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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-46

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: November 4, 1992

SUBJECT: Revisions to Mandatory Client Notices

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 Family and Children Services Directors
 Corrective Action Coordinators
 Staff Development Coordinators
 Forms Coordinators

CONTACT PERSON: Maria Eckhardt
 1-800-342-3715, extension 4-6501

ATTACHMENTS: Attachment - Filing References - available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
See Attach- ment I		See Attach- ment I	See Attach- ment I	See Attach- ment I	See Attach- ment I

In June 1992, the telephone numbers used by clients to request a fair hearing in the Buffalo, Rochester and Syracuse areas were changed. In addition, the fair hearing phone number for Herkimer County clients was changed from the Albany area phone number to the Syracuse area phone number. The following client notices that are maintained by the Division of Economic Security and their Spanish versions were given a Revision Date of 6/92 and were changed to reflect the new phone numbers.

<u>Number</u>	<u>Title</u>
DSS-2425	Repayment of Interim Assistance Notice
DSS-3152	Action Taken on Your FS Case
DSS-3153	Continuing Your FS
DSS-3156	Notice of FS Overissuance
DSS-3620	Notice of Intent to Change FS Benefits (Timely and Adequate)
DSS-3621	Notice of Intent to Change FS Benefits (Adequate Only)
DSS-4002	Action Taken on Your Request for Assistance to Meet an Immediate Need or a Special Allowance
DSS-4004	Notice of Intent to Change PA Grant and/or FS Benefits and/or MA Coverage for Non-Compliance with Employment Related Requirements (Timely and Adequate)
DSS-4005	Notification of Employability and the Right to Contest
DSS-4013	Action Taken on Your Application: PA, FS and MA Coverage
DSS-4014	Action Taken on Your Recertification: PA, FS, MA Coverage and Services
DSS-4015	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)
DSS-4016	Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Adequate Only)
DSS-4017	Notice of Intent to Change FS Benefits (Timely and Adequate)
DSS-4018	Notice of Intent to Change FS Benefits (Adequate Only)
DSS-4050	FS Notice to Household of Disqualified Individual
DSS-4052	Notice of FS Overissuance Intentional Program Violation
DSS-4158	Home Relief Notification of Job Readiness and the Right to Contest

The new phone numbers are as follows:

Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans or Wyoming County: (716) 852-4868

Allegany, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne or Yates County: (716) 266-4868

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tompkins or Tioga County: (315) 422-4868

The phone number for the following counties remains unchanged:

Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton,
Greene, Hamilton, Montgomery, Nassau, Orange, Otsego, Putnam,
Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Suffolk,
Sullivan, Ulster, Warren, Washington or Westchester County:
(518) 474-8781

Since phone calls to the old western regional phone numbers will continue to be processed until April 1993, the 6/92 versions of these notices will not be printed until their next scheduled reprinting, or in January 1993, whichever occurs first. Your district will not automatically receive copies, but reorders will be filled with the 6/92 version as they become available.

As explained in 89 LCM-155, clear photocopied masters of the revised Spanish versions will be available to each district which requires Spanish notices. Districts will then reproduce the forms locally.

The restrictions on local equivalent notices contained on pages 10-11 of 89 ADM-21 continue to apply. No changes in the language of State-printed notices will be permitted. Any request for approval of local equivalent notices with format changes 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 the revised notices, as well as requests for the Spanish masters, should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and should be sent to:

New York State Department of Social Services
Welfare Management System
PO Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

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

Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-21		350.5, 351.22	SSL 22	<u>MARG</u>	GIS 89
89 ADM-8		351.23	SSL 366-a	pp. 378-387	MA007
89 ADM-6		352.31(d)			
88 ADM-4		355, 358-3.3,		<u>FSSB</u>	
87 ADM-4		360-2.4, 2.5,		Section	89 LCM-155
86 ADM-10		2.6, 6.4, 7.5		VI-A, B	89 LCM-22
86 ADM-7		369.6		VII-all	
85 ADM-45		387.14			
85 ADM-17		387.20		<u>PASB</u>	
82 ADM-55		505.14(b)(5)		Section	
82 ADM-5		(v), (viii),		VI-all	
81 ADM-55		(x)		<u>Local</u>	
80 ADM-90		385.3		<u>District</u>	
91 INF-57		385.14		<u>Manager's</u>	
90 INF-57				<u>Guide</u>	
89 INF-53				pp. 12-1	
88 INF-83				through	
88 INF-28				12-5	