

NOTICE DATE:		NAME AND ADDRESS OF AGENCY/CENTER OR DISTRICT OFFICE		
CASE NUMBER	CIN NUMBER			
CASE NAME (And C/O Name if Present) AND ADDRESS				
		GENERAL TELEPHONE NO. FOR QUESTIONS OR HELP _____		
		OR Agency Conference _____		
		Fair Hearing information and assistance _____		
		Record Access _____		
		Legal Assistance information _____		
OFFICE NO.	UNIT NO.	WORKER NUMBER	UNIT OR WORKER NAME	TELEPHONE NUMBER

We are CHANGING your benefits as explained below and on PART B, next to the checked box(es) :

**SEE PART B FOR FOOD STAMP AND FAIR HEARING INFORMATION.**

**PUBLIC ASSISTANCE**

- REDUCE** your Public Assistance Benefit effective \_\_\_\_\_ from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.
- INCREASE** your Public Assistance Benefit effective \_\_\_\_\_ from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.
- [name(s)] \_\_\_\_\_ has been added to your case.
- We cannot add the following individuals to your case:
  - Name(s): \_\_\_\_\_ Reason(s) \_\_\_\_\_
  - Name(s): \_\_\_\_\_ Reason(s) \_\_\_\_\_
  - Name(s): \_\_\_\_\_ Reason(s) \_\_\_\_\_
  - Name(s): \_\_\_\_\_ Reason(s) \_\_\_\_\_
- CONTINUE** your Public Assistance Benefit unchanged at \$ \_\_\_\_\_.
- A **RECOUPMENT** at the rate of \_\_\_\_\_ percent (%) is being taken against your Public Assistance. If you believe the recoupment at this rate will cause your family an undue hardship, you should contact your worker to explain your reason. An undue hardship means that a person does not have enough income to eat, to pay for shelter or utilities, to get necessary clothing, to buy general items of need, or to pay for medical needs not covered by Medical Assistance. Your worker will let you know what kind of proof you will need to show that the recoupment at this rate will cause an undue hardship. If we decide that the recoupment will cause an undue hardship, the recoupment rate will be changed to a rate between 5 and 10%. The recoupment rate must be at least 5%. This decision is based on 18 NYCRR 352.31(d).
- DISCONTINUE** your Public Assistance grant effective \_\_\_\_\_.

The **REASON** for this action is \_\_\_\_\_

The above decision(s) is based on 18 NYCRR \_\_\_\_\_.

**MEDICAL ASSISTANCE**

- CONTINUE** the Medical Assistance coverage for [name(s)] \_\_\_\_\_ unchanged.
- CONTINUE** the Medical Assistance coverage for [name(s)] \_\_\_\_\_ pending the receipt of information necessary to decide continued eligibility. Please contact us no later than \_\_\_\_\_ at \_\_\_\_\_ so we can tell you the information we need.
- CONTINUE** the Medical Assistance coverage for [name(s)] \_\_\_\_\_ pending our review of eligibility. We will send you our decision within thirty days.
- REDUCE** the Medical Assistance coverage effective \_\_\_\_\_ for [name(s)] \_\_\_\_\_ from full coverage to coverage with a SPENDDOWN. Your total gross monthly income is \$ \_\_\_\_\_. Your total monthly deductions are \$ \_\_\_\_\_. The difference between these is your monthly net income for Medical Assistance. This is \$ \_\_\_\_\_. The allowable income standard for a family household your size is \$ \_\_\_\_\_. The difference between your net income and this standard (\$ \_\_\_\_\_) is your monthly excess income (18 NYCRR 360-4.8). The enclosed letter explains eligibility under the Excess Income Program and Optional Pay-In Program.
- DISCONTINUE** Medical Assistance for [name(s)] \_\_\_\_\_ effective \_\_\_\_\_ because \_\_\_\_\_.
- Medical Assistance coverage will continue under Transitional Medical Assistance (See attached Medical Assistance Fact Sheet).
- Medical Assistance coverage will continue until \_\_\_\_\_ due to receipt of/increase in child or spousal support payments.

The above decision(s) is based on 18 NYCRR \_\_\_\_\_.

**SERVICES** – If you are getting Social Services and lose your Public Assistance and Medical Assistance benefits, we will need to see if you still can get Social Services at your next scheduled recertification. This does not necessarily mean that you will no longer be able to get Social Services. At your recertification, we will do a redetermination to see if you can continue to get Social Services. If you have any questions, please contact your services worker or call the general phone number at the top of this notice.

**BE SURE TO READ THE BACK OF PART B FOR YOUR RIGHTS ON HOW TO APPEAL THIS DECISION.**

NAME:	ADDRESS:	CASE NUMBER:
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- Social Services can give you education and counseling about birth control and can assist you in getting medical care to help you plan for your desired family or to prevent unwanted pregnancies.  
Even if you are no longer eligible for Public Assistance or Medical Assistance, you may get information and education about family planning for up to 90 days from the date of your application.  
For further information, please contact your services worker or call the general phone number on the front of this notice.
- If you know of children under the age of 19 who do not have health care coverage, call 1-800-698-4543 to learn about Child Health Plus coverage.
- Regulations require that you immediately notify this Department of any changes in needs, income, resources, living arrangements or address.
- Although you may no longer be able to get Public Assistance, Food Stamp Benefits or Medical Assistance, you still may be able to get help with your heating costs by applying for the Home Energy Assistance Program (HEAP). You can get more information on HEAP by calling the general telephone number on the front page of this notice.

**SEE THE BACK OF PART B**

**FOR YOUR CONFERENCE AND FAIR HEARING RIGHTS.**