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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-40

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: August 22, 1990

SUBJECT: Revision of "Documentation Requirements" (DSS-2642)

SUGGESTED

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

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

ATTACHMENTS: Attachment I - DSS-2642: "Documentation Requirements"
 (Rev. 6/90) - not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		351.6		PASB	90 LCM-93
		387.8(c)		iv-29.1 to	GIS Message
		360-2.2		iv-31.19	89 IM/DC017
				FSSB	
				III-D-2	
				IV-G-1	
				V-E	
				VI-A-1	
				v-7.1 to	
				v-9.19	
				MARG	
				II Appendix	
				3 - 23	

The purpose of this release is to inform local districts that the DSS-2642: "Documentation Requirements" has been revised (copy attached).

The DSS-2642 is used to inform an applicant or recipient that proof of all eligibility factors must be received by a local district before an eligibility decision can be rendered. It is designed so that an eligibility worker can check off those factors which need to be verified, provide a list of items which are acceptable as verification of these factors and indicate the date by which the outstanding items must be received. The carbonized copy of the form can be filed in the applicant/recipient's case record for reference purposes.

In order to fulfill the federal Food Stamp requirement of providing applicants/recipients with general information on verification requirements, the DSS-2642 must be provided to each food stamp household at application and recertification unless the household has already been given the new client information books, DSS-4148A and DSS-4148B. These books, which also fulfill this requirement, were introduced in 90 LCM-93, and distribution of them at application and recertification will be mandated by a forthcoming ADM.

For all other case circumstances, the use of the DSS-2642 is optional, but its routine use is strongly urged for all certifications and recertifications as a corrective action aid to ensure complete documentation of case circumstances and timely case processing.

Listed below is a detailed summary of the changes to the 3/89 version which were incorporated into this current (6/90) revision:

- I. The Revision Date was changed to 6/90.
- II. The Eligibility Factors were reordered to follow the order of the DSS-2921/DSS-2921(NYC): "Application", and the format was changed to accommodate this reordering.
- III. The second and third sentences of the narrative section were changed as follows:

Your worker must receive this proof no later than _____.
If your worker does not receive this proof, your application may be denied or your assistance may be discontinued.
- IV. In the "Citizenship and Alien Status" section, "voter registration" was deleted.
- V. The Unearned Income eligibility factor "Income from rent or room/board" and its accompanying documentation requirements were moved to the "Earned Income" section.

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Delivery of the revised DSS-2642 to the Albany and NYC/HRA Brooklyn Warehouses is expected in July, 1990. Your district will not automatically receive copies. Spanish versions of the revised DSS-2642 will be available at a later date.

In order to ensure that usage of the revised forms begins within a reasonable amount of time, you may continue to use the previous (3/89) version of the DSS-2642 until your stock is depleted, or until December 31, 1990, whichever occurs first. Reorders will be filled with the 6/90 version.

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)

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