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Informational Letter

Section 1

Transmittal:	02 INF 20
To:	Local District Commissioners
Issuing Division/Office:	Division of Program Support & Quality Improvement
Date:	July 11, 2002
Subject:	New Statewide "Common Application", LDSS - 2921 Statewide (Rev.5/02) New Statewide "How To Complete" publication ,PUB - 1301 Statewide (Rev. 5/02)
Suggested Distribution:	Temporary Assistance Food Stamp Directors Medical Assistance Directors Director of Services CAP Coordinators Staff Development Coordinators Child Support Enforcement Coordinators Employment Coordinators Forms Coordinators WMS Coordinators
Contact Person(s):	John Paolucci, Assistance Division Director (518) 474-1683
Attachments:	Attachment 1 - LDSS-2921 Statewide (Rev.5/02) Attachment 2 - PUB. 1301 Statewide (Rev. 5/02)
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
85 ADM-38 89 INF-53 95 INF-8 95 INF-29 01 INF 22	95 INF-29 95 INF-8	350.4 351.21 360.1 369.1 369.4 387.6 387.17 404.1		<u>PASB</u> <u>III-E,</u> <u>III-H,</u> <u>V-B-1, V-C</u> <u>FSSB</u> <u>IV-E-2, IV-F</u> <u>IV-E-5, VI-A</u> <u>MARG</u> p. 364	95 ADM-1

Section 2

I. Purpose

This INF introduces the following new “Statewide” mandated forms:

- LDSS 2921 Statewide Common Application
- PUB 1301 Statewide “How to Complete”.

II. Background

Previously, there were two separate and distinct versions of these forms:

- For Upstate, the LDSS 2921 (Rev. 8/01) and PUB 1301 (Rev. 8/01)
- For New York City, the LDSS 2921 NYC * (Rev. 4/96) and PUB 1301 NYC (Rev. 4/96).

Since the actual differences between the Upstate and New York City versions were minimal, a Workgroup was established to combine both versions into one Statewide “Common Application” and associated “How to Complete”. In addition, many enhancements were made to improve the forms’ functionality.

III. Major “Application” and “How To” revisions

The following are the major revisions incorporated into the new forms:

General

- Some of the changes listed in this INF may already have been introduced with the 8/01 versions of the upstate LDSS-2921 and Pub-1301”.
- Districts are encouraged to use the DOH-4220: "Access NY Health Care, Family Health Plus, Child Health Plus, Medicaid, PCAP, WIC" application for individuals under age 65 living in the community and applying ONLY for health insurance, including Medicaid, at the district. See 01 OMM/ADM-6 for more details concerning the DOH-4220.
- The “Certification Guide for Public Assistance, Medical Assistance and Food Stamps” (DSS-3570) was incorporated into the common application at the appropriate topic areas. The use of the statewide common application/certification guide does not require the separate completion of the DSS-3570.
- Added a “WHAT IS YOUR PRIMARY LANGUAGE” box on Page 1, Section 2 of the application.
- The small font, red printed numbers located on the right side of some boxes of the application (first appearance Page 1, Section 5), are for internal State use only and should be ignored.

Temporary Assistance

- In order to facilitate federal reporting requirements, Race/Ethnic Affiliation codes were added to the household composition section (6) of the statewide common application.

- A new section (12) to collect information on absent children was added.
- The Certification/Recertification Checklist was incorporated into the statewide common application on Page 12. The addition of the Certification/Recertification Checklist questions to the “Other Information” section (22) the statewide common application has eliminated the need to provide TA applicants with the checklist at application.
- The program names throughout the statewide application were changed from Aid To Dependent Children (ADC) to Family Assistance (FA) and from Home Relief (HR) to Safety Net Assistance (SNA).
- The Social Security Number section on Page 14 was expanded as the “Privacy Act Statement” section (23).

Food Stamp Benefits

- The “Citizenship/Alien” section on Page 4 was changed substantially so that FS recipients would be able to list household members and their status without certifying that their status is acceptable.
- On Page 2, the “Purchase and Prepare” question for FS was modified to read “... buy food **or** prepare meals with you”.
- On Page 6, the following was added as an Income entry: “Foster Care Payments (Received)”. Corresponding language was added to the Pub. 1301.
- On Page 12, the present and past assistance questions were modified.
- On Page 14, the “Non-Discrimination” notice was expanded to include joint HHS/USDA language.
- The FS Penalty Warning section on Page 15 was expanded to include additional penalties authorized by recent USDA regulations.
- Throughout the LDSS-2921, the data entry boxes were modified to accommodate both upstate and downstate systems.

Medical Assistance

- The "Medicare Buy-In" program has been changed to the "Medicare Savings Program".
- A statement concerning the "Release of Information for the Early Intervention Program" was added to Section (26) under "Assignments, Authorizations and Consents".
- The language in portions of Section 8 and 9 of the Pub. 1301 Statewide: “How To Complete the Temporary Assistance (TA) – Medical Assistance (MA) - Medicare Savings Program (MSP) – Food Stamp Benefits (FS) – Services (S) – Child Care Assistance (CC) Application” regarding citizenship/alien status have been revised to reflect the policy changes implemented in order to comply with a recent decision by the New York State Court of Appeals, Alessia, et al v. Novello.

Child Care Assistance

- In order to facilitate federal reporting requirements, Race/Ethnic Affiliation codes were added to the household composition Page 3 Section 6 of the application. Each person applying for child care assistance is required to complete this section. If an applicant fails to complete this section, the district must fill it out based on observation. Reporting of this data will be supported by WMS in the future.
- Citizenship/Alien Status information must be obtained for the child(ren) receiving child care assistance. The applicant must complete and sign the written certification of citizenship or satisfactory immigration status on Page 4, Section 9 of the application.

Foster Care and Other Services

- On Page 2, while it is not a requirement for receipt of all Services, the social security number should be collected to allow for applicants to receive all services for which they may otherwise qualify. If the requested service is Foster Care, the social security number for only the child for whom foster care is being requested is necessary.
- On Page 3, the race/ethnic affiliation is required to be completed for Foster Care, only for the children for whom foster care is being requested. If the applicant does not complete this section, the worker may do so by observation. For other Services, this information is not required, but failure to include such information may result in not being able to provide the service, depending upon the source of the funds being used and the requirements attached to those funds.
- On Page 4, there is a continued requirement for certification of citizenship/alien status information. For Foster Care, certification is required only for the children for whom foster care is being requested. For other Services, this information is not required, but failure to include such information may result in not being able to provide the service, depending upon the source of the funds being used and the requirements attached to those funds.

IV. Forms Implications

Both Upstate districts and NYC will automatically receive supplies of the new, Statewide, 5/02 versions of LDSS-2921: “Common Application” and the new, Statewide 5/02 version of the PUB.1301: “How to Complete”.

Upon receipt of the 5/02 versions of these forms, the following forms should be destroyed:

Upstate:

- LDSS-2921: “Common Application” (Rev.8/01)
- PUB.1301: “How to Complete” (Rev. 8/01)

NYC:

- LDSS-2921NYC*: “Common Application” (Rev.4/96) (NYC)
- PUB.1301NYC: “How to Complete” (Rev. 4/96)

Any future requests for printed copies of the (Rev. 05/02) versions of LDSS 2921 Statewide and PUB 1301 Statewide should be submitted on an OTDA-876 (Rev. 6/98): “Requests For Forms or Publications” form, 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 Document Services at 1-800-343-8859, Ext. 2-0164.

In addition, electronic PDF versions of the (Rev 05/02) LDSS 2921 Statewide and the PUB 1301 Statewide will be posted on the OTDA Intranet Home Page, LDSS E-Forms link.

V. Additional Information

Because these documents provide current program and policy information as well as mandated legal information, comments on the format and content of these booklets are always welcomed. Comments received will be pended and considered at the next printing of these forms.

Comments may be forwarded to:

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