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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-21

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: May 7, 1990

SUBJECT: Revisions to Recertification Application (DSS-3174)
 and its Companion Publication (PUB-1313)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamps Directors
 Medical Assistance Directors
 WMS Coordinators
 Staff Development Coordinators

CONTACT PERSON: Maria Eckhardt
 1-800-342-3715, extension 3-6165.

ATTACHMENTS: Attachment I - DSS-3174: "Recertification
 Application" (not available on-line).

 Attachment II - PUB-1313: "How to Complete the
 Social Services Recertification Application"
 (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 ADM-27		351.21		<u>PASB</u>	GIS Message
90 INF-3		360-2.2		<u>VIII-B,</u>	90 IM/DC011
89 INF-66		369.1		<u>V-C,</u>	
89 INF-16		369.4		<u>III-E</u>	
88 INF-70		387.6			
		387.17		<u>FSSB</u>	
		404.1		<u>IV-F,</u>	
				<u>VI-A</u>	
				<u>MARG</u>	
				<u>p. 376</u>	

The purpose of this release is to introduce revisions to the Recertification Application (DSS-3174) and its companion "How To Complete ... Recertification Application" publication (PUB-1313). Two major changes were made to the Recertification Application and, as a result, it was expanded to six pages. It now resembles the format of the DSS-2921: "Application".

On the new Page Three, the Immigration Reform Control Act (IRCA) Certification of Citizenship/Alien Status (Section Eight) was added. The Federal Office of Family Assistance has advised us that, effective October 1, 1990, an ADC payment error will occur if a case record lacks a signed attestation of U.S. Citizenship/Alien Status for any individual. To avoid this, the Certification of Citizenship/Alien Status Section (Section 7 of the current DSS-2921: "Application") has been included on the DSS-3174 (3/90).

Until the revised (3/90) version of the DSS-3174 has been totally implemented by your district, and all recertifying recipients have completed, through the normal recertification process, a revised (3/90) DSS-3174, instructions on the use of the DSS-4060: "Declaration of Citizenship/Immigration Status" contained in 89 ADM-27: "Requirement for Declaration of Citizenship/Immigration Status" and in the IM GIS Message dated 3/6/90 remain in effect. In addition, in instances where a signature must be obtained by taking the form outside of the agency, the DSS-4060 will continue to be used.

Please note that USDA has advised us that for food stamps the absence of the signed attestation from the record will count as a payment error only if the individual has refused to sign. Lack of the signed attestation for any other reason will be considered a technical error (i.e., the local district will be cited for the error and expected to correct it) but there will be no payment error.

On the new Page Five, the Interim Assistance information previously contained on Page Four of the 6/89 DSS-3174 and on the DSS-4143: "Authorization for Reimbursement of Interim Assistance Granted Pending an Initial Post-Eligibility SSI Determination" has been combined and included with a signature area entirely on this page. Therefore, the DSS-4143 will now only need to be signed at application. The Interim Assistance language on Page Five is not applicable to Food Stamp only and Medical Assistance only applicants/recipients, and signature(s) on Page Five is not required for these households. Future versions of the DSS-3174 and PUB-1313 will be amended to clarify this distinction.

A complete listing of all revisions to the 6/89 DSS-3174 and the 6/89 PUB-1313 follows:

I. DSS-3174: "Recertification Application"

- A. Page One - The Revision Date was changed to 3/90.

B. Page Two

1. In Section Seven, the citizenship question and column was incorporated into the new IRCA citizenship/alien certification section on Page Three.
2. Sections Eight, Nine and Ten were renumbered to Nine, Ten and Eleven, respectively.

C. Page Three

1. Section 11 "Resources" was moved to the bottom of this page and was renumbered to Section 12.
2. The "Shelter", "Health/Medical", "Other Expenses", "Employment/Training", "Additional Information Required", "Non-Discrimination" and "Race/Ethnic Affiliation" sections were all moved to the new Page Four.
3. The IRCA citizenship/alien certification information was added to this page and renumbered Section Eight.

D. Page Four

1. All information on this page was moved to the new Page Six, except for the "Interim Assistance" section above Section 20.
2. The "Interim Assistance" section above Section 20 was moved to the top of the new Page Five.
3. The "Shelter" section was moved to this page and became Section 13.
4. The "Health/Medical" section was moved to this page and became Section 14.
5. The "Transfer of Property" section was moved to this page and became Section 16.
6. The "Other Expenses" section was moved to this page and became Section 15.
7. The "Employment/Training" section was moved to this page and became Section 17.
8. The "Additional Information Required" section was moved to this page and became Section 18.
9. The "Non-Discrimination Notice" section was moved to this page above the new Section 19.
10. The "Race/Ethnic Affiliation" section was moved to this page and became Section 19.

E. Page Five

1. The Interim Assistance information for an Initial SSI Eligibility Determination was moved from the old Page Four to the top of this page, Number One.
2. The Interim Assistance information from the DSS-4143: "Authorization for Reimbursement of Interim Assistance Granted Pending an Initial Post - Eligibility SSI Determination" was added to this page, Number Two.

F. Page Six

1. All legal information from the old Page Four was moved to this page, except for the Interim Assistance information.
2. In the "Social Security Number" section, the last sentence was changed to "We will also be using your social security number to match with IRS unearned income data and with the New York State Department of Labor for unemployment insurance information and with the New York State Department of Taxation and Finance for earned income data."

II. PUB-1313: "How To Complete The Social Services Recertification Application"

A. Page One - The Revision Date was changed to 3/90.

B. Page Two

1. In Section Seven, Number One was changed to "Check Yes or No to tell us who is applying/recertifying".
2. In Section Seven, Question Six on "Citizenship" was deleted.

C. Page Three

1. Sections 8, 9, 10 and 11 were renumbered to Sections 9, 10, 11 and 12, respectively.
2. Sections 12 "Shelter", Section 13 "Health/Medical", Section 14 "Property Transfer Status" and Section 15 "Other Expenses" were moved to Page Four.
3. The information explaining how to complete the IRCA certification on citizenship/alien status was added to this page as Section Eight (same information as on current PUB-1301, page three).

D. Page Four

1. Sections 16, 17 and 18 were renumbered to Sections 17, 18 and 19, respectively.

2. Section 19 was renumbered to Section 20, and the last sentence on SSI benefits was deleted.
3. Sections 20 and 21 were renumbered to Sections 22 and 23, respectively.
4. The "Shelter" section was moved to this page from Page Three and became Section 13.
5. The "Health/Medical" section was moved to this page from Page Three and became Section 14.
6. The "Property Transfer Status" section was moved to this page from Page Three and became Section 16.
7. The "Other Expenses" section was moved to this page from Page Three and became Section 15.
8. A new Section 20 explaining how to complete the Interim Assistance information on Page Five was added.

DISTRIBUTION OF THESE NEW FORMS WILL BE AS FOLLOWS:

1. The new 3/90 version of the DSS-3174 is expected to be delivered to the State (Albany) and New York City (HRA) warehouses in April, 1990. Distribution of the upstate versions to the counties will begin upon receipt of the forms in Albany.
2. The new 3/90 version of the PUB-1313 is expected to be delivered to the State (Albany) and New York City (HRA) warehouses in April, 1990. Distribution of the upstate documents to the counties will begin upon receipt of the publications in Albany.

SINCE THE RECERTIFICATION APPLICATIONS AND PUBLICATIONS PROBABLY WILL NOT BE DELIVERED AT THE SAME TIME, LOCAL DISTRICTS MUST WAIT UNTIL BOTH ARE DELIVERED BEFORE ANY ARE IMPLEMENTED. IT IS IMPERATIVE THAT THE NEW RECERTIFICATION APPLICATIONS BE HANDED OUT WITH THEIR NEW PUBLICATIONS. THE SAME WILL APPLY TO THE SPANISH VERSIONS WHEN THEY ARE DELIVERED.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (6/89) versions are made obsolete by the new (3/90) versions, and all existing copies of the old versions must be destroyed once your shipments of new Recertification Applications and Publications have been received.

Future requests for these 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)

Date May 7, 1990

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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 Income Maintenance