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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-15

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: March 16, 1990

SUBJECT: Revisions to "Notice of Acceptance/Denial of Request
 for Assistance to Meet an Immediate Need or Special
 Allowance" (DSS-4002)

SUGGESTED

DISTRIBUTION: Public Assistance Staff
 Fair Hearing Staff
 Staff Development Coordinators

CONTACT PERSON: Dottie O'Brien,
 Income Support Programs 1-800-342-3715, extension
 4-9323

ATTACHMENTS: Attachment I - DSS-4002: "Notice of Acceptance/
 Denial of Request for Assistance to Meet an
 Immediate Need or Special Allowance" (not available
 on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
86 ADM-7				PASB	89 LCM-219
89 ADM-6				IV-F-all	
89 ADM-21				XV-O-all	

The purpose of this release is to introduce revisions to the client notice "DSS-4002: Notice of Acceptance/Denial of Request for Assistance to Meet an Immediate Need or a Special Allowance" (12/89) (copy attached).

The reverse of the (2/89) version of the DSS-4002 did not inform the applicant of the right to request expedited processing of a fair hearing request or that the fair hearing request would be processed as soon as possible when the situation was serious. That notification has been included on the reverse of the revised version of the DSS-4002 (12/89).

The new DSS-4002 is expected to be delivered to this Department in March 1990. Your district will automatically receive supplies of these forms based on previous ordering practices. The existing 2/89 version of the DSS-4002 is made obsolete by the new 12/89 version, and all existing copies of the 2/89 version should be destroyed upon receipt of the 12/89 version.

Future requests for the DSS-4002 should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and sent to:

New York State Department of Social Services
Welfare Management System
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development

Questions concerning ordering forms should be directed to the Office of Systems Development (OSD) by calling 1-800-342-3715, extension 6-6223.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance