

+-----+
 | INFORMATIONAL LETTER |
 +-----+

TRANSMITTAL: 90 INF-27

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: May 14, 1990

SUBJECT: Revision of "School Attendance Verification" Form
 (DSS-3708)

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

CONTACT PERSON: Wayne Marquit
IM/WMS Program Operations
 1-800-342-3715, extension 6-3413

ATTACHMENTS: DSS-3708: "School Attendance Verification" -
 (not available on-line).

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-30	89 INF-30	369.2(c) 369.4(e)		PASB iv-31.3, VIII-F, VIII-G-all and VIII-S-all MARG pp 23, 24, 27, 29 41 and 48 Appendix II 6.1,	

The purpose of this release is to introduce the revised "School Attendance Verification" form (DSS-3708). The form is designed to be mailed directly to the school at the time of application or recertification.

The only revision to the (4/89) version, which is included in the (4/90) version, is listed below:

1. On the reverse of the form, Question #6, a request for a telephone number was added on the same line as the requested name of the individual (other than parent or guardian) to be notified in an emergency.

Attached is a sample copy of the revised DSS-3708. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (4/89) supply until your stock is depleted, or until September 1, 1990, whichever occurs first.

Requests for additional copies of these forms are to 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
P.O. Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

Questions concerning ordering the forms should be directed to OSD by calling 1-800-342-4100, extension 6-6223.

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