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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 90 INF-66

TO: Commissioners of
 Social Services

DIVISION: Income
 Maintenance

DATE: December 18, 1990

SUBJECT: Revision of "Documentation/Verification Desk Aid"
 (DSS-3666)

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 - DSS-3666: "Documentation/Verification
 Desk Aid" (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.
85 ADM-38 88 INF-74	88 INF-74	351.6 360-2.1, 2.2 387.8(c)		PASB III-H-2 iv-29.1 to iv-29.2 FSSB V-E-1-all V-E-2-all V-E-3-all V-E-4-all v-7.1 to v-7.2	

This is to inform local districts that the DSS-3666: "Documentation/Verification Desk Aid" has been revised (copy attached).

The Desk Aid provides suggested sources by which eligibility determination staff may verify and/or document required case record information. The Desk Aid is generic in its format for PA, MA and FS staff, although its use must be guided by the policy of the particular program(s) for which an applicant or recipient is applying or being recertified.

Listed below is a detailed summary of the changes to the 10/88 version which were incorporated into this current (06/90) version:

I. General

- A. The Revision Date was changed to "6/90", and the color of the paper was changed from blue to off-white.
- B. The order of the elements was changed to reflect the order of the DSS-2921: "Application".
- C. The Subject Headings were deleted.
- D. In all instances, "Third Party Statement" was changed to "Statement From Another Person".

II. Front

- A. For the top heading, "Primary" was changed to "PRIMARY (OBTAIN ONE)*" and "Secondary" was changed to "SECONDARY (OBTAIN TWO)*".
- B. In the "Social Security Number" section, "SS-5" as a Primary Source was changed to "SS-5/DSS-4000".
- C. In the "Citizenship and Alien Status" section, "Voter Registration" was deleted.
- D. In the "Household Composition/Size" section, "Clergy Statement" was deleted.
- E. The "School Attendance" section was moved to the reverse side.
- F. In the "Shelter Expenses" section, "Landlord Statement", "Telephone Bills" and "Garbage and Trash Collection Bills or Receipts" were added, and this section was moved to the reverse side.

- G. In the "Earned Income" section:
1. "Statement From Roomer, Boarder, Tenant" was added.
 2. "Statement From Provider of Child/Dependent Care" was deleted.
 3. "Tax Records" was changed to "Income Tax Records".
- H. The "Medical Condition" section heading was changed to "Disability", and this Section was moved to the reverse side.
- I. The "Education and Training", "Caretaker Status", "Employment" and "Registration" sections were moved to the reverse side.
- J. In the "Child Support" section, "Statement/Cancelled Check From Payer" was changed to "Statement/Cancelled Checks or Records from Person Paying Support".
- K. The "Educational Grants and Loans" section was moved to the front side, and "Statement from Agency Administering Grant" was changed to "Statement from Agency Administering Grant/Award Letter".
- L. The "Interest/Dividends" section was moved to the front side, and "Financial Institution" was added after "Statement from Broker".
- M. The following sections were moved to the front side:
- | | |
|-------------------|---------------|
| Absence of Parent | SSI Recipient |
| Death of Parent | SSI Related |
| Relationship | |
- N. The "Other Unearned Income" section was moved to the front side, and "Current Contribution Check" was added.
- O. At the bottom, the following was added:
- *The Food Stamp Program does not designate primary and secondary elements, but it requires sufficient documentary evidence to enable the eligibility worker to determine program eligibility.

III. Reverse

- A. The "Rental/Room/Board Income" heading was deleted, and the documentation was moved to the "Earned Income" and "Other Unearned Income" sections on the front side.

- B. The "Interest/Dividends" section was moved to the front side.
- C. The "Educational Grants and Loans" section was moved to the front side.
- D. The "Other Unearned Income" section was moved to the front side.
- E. In the "Bank Account" heading, "IRA & Keogh" was added in parentheses at the end.
- F. In the "Credit Union" section, "Credit Union Statement" was changed to "Current Credit Union Records".
- G. In the "Stocks, Bonds, Certifications" heading, "Certifications" was changed to "Certificates", and "Mutual Funds" was added.
- H. The "Income Tax Refund" section heading was changed to "Income Tax Refund or Earned Income Credit (EIC)", and "EIC check" was added for documentation.
- I. In the "Motor Vehicle" section, "Assessment of Current Value" was deleted.
- J. The "Third Party Health Insurance" section heading was changed to "Health Insurance", and "Medicare Card" was added for documentation.
- K. In the "Lump Sum Payment" section, "Earned Income Credit Check" was deleted.
- L. The "Death of Parent" and "Absence of Parents" sections were moved to the front side.
- M. In the "Pregnancy" section, "Estimated Date of Confinement" was changed to "Expected Date of Birth".
- N. The "Relationship" section was moved to the front side.
- O. The "Under 21" section was deleted.
- P. The "SSI Recipient" and "SSI Related" sections were moved to the front side.
- Q. The "Shelter Expenses" section was moved to this side.
- R. The "Other Expenses" and "Medical Expenses" sections were added.
- S. The "Disability" (formerly "Medical Condition") section was moved to this side.

- T. The "Education and Training", "Caretaker Status", "Employment", "Registration" and "School Attendance" sections were moved to this side.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (10/88) versions are made obsolete by the new (06/90) versions, and all existing copies of the old versions must be destroyed once your shipments of the new versions 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 1900
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