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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 98 INF-11

TO: Commissioners of  
 Social Services

DIVISION: Temporary  
 Assistance

DATE: August 14, 1998

SUBJECT: Revision to Public Assistance ABEL Budget Narratives  
 (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (Rev. 12/97)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Forms Coordinators  
 Staff Development Coordinators

CONTACT PERSON: Region I-(518) 473-0332; Region II-(518) 474-9344;  
 Region III-(518) 474-9307; Region IV-(518) 474-9300;  
 Region V-(518) 473-1469; Region VI-(212) 383-1658

ATTACHMENTS: Attachment I - DSS-3951: Public Assistance Budget  
 Benefit Narrative - not available  
 on-line  
 Attachment II - DSS-3952: Public Assistance Excess  
 Gross Income Narrative - not  
 available on-line  
 Attachment III - DSS-3953: Public Assistance Excess  
 Net Income Narrative - not  
 available on line  
 Attachment IV - DSS-3954: Public Assistance Lump  
 Sum Ineligibility Narrative - 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-20	92 INF-37	355.1(a)(3)		<u>PASB</u>	
88 ADM-37		355.3(a)(1)		VI-B-all	
81 ADM-55		358.9(b)		VI-D-all	
92 INF-37		387.20(b)		XII-C-all	
89 INF-53					

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The purpose of this release is to introduce the revised (12/97) Public Assistance ABEL Budget Narratives:

- DSS-3951: Public Assistance Budget Benefit Narrative
- DSS-3952: Public Assistance Excess Gross Income Narrative
- DSS-3953: Public Assistance Excess Net Income Narrative
- DSS-3954: Public Assistance Lump Sum Ineligibility Narrative

As mandated by 88 ADM-37, upstate local districts are required to provide a copy of the appropriate printed Public Assistance ABEL Budget Narrative to a public assistance applicant or recipient whenever a copy of their public assistance ABEL budget is presented to them.

The primary revision included in the 12/97 versions reflects welfare reform changes and in particular, the change in the earned income disregard.

Listed below is a detailed summary of all the changes which were incorporated into this revision.

I. DSS-3951

- A. The revision date was changed to (12/97).
- B. The PA Budget Screen section at the top of the page was updated to accurately reflect the existing computer screens.
- C. In Section 1, the last sentence was deleted because people who are sanctioned can be included in the case count.
- D. Under Section 2, the "supplemental child care" sentence was deleted.
- E. In Section 4:
  - 1. In the second sentence, the word "except" was changed to "however" and before the word "noted", "is" was added.
  - 2. The third and fourth sentences were changed to read:

The top two lines of Section 4 contain coded information about which case member receives income (LN), if there is a work deduction (301 and 30M), the source of the income (SRC), how often the income is received (FRQ) and if the job is full or part time (D).
  - 3. The "CH Care" instructions were changed to read:

This field is only for budgets prior to 10-01-97. It reflects a formerly allowable deduction to persons who paid child care so that they could work.
  - 4. "\$30 & 1/3 - \$30" was changed to "DISREGARD" and "for a limited period of time" was deleted from the explanation.

II. DSS-3952

- A. The revision date was changed to (12/97).
- B. The PA Budget Screen section at the top of the page was updated to accurately reflect the existing computer screens.
- C. The first paragraph under the PA Budget Screen was changed to read:

THE PUBLIC ASSISTANCE (PA) BUDGET ABOVE SHOWS HOW FINANCIAL DATA HAS BEEN USED TO CALCULATE YOUR INELIGIBILITY FOR PUBLIC ASSISTANCE. A PA HOUSEHOLD IS NOT ELIGIBLE FOR A GRANT IN A MONTH IN WHICH THE HOUSEHOLD'S TOTAL GROSS INCOME EXCEEDS THE GROSS LIMIT. ALL ENTRIES ARE PER MONTH. THE LAST TWO NUMBERS OF ANY NUMBER AMOUNT ARE CENTS. YOUR CASE HAS BEEN DENIED, TERMINATED OR SUSPENDED BECAUSE YOUR GROSS COUNTABLE INCOME EXCEEDS THE GROSS INCOME LIMIT.

- D. In Section 1, the last sentence was deleted because people who are sanctioned can be included in the case count.
- E. Under Section 2, the "Supplemental Child Care" sentence was deleted.
- F. Section 6, was changed to read:

This is a summary of Sections 2, 3, and 4. The amount next to "GROSS LIMIT" is the allowable Gross Income Limit for your family size. "TOTAL INC" is the sum of Sections 3 and 4. "CD/AMT" shows the Code "S" for surplus and the amount by which the total income exceeds the Gross Income Limit.

III. DSS-3953

- A. The revision date was changed to (12/97).
- B. The PA Budget Screen section at the top of the page was updated to accurately reflect the existing computer screens.
- C. In Section 1, the last sentence was deleted because people who are sanctioned can be included in the case count.
- D. Under Section 2, the "supplemental child care" sentence was deleted.
- E. In Section 4:
  - 1. In the second sentence, the word "except" was changed to "however" and before the word "noted", "is" was added.

2. The third and fourth sentences were changed to read:

The top two lines of Section 4 contain coded information about which case member receives income (LN), if there is a work deduction (301 and 30M), the source of the income (SRC), how often the income is received (FRQ) and if the job is full or part time (D).

3. The "CH Care" instructions were changed to read:

This field is only for budgets prior to 10-01-97. It reflects a formerly allowable deduction to persons who paid child care so that they could work.

4. "\$30 & 1/3 - \$30" was changed to "DISREGARD" and "for a limited period of time" was deleted from the explanation.

IV. DSS-3954

- A. The revision date was changed to (12/97).
- B. The PA Budget Screen section at the top of the page was updated to accurately reflect the existing computer screens.
- C. In Section 1, the last sentence was deleted because people who are sanctioned can be included in the case count.
- D. In Section 4:
  1. In the second sentence, the word "except" was changed to "however" and before the word "noted", "is" was added.
  2. The third and fourth sentences were changed to read:

The top two lines of Section 4 contain coded information about which case member receives income (LN), if there is a work deduction (301 and 30M), the source of the income (SRC), how often the income is received (FRQ) and if the job is full or part time (D).
  3. The "CH Care" instructions were changed to read:

This field is only for budgets prior to 10-01-97. It reflects a formally allowable deduction to persons who paid child care so that they could work.
  4. "\$30 & 1/3 - \$30" was changed to "DISREGARD" and "for a limited period of time" was deleted from the explanation.

Delivery of the revised Public Assistance ABEL Budget Narratives to the Albany Warehouse is expected in September, 1998. Your district will not automatically receive copies.

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous versions until your stocks are depleted, or until November, 1998, whichever occurs first. Reorders of these forms will be filled with 12/97 versions.

Local Equivalent Forms - All requests for approval of local equivalent forms 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.

Future requests for any of these forms should be submitted on Form DSS-876(Rev.2/96): "Request for Forms or Publications", and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

Questions concerning ordering forms should be directed to the Document Services by calling 1-800-343-8859, ext. 4-2702.

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Patricia A. Stevens  
Deputy Commissioner  
Division of Temporary Assistance