



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Brian J. Wing
Commissioner

Informational Letter

Section 1

Transmittal:	02 INF 33
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance; Office of Medicaid Management
Date:	November 1, 2002
Subject:	Receipts for Recipients Who Drop Off Documentation
Suggested Distribution:	Temporary Assistance Directors Food Stamp Directors WMS Coordinators Staff Development Coordinators Medical Assistance Directors
Contact Person(s):	DTA Central Regional Team at 1-800-343-8859, extension 4-9344 For Medical Assistance: Upstate Regional Representative at (518) 474-8216; New York City Representative at (212) 268-6855
Attachments:	Suggested Copy of Receipt Attached
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.
None	None	354.2 600.6(a)	None	None	None

Section 2

I. Purpose

The purpose of this release is to strongly encourage local districts to provide a receipt to applicants/recipients who drop off documentation at a local district for their worker.

II. Background

18 NYCRR 600.6(a) requires districts to maintain basic fiscal records for each person who applies for or is determined eligible for TA, Medicaid or services. Part of this record includes evidence to support the timely reporting of information. This includes copies of receipts provided to applicants and recipients of TA, Medicaid or services showing that required documentation/verification was submitted in a timely fashion. The need for an accurate accounting process is also supported by 18 NYCRR 354.2: districts are required to maintain a clear and accurate account of the district's provision of assistance and care.

When applicants/recipients drop off documentation for their case records, districts often will only issue a receipt to an applicant/recipient upon request. Although some districts have established a policy of always providing a receipt when documentation is dropped off, not all have. Not providing a receipt has caused problems when documentation is lost or misplaced in the agency. Applicants/recipients are penalized for failure to provide the documentation and they have no evidence to prove that they did drop it off at the agency.

III. Program Implications

Upon receiving documentation from an applicant/recipient, the social services official should issue a county designed receipt to the applicant/recipient. The receipt should have the time, date, county name, list of documentation that is being dropped off at the agency, the name of the applicant/recipient, the name of the social services official who is issuing the receipt and the name of the social services official who will be receiving the documentation.

A sample receipt is attached to this release.

Issued By

Name: Patricia A. Stevens

Title: Deputy Commissioner

Division/Office: Division of Temporary Assistance

And

Name: Kathryn Kuhmerker

Title: Deputy Commissioner

Office of Medicaid Management