mailing stamp box in the upper right hand corner of this ply
2. The words "RETURN SERVICE REQUESTED" were substituted for "DO NOT FORWARD" on the upper left hand side of this PLY.

3. PLY 2 (FRONT) -

a. A new, seventh, general instructions was added that reads:

If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

b. The new 7th instruction that was added to the English "General Instructions" section was also added to the corresponding Spanish "General Instructions" section.

4. PLY 3 (FRONT) -

a. For Question 1, The following instruction was added below the examples of income:

If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

b. An additional box after the "How Much" box was added to accommodate 4 rows and three columns with the following:

Title of the new box reading:

NUMBER OF HOURS worked for each month of the "REPORT QUARTER"

Headers for each of the 3 columns reading from left to right:

Column 1: MOST RECENT MONTH of the Quarter

Column 2: 2nd MONTH of the Quarter

Column 3: 1st MONTH of the Quarter

5. PLY 4 (FRONT) SPANISH -

All changes that were made to the English text on PLY 3 FRONT were also made to the corresponding Spanish text on Ply 4 FRONT.

B. DSS-4310A: "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE) and
DSS-4310A NYC: "FOLLOW-UP TO THE QUARTERLY REPORT" (New York City)

1. GENERAL - The Revision Date on the FRONT and REVERSE were changed to 4/97.

2. FRONT -

a. A new, seventh, general instructions was added that reads:

If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

b. For Question 1, The following instruction was added below the examples of income:

If someone is working, you must indicate the number of hours worked for each month of the "REPORT QUARTER".

c. An additional box after the "How Much" box was added to accommodate 4 rows and three columns with the following:

Title of the new box reading:
NUMBER OF HOURS worked for each month of the "REPORT QUARTER"

Headers for each of the 3 columns reading from left to right:

Column 1: MOST RECENT MONTH of the Quarter

Column 2: 2nd MONTH of the Quarter

Column 3: 1st MONTH of the Quarter

IV. CNS IMPLICATIONS

The electronic copies of the DSS-4310A: "Follow-Up to the Quarterly Report" have also been revised and will be in place for PA and/or FS Quarterly Reporting closing reason codes (E50-E54, N51 and N53) in July, 1997.

V. DISTRIBUTION OF QUARTERLY REPORTING PROCESS FORMS

A. DSS-4310 "QUARTERLY REPORT"

The printed 4/97 Quarterly Report (DSS-4310) is scheduled to be delivered to the Upstate (Albany) warehouse in June 1997 and will be used for the June 1997 production run. In those limited instances where your district manually uses the DSS-4310, be sure to order the revised 4/97 version. Upon receipt of the revised 4/97 form, all previous versions should be destroyed.

- B. DSS-4310A "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE)
DSS-4310A NYC "FOLLOW-UP TO THE QUARTERLY REPORT" (NEW YORK CITY)
DSS-4310A-S NYC "FOLLOW-UP TO THE QUARTERLY REPORT" (NYC) (SPANISH)

The revised 4/97 versions of the Follow-Up to the Quarterly Report, (DSS-4310A, DSS-4310A NYC and DSS-4310A-S NYC) are expected to be delivered to the Upstate (Albany) Warehouse and HRA (New York City) Warehouse in July 1997. Distribution of the Upstate form (DSS-4310A) to the local districts will begin upon receipt of the forms in Albany.

Your district will automatically receive supplies of the Follow-Up to the Quarterly Report forms based on previous ordering practices. The existing (6/95) versions of the DSS-4310A, DSS-4310A NYC and DSS-4310A-S NYC are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once shipments of the new forms have been received.

- C. DSS-4310A-S: "FOLLOW-UP TO THE QUARTERLY REPORT" (UPSTATE) (SPANISH VERSION) (CAMERA READY COPY)

The Spanish upstate version of the DSS-4310A is not printed, but a clear, 4/97 master copy will be available to those districts who may need to photocopy it.

VI. IF ADDITIONAL SUPPLIES OF THE QUARTERLY REPORTING PROCESS FORMS ARE NEEDED

Future requests for the DSS-4310, DSS-4310A (Upstate), the Spanish Board for DSS-4310A-S (Upstate), the DSS-4310A NYC (New York City) and the Spanish printed form DSS-4310A-S NYC (New York City) should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

New York State Department of Social Services
Bureau of Forms and Print Management
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance