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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 92 INF-49

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: November 25, 1992

SUBJECT: Introduction of Combined Recertification Form
 (DSS-3174) and Accompanying "How to Complete"
 Publication (Pub. 1313)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Medical Assistance Directors
 WMS Coordinators
 Corrective Action Coordinators
 Staff Development Coordinators
 Forms Coordinators

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

ATTACHMENTS: Attachment I - Listing of all attachments -
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-53	89 INF-53	350.4		PASB	GIS Message
85 ADM-38		351.21		III-H,	91 IM/DC027
		360.1		V-B-1, V-C	
		369.1		FSSB	
		369.4		IV-E-5,	
		387.6		V-E, VI-A	
		387.17		MARG	
		404.1		p. 368	
				p. 376	

I. PURPOSE

The purpose of this release is to notify local districts that the mandated DSS-3174: "Recertification Application" and the mandated DSS-3608: "Recertification Guide" have been reformatted, revised and combined into a single document. This document will be available for use by Upstate local districts in November 1992. In addition, the mandated Pub. 1313: "How to Complete ... Recertification" has been revised to correspond to the new single document and will also be available in November 1992.

II. BACKGROUND

The Recertification Application was first implemented in 1979. The Recertification Guide was first developed by an Eligibility Document Redesign Workgroup consisting of State and local district staff which met from 1983 through 1985. The Guide was implemented in August, 1985. In the Spring of 1989, another workgroup of State and local district staff met to revise the eligibility documents. At that time, the Recertification Application was expanded to six pages to mirror the DSS-2921: "Application". In addition, the Recertification Guide underwent a massive overhaul both in format and content. The new format featured a three-way comparison among the case record, the Recertification Application and the interview findings, and it attempted to highlight those areas most likely to change or cause quality control errors.

The new format caused a number of problems for local districts. Although the intent was to save examiners time during and after interviews and to reduce errors, it became apparent that, in many cases, completion of the form took more time.

In an effort to further the Department's mandate reduction initiatives and, as a result of a suggestion from Monroe County staff, a workgroup of Monroe County and Department staff was formed in July of 1990 to design a combined Recertification Application and Guide. After several meetings in Rochester with Monroe County staff, interviews with examiners and case reviews of recertifications and frequent discussions with program staff from the Department, a Test Recertification Form, along with a revised "How To Complete" Test Publication, was piloted in Monroe County. Wayne County DSS also entered the pilot and, after subsequent meetings with Monroe County DSS and Wayne County DSS staff, along with numerous interviews with examiners working with the documents, a revised version (6/91) was printed and again piloted.

The revised documents were introduced at NYPWA IM and MA meetings in the Fall of 1991 and the Spring of 1992. Since those meetings, 13 other local districts have also entered the pilot. Comments from many of these districts were incorporated into this newest version

(6/92) and, as before, comments and suggestions from meetings with Monroe and Wayne County DSS staff, interviews with examiners, case record reviews of recertifications of the same examiners reviewed prior to the pilot test and discussions with Department staff were also incorporated.

III. PROGRAM IMPLICATIONS

Attached is an overview of the program policy changes and format changes that were made to the 7/91 versions of the Recertification Application and "How to Complete" publication. Also, please note that the new DSS-3174 and Pub. 1313 will be printed in black ink, and the new DSS-2921: "Application" and Pub. 1301: "How to Complete", which will be revised in the fall, will be printed in dark green ink.

IV. NECESSARY ACTION

Upon receipt of both the DSS-3174 (6/92) and the Pub. 1313 (6/92), Upstate local districts should immediately implement the use of these forms for all PA, FS and MA non-chronic care recertifications.

NOTE: These documents are to be used only at Recertification. They cannot be used at Certification since they do not contain all the necessary information for an initial eligibility determination.

To complement these forms, the Division of Health and Long Term Care is developing a Recertification document for single individual Chronic Care and Chronic Care spousal cases, when there are no dependent family members. This document will be similar to the new DSS-3174: "Recertification" except that it will only be four pages. It will be introduced by the Division of Health and Long Term Care in a future Informational Letter. Districts should continue to use the brown DSS-3174: "Recertification" (Rev. 7/91), the yellow DSS-3617: "Chronic Care Recertification Guide" (Rev. 5/85) and the brown Pub. 1313: "How To Complete" (Rev. 7/91) until the new chronic care recertification form is developed.

SINCE THE RECERTIFICATION FORMS AND PUBLICATIONS MAY NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL THE NEW PUBLICATIONS ARE DELIVERED BEFORE ANY NEW RECERTIFICATION FORMS ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW RECERTIFICATION FORMS BE HANDED OUT WITH THEIR NEW PUBLICATIONS. THE SAME APPLIES TO THE SPANISH VERSIONS.

New York City will continue to use the 7/91 (brown) versions of the DSS-3174 and Pub. 1313 until revised versions of these forms, specifically formatted for New York City, are available in January, 1993.

V. ADDITIONAL INFORMATION

The new (6/92) versions of these documents are expected to be delivered to the State (Albany) Warehouse in November 1992. Distribution of these documents to the Upstate counties will begin upon receipt of the forms in Albany.

Your district will automatically receive supplies of these documents based on previous ordering practices. The existing (7/91) DSS-3174 and Pub. 1313 are made obsolete by the new versions. All existing copies of the old versions must be destroyed once your shipments of new publications and recertification forms have been received, except for those used to recertify MA-only Chronic Care recipients. The same applies to the Spanish versions. In addition, the pilot versions of these new forms, the DSS-3174/3608 TEST (6/91) and the Pub. 1313 TEST (6/91), currently being used by a number of local districts, are now obsolete and should be destroyed once your shipments of new applications and publications have been received.

Once Upstate districts receive their shipments of both the new combined Recertification Application/Guide and its "How to Complete", all supplies of the DSS-3608: "Recertification Guide" should also be destroyed, since it will then be permanently obsolete.

Requests for Spanish versions and future requests for English documents 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

Listing of All Attachments

- Attachment II - Overview of Revisions to the DSS-3174: "Recertification" and the Pub. 1313: "How To Complete ... Recertification" - available on-line.
- Attachment III - DSS-3174: "Recertification" (Rev. 6/92) - not available on-line.
- Attachment IV - Pub. 1313: "How to Complete ... Recertification Application" (Rev. 6/92) - not available on-line.

Overview of Revisions to the
DSS-3174: "Recertification" and the
Pub. 1313: "How To Complete...Recertification"

I. DSS-3174: "RECERTIFICATION"

A. General

1. The document was reformatted widthwise and was expanded to 14 pages.
2. On most pages, there is a "white" area for the recipient to complete and a "shaded" area for the examiner to complete or to make notations in.
3. In the shaded areas, three types of examiner "prompts" were added when appropriate:
 - a. Documentation boxes, indicating the most typical types of documentation needed for the topics being addressed on that page
 - b. Referral boxes, indicating the most typical referrals made in relation to the topics being addressed on that page
 - c. Consider boxes, which include short reminders concerning areas most likely to change or which have historically caused quality control errors.

B. Page 1

1. Space for the PA/MA, MA and FS Authorization Periods to be entered was added.
2. The "Spanish Indicator" recipient question for Spanish notices was added. This question will also be on the DSS-2921: "Application" at the next revision.
3. Six recipient questions covering the most common changes at recertification were added to the bottom of the page.

C. Page 2 - Household Composition

1. Five new recipient questions regarding non-resident State charge issues were added.
2. In the shaded area, in addition to the other examiner prompts, a reminder box was added for the completion of citizenship/alien status for any new members.

D. Page 3 - Citizenship/Alien Certification

1. Due to another federal change in citizenship/alien status attestation for Food Stamps, the citizenship/alien selection boxes and Alien Number boxes were separated from the signature/certification section.
2. A qualifier for an undocumented alien applying only for Emergency Assistance to Families With Children was added.

E. Page 4 - Absent Parent/Child Support/Medical Support

Due to the importance of correct ADC eligibility determination and obtaining complete child support and medical support information, an entire page was designed to capture the necessary information, including examiner prompts on "Deprivation Factor", "How Documented" and "Joint Custody".

F. Page 5 - Medical

1. The Medical page was moved towards the front to allow for a quicker MA categorical determination.
2. Space and questions were added to assist in determining if the recipient is SSI-related.

G. Page 6 - Shelter

1. Additional recipient questions regarding landlord information and types of housing were added;
2. In the shaded section, in addition to the examiner prompts, examiner matrices for calculating shelter costs and shelter-related expenses were added.

H. Page 7 - Unearned Income

1. The Income questions were split into an "Unearned Income" page and an "Employment" page.
2. Instead of listing all possible types of income, and requiring the recipient to check "Yes" or "No" to 25 items, the most common Unearned Income sources were listed with checkboxes. In addition, a "floating box" for both the recipient and examiner to refer to was added as a reminder of other types of possible Unearned Income.

I. Page 8 - Employment

1. The Employment questions were expanded to include health insurance from an employer.

2. In the shaded section, in addition to the examiner prompts, a "Wage Information" box and a section on "Child Care Supplement" were added.

J. Page 9 - Training

1. Additional training questions, including the type of work recipients would like to do and which children are under 16 and in school were added.
2. In the shaded section, in addition to the examiner prompts, a variety of questions were added, including the designation of head of household for Food Stamp Employment and Training.

K. Pages 10 and 11 - Resources

1. The resource information was expanded to two pages to provide ample space for both the recipient and examiner.
2. As with the income section, the types of resources listed were limited to the most common types, and a floating box with other types of possible resources was added.
3. In the shaded section, in addition to the examiner prompts, shaded examiner boxes for life insurance and NADA motor vehicle information were added. Questions reinforcing close examination of frequently changing resources and resource situations were also added.

L. Page 12 - Additional Information

In the shaded section, in addition to the examiner prompts, a calculation box to consider past maintenance, outside contributions and a categorical determination box were added.

M. Page 13 - Legal Information

1. This page was split into two pages to allow for larger type.
2. New sections on the "Release of Educational Records" and "Life Line" were added.
3. A section for examiner comments and sections for examiner and supervisor signatures were added.
4. Changes were made to the following sections:
 - a. Support - Information for Home Relief recipients was added.
 - b. Social Security Number (SSN) - Information on absent parents was added at the end.

N. Page 14 - Legal Information (cont.)

1. The print was enlarged.
2. A change was made to the following section:

Consent - In addition to cooperating with a Food Stamp Quality Control Review, "Public Assistance" Quality Control Review was also added.

II. Pub. 1313: "HOW TO COMPLETE...RECERTIFICATION"

A. General

1. In order to make the print larger and have a more readable document, the publication was expanded to six pages.
2. Where possible, changes to "plain English" were made for better readability.

B. Page 3

In Sections 7 and 8, the Citizenship/Alien information was revised to match the new Recertification.

C. Page 4

1. In Section 12, which corresponds with the Absent Parent section on the Recertification, a qualifier for pregnant women applying for Medical Assistance was added.
2. In Section 17, which corresponds to the Employment section of the Recertification, the "Warning for FS Applicants/Recipients" was deleted because this information is now contained in the Client Information Book DSS-4148A: "What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services)".

D. Page 6

In Section 31, which corresponds to the Signature section of the Recertification, a sentence was added instructing recipients that they must sign the last page even if they have already signed the Food Stamp signature section on Page 1.