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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-1

TO: Commissioners of  
 Social Services

DIVISION: Office of  
 Field  
 Operations

DATE: January 7, 1993

SUBJECT: Annual Index of Administrative Directives,  
 Informational Letters and Manual Bulletins for 1992

SUGGESTED  
 DISTRIBUTION: Program Directors  
 Administrative Directives  
 Staff Development Coordinators

CONTACT PERSON: Michael J. McNaughton, Director, Policy  
 Communications Unit, (1)-800-342-3715, ext. 3-6369

ATTACHMENTS: See ATTACHMENT A for 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.
92 INF-1					
91 INF-1					
90 INF-1					
89 INF-1					
88 INF-1					
87 INF-1					
86 INF-2					
85 INF-2					
84 INF-3					
83 INF-5					
82 INF-7					
81 INF-3					
80 INF-2					
79 INF-9					
78 INF-4					

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1992. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, Informational Letter and Manual Bulletin is also provided. Additionally, a listing of releases superseded during 1992 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all professional staff.

III. RECOMMENDED ACTION

It is recommended that this release be maintained with previous Department Indexes in the Index Reference binder.

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William Gould  
Acting Director  
Office of Field Operations

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives Released in 1992 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative Directives Released in 1992 - (Available on-line)
- ATTACHMENT III Numerical Listing of Informational Letters Released in 1992 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational Letters Released in 1992 - (Available on-line)
- ATTACHMENT V Numerical Listing of Manual Bulletin Updates Released in 1992 - (Available on-line)
- ATTACHMENT VI Program-Specific Listing of Manual Bulletin Updates Released in 1992 - (Available on-line)
- ATTACHMENT VII Listing of Releases Superseded in 1992 - (Available on-line)

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
MA	92 ADM-01	01/10/92	INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY INCOME GUIDELINES FOR 1992
IM	92 ADM-02	01/23/92	ADC FOR CHILDREN RESIDING WITH NON-RELATED ADULTS
IM	92 ADM-03	01/30/92	FOOD STAMPS: FAILURE TO COMPLY WITH EMPLOYMENT AND TRAINING REQUIREMENTS (NON-HEAD OF HOUSEHOLD)
MA	92 ADM-04	01/31/92	PERSONAL CARE SERVICES: DEVELOPMENT AND IMPLEMENTATION OF SHARED AIDE PROGRAMS
ADMIN	92 ADM-05	02/04/92	STATEWIDE CHILD SUPPORT COLLECTION GOALS 1991-92
IM	92 ADM-06	02/11/92	TREATMENT OF EARNED INCOME TAX CREDIT (EITC)
IM	92 ADM-07	02/11/92	TREATMENT OF LUMP SUM WORKERS' COMPENSATION AWARDS
F&CS	92 ADM-08	02/12/92	CHILD CARE: REIMBURSEMENT OF PAYMENTS FOR CHILDREN'S ABSENCES
IM	92 ADM-09	02/14/92	FOOD STAMPS: INCOME EXCLUSION FOR HOMELESS HOUSEHOLDS IN TRANSITIONAL HOUSING
IM	92 ADM-10	02/25/92	REQUIREMENT FOR DECLARATION OF CITIZENSHIP/IMMIGRATION STATUS - CHANGE IN FOOD STAMP REQUIREMENT
MA	92 ADM-11	03/06/92	TREATMENT OF LUMP SUM PAYMENTS AND WINDFALLS FOR MA-ONLY HR-RELATED PERSONS AND TREATMENT OF CHILDREN'S SAVINGS ACCOUNT
IM	92 ADM-12	03/13/92	EQUIPMENT REPLACEMENT
ADMIN	92 ADM-13	03/24/92	SERVICES FUNDING CHANGES
F&CS	92 ADM-14	03/24/92	PREVENTIVE SERVICES: USING PARENT/CHILD CONSENT TO SHARE INFORMATION

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
MA	92 ADM-15	03/27/92	PROVISION OF TITLE XIX HOME CARE SERVICES IN ADULT CARE FACILITIES AND IMPLEMENTATION OF RETENTION STANDARDS WAIVER PROGRAM IN ADULT HOMES AND ENRICHED HOUSING PROGRAMS
IM	92 ADM-16	04/07/92	SATISFACTORY PARTICIPATION AND PROGRESS REQUIREMENTS, UNDER THE JOB OPPORTUNITIES AND BASIC SKILLS TRAINING (JOBS) PROGRAM
IM	92 ADM-17	04/21/92	PA BUDGETING: LUMP SUM NOTIFICATION PROCEDURES
MA	92 ADM-18	04/30/92	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1992
MA	92 ADM-19	05/11/92	ABSENT PARENT/LEGALLY RESPONSIBLE RELATIVE SUBROGATION
IM	92 ADM-20	05/11/92	PA BUDGETING: INCOME OF SANCTIONED PUBLIC ASSISTANCE RECIPIENTS
MA	92 ADM-21	06/02/92	TRANSPORATION FOR MEDICAL CARE AND SERVICES: 18 NYCRR 505.10
IM	92 ADM-22	06/02/92	REQUIRED CORRECTIVE ACTION PLAN
MA	92 ADM-23	06/08/92	MEDICAL ASSISTANCE TREATMENT OF RESOURCE TRANSFER FOR RECIPIENTS OF SUPPLEMENTAL SECURITY INCOME
MA	92 ADM-24	06/08/92	FOSTER CARE, ADOPTION: REQUIREMENTS FOR SIBLINGS PLACEMENT, VISITATION AND COMMUNICATION
MA	92 ADM-25	06/15/92	AIDS HOME CARE PROGRAM (CHAPTER 622 OF THE LAWS OF 1988)
IM	92 ADM-26	06/23/92	PA COST CONTAINMENT: IMPLEMENTATION OF CERTAIN PROVISIONS OF CHAPTER 41 OF THE LAWS OF 1992
MA	92 ADM-27	06/25/92	HOME CARE ASSESSMENT INSTRUMENT PROCESS AND NOTIFICATION PROCEDURES

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
IM	92 ADM-28	07/09/92	REVISIONS TO HOME RELIEF (HR) EMPLOYMENT PROGRAM REQUIREMENTS
IM	92 ADM-29	07/13/92	CENTRALIZED SSI REFERRAL AND TRACKING PROCESS
IM	92 ADM-30	07/15/92	PA BUDGETING: PRORATING GRANTS ACCORDING TO DATE SPECIFIC ELIGIBILITY RULES
IM	92 ADM-31	08/04/92	FILING UNIT RULES FOR SANCTIONED PERSONS
MA	92 ADM-32	08/21/92	TREATMENT OF CERTAIN INCOME AND RESOURCES FOR MEDICAL ASSISTANCE APPLICANTS/RECIPIENTS
IM	92 ADM-33	08/26/92	FRONT END DETECTION SYSTEM (FEDS)
IM	92 ADM-34	08/31/92	EMPLOYMENT: MEETING JOBS TRAINING EXPENSES AND SUPPORTIVE SERVICES NEEDS WITH STUDENT GRANTS AND LOANS
ADMIN	92 ADM-35	09/04/92	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1991-92 STATE SHARE ADMINISTRATIVE CAP
MA	92 ADM-36	09/10/92	MEDICAL CARE COORDINATOR PROGRAM (MCCP)
IM	92 ADM-37	09/16/92	HOME RELIEF (HR) PLAN OF SELF-SUPPORT
MA	92 ADM-38	09/16/92	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES
F&CS	92 ADM-39	09/17/92	REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD OCTOBER 1, 1991 THROUGH SEPTEMBER 30, 1992
IM	92 ADM-40	10/08/92	PURSuing SUPPORT FOR HOME RELIEF APPLICANTS/RECIPIENTS AND REVISION OF RELATED FORMS (DSS-4279 AND DSS-4280)
ES	92 ADM-41	10/13/92	QUALITY CONTROL REVIEWS: PENALTY FOR NON-COOPERATION
ES	92 ADM-42	10/14/92	PUBLIC ASSISTANCE BUDGETING: TREATMENT OF ADOPTION SUBSIDIES

## ADMINISTRATIVE DIRECTIVES ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	92 ADM-43	10/27/92	DISREGARD OF LOANS FOR ADC PUBLIC ASSISTANCE CASES
H&LTC	92 ADM-44	10/28/92	TRANSFER OF RESOURCES: CHANGES IN THE METHOD OF CALCULATING TRANSFER PENALTY PERIODS
H&LTC	92 ADM-45	11/04/92	TREATMENT OF TRUSTS UNDER THE MEDICAL ASSISTANCE PROGRAM
S&CD	92 ADM-46	11/13/92	SHELTERS FOR FAMILIES: PRE-APPROVAL PROCESS
ES	92 ADM-47	11/23/92	HEAP AND ELIGIBILITY FOR THE FOOD STAMP STANDARD UTILITY ALLOWANCES (SUA'S)
H&LTC	92 ADM-48	12/01/92	REQUIREMENTS FOR PHYSICIAN'S ORDER FOR PERSONAL CARE SERVICES
H&LTC	92 ADM-49	12/01/92	FISCAL ASSESSMENT AND MANAGEMENT OF PERSONAL CARE SERVICES
H&LTC	92 ADM-50	12/01/92	FISCAL ASSESSMENT AND MANAGEMENT OF HOME HEALTH SERVICES
ES	92 ADM-51	12/03/92	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS
H&LTC	92 ADM-52	12/15/92	COMPOSITION OF THE DISABILITY REVIEW TEAM, TIME LIMITS FOR DETERMINING DISABILITY AND REQUIRED EVIDENCE FOR DETERMINATION OF MEDICAL ASSISTANCE ELIGIBILITY BASED ON DISABILITY
H&LTC	92 ADM-53	12/15/92	MEDICAL ASSISTANCE LIENS AND RECOVERIES

## DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-05	02/04/92	STATEWIDE CHILD SUPPORT COLLECTION GOALS 1991-92  To notify each social services district of its ADC/IV-D Child Support collection goal for the State Fiscal Year ending March 31, 1992, as required by subdivision 5, section 111-b of the Social Services Law.
92 ADM-13	03/24/92	SERVICES FUNDING CHANGES  To summarize and continue to implement the recent changes State budget negotiations and enacted appropriations have had on the State share of Title XX expenditures and funding of other Services programs.
92 ADM-35	09/04/92	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1991-92 STATE SHARE ADMINISTRATIVE CAP  Provides instructions to Social Services districts for the submission of plans to the Department for activities exempt from the State share cap on administrative costs for State Fiscal Year 1991-92.



## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-08	02/12/92	<p>CHILD CARE: REIMBURSEMENT OF PAYMENTS FOR CHILDREN'S ABSENCES</p> <p>To advise social services districts of an amendment to Department regulation section 415.6(g) regarding reimbursement of child care payments for children who are temporarily absent from child day care. The policies and procedures outlined in this ADM apply to all child care services regardless of funding source.</p>
92 ADM-14	03/24/92	<p>PREVENTIVE SERVICES: USING PARENT/CHILD CONSENT TO SHARE INFORMATION</p> <p>To advise social services districts and preventive services agencies of amendments to Section 423.7 of Department Regulations which allow the use of a child's or parent's informed consent to authorize the release of individually identifiable preventive services information to providers other than authorized or preventive services agencies.</p>
92 ADM-39	09/17/92	<p>REIMBURSEMENT CEILINGS FOR SOCIAL SERVICES FOR THE PERIOD OCTOBER 1, 1991 THROUGH SEPTEMBER 30, 1992</p> <p>To advise social services districts of the closed-ended federal Social Services Block Grant Funds (Title XX) for the Federal Fiscal Year (FFY) 1991/92.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-02	01/23/92	<p data-bbox="646 401 1430 422">ADC FOR CHILDREN RESIDING WITH NON-RELATED ADULTS</p> <p data-bbox="646 464 1430 617">To advise social services districts of a clarifying amendment to Department regulation 369.1 which provides for ADC eligibility for certain children residing with non-related adults.</p>
92 ADM-03	01/30/92	<p data-bbox="646 657 1430 709">FOOD STAMPS: FAILURE TO COMPLY WITH EMPLOYMENT AND TRAINING REQUIREMENTS (NON-HEAD OF HOUSEHOLD)</p> <p data-bbox="646 747 1430 932">To inform local districts of a change in food stamp policy regarding the treatment of income, resources and deductible expenses of a non-head of household who is disqualified for failing to comply with a food stamp employment and training (E&amp;T) requirement.</p>
92 ADM-06	02/11/92	<p data-bbox="646 972 1430 993">TREATMENT OF EARNED INCOME TAX CREDIT (EITC)</p> <p data-bbox="646 1031 1430 1121">To inform local districts of a change in the Department's policy concerning the treatment of Earned Income Tax Credits (EITC).</p>
92 ADM-07	02/11/92	<p data-bbox="646 1199 1430 1251">TREATMENT OF LUMP SUM WORKERS' COMPENSATION AWARDS</p> <p data-bbox="646 1289 1430 1373">To inform districts of a change in policy regarding the treatment of certain Workers' Compensation awards.</p>
92 ADM-09	02/14/92	<p data-bbox="646 1413 1430 1476">FOOD STAMPS: INCOME EXCLUSION FOR HOMELESS HOUSEHOLDS IN TRANSITIONAL HOUSING</p> <p data-bbox="646 1514 1430 1793">To inform social services districts of a change to food stamp (FS) policy regarding the exclusion, as food stamp income, of public assistance (PA) shelter payments paid to a third party (vendor payments) for homeless individuals residing in temporary housing. It is also to inform social services districts of a change in definition regarding the types of temporary housing to which this exclusion applies.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-10	02/25/92	<p>REQUIREMENT FOR DECLARATION OF CITIZENSHIP/IMMIGRATION STATUS - CHANGE IN FOOD STAMP REQUIREMENT</p> <p>To inform social services districts of a provision of the Mickey Leland Memorial Domestic Hunger Relief Act (the Leland Act) which amends the Food Stamp Act to provide that one adult representative of a household may attest, under penalty of perjury, to the truth of the information in the application...</p> <p>It also informs social services districts of changes to applications and recertification procedures and forms that reflect this change in the Food Stamp requirement.</p>
92 ADM-12	03/13/92	<p>EQUIPMENT REPLACEMENT</p> <p>To advise social services districts of an amendment to Department Regulation 352.7(b)</p>
92 ADM-16	04/07/92	<p>SATISFACTORY PARTICIPATION AND PROGRESS REQUIREMENTS, UNDER THE JOB OPPORTUNITIES AND BASIC SKILLS TRAINING (JOBS) PROGRAM</p> <p>To provide social services districts with the policies and procedures for recipients' participation in employment and training activities under the Job Opportunities and Basic Skills Training (JOBS) Program and for the verification of their "satisfactory participation". The requirements for specific progress standards for selected JOBS activities are also addressed.</p>
92 ADM-17	04/21/92	<p>PA BUDGETING: LUMP SUM NOTIFICATION PROCEDURES</p> <p>Notifies social services districts of new lump sum notification procedures for public assistance applicants/recipients</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-20	05/11/92	<p data-bbox="646 464 1430 520">PA BUDGETING: INCOME OF SANCTIONED PUBLIC ASSISTANCE RECIPIENTS</p> <p data-bbox="646 558 1430 646">Notifies social services districts of a change in the treatment of income when an individual is sanctioned from a public assistance (PA) case.</p>
92 ADM-22	06/02/92	<p data-bbox="646 720 1143 745">REQUIRED CORRECTIVE ACTION PLAN</p> <p data-bbox="646 783 1430 1062">To advise social services districts that a Corrective Action Plan (CAP) must be submitted by districts for each program area in which the payment error rate measured by the Department exceeds the standards outlined in Section III of this Administrative Directive. The error rates will be based upon the statewide Federal quality control sample, expanded eligibility reviews or special targeted reviews.</p>
92 ADM-26	06/25/92	<p data-bbox="646 1100 1430 1157">PA COST CONTAINMENT: IMPLEMENTATION OF CERTAIN PROVISIONS OF CHAPTER 41 OF THE LAWS OF 1992</p> <p data-bbox="646 1194 1430 1314">To advise social services districts (SSDs) of certain changes in public assistance (PA) which have resulted from Chapter 41 of the Laws of 1992.</p>
92 ADM-28	07/09/92	<p data-bbox="646 1352 1430 1409">REVISIONS TO HOME RELIEF (HR) EMPLOYMENT PROGRAM REQUIREMENTS</p> <p data-bbox="646 1446 1430 1566">To provide social services districts (SSDs) with policy changes resulting from revisions to Part 385 of 18 NYCRR regarding employment and training programs.</p>
92 ADM-29	07/13/92	<p data-bbox="646 1604 1365 1629">CENTRALIZED SSI REFERRAL AND TRACKING PROCESS</p> <p data-bbox="646 1667 1430 1982">To advise social services districts (SSDs) of changes made by Chapter 53 of the Laws of 1992 which require ADC and HR applicants and recipients who appear to be eligible for Supplemental Security Income (SSI) to apply for and pursue SSI benefits as a condition of eligibility. It further requires that each SSD have a system in place to identify, assess, refer, assist and track applicants/recipients subject to these requirements.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-30	07/15/92	<p>PA BUDGETING: PRORATING GRANTS ACCORDING TO DATE SPECIFIC ELIGIBILITY RULES</p> <p>To advise social services districts of standardized procedures for proration that must be followed when adjusting or discontinuing a recipient's grant to reflect date specific changes in eligibility.</p>
92 ADM-31	08/04/92	<p>FILING UNIT RULES FOR SANCTIONED PERSONS</p> <p>To inform districts about a technical change to Department regulation 352.30(a). That change removes sanctioned persons from the group of individuals who are exempt from filing unit requirements.</p>
92 ADM-33	08/26/92	<p>FRONT END DETECTION SYSTEM (FEDS)</p> <p>To inform social services districts of the mandate to establish a Front End Detection System (FEDS) for public assistance (PA) applicants and to encourage FEDS referrals for non-public assistance (NPA) food stamp applicants and Medicaid Only applicants.</p>
92 ADM-34	08/31/92	<p>EMPLOYMENT: MEETING JOBS TRAINING EXPENSES AND SUPPORTIVE SERVICES NEEDS WITH STUDENT GRANTS AND LOANS</p> <p>To provide social services districts with the Department policy for the handling of student loans and grants in establishing the training expense and supportive services needs of Job Opportunities and Basic Skills Training (JOBS) Program participants in approved training.</p>
92 ADM-37	09/16/92	<p>HOME RELIEF (HR) PLAN OF SELF-SUPPORT</p> <p>To inform social services districts of the change in Department Regulation 352.20(g) that permits the establishment of a Home Relief (HR) Plan of Self-Support and how this change affects work opportunities for HR recipients. Districts are not mandated to provide such plans. As used in this ADM the term HR includes PG-ADC.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-40	10/08/92	PURSUING SUPPORT FOR HOME RELIEF APPLICANTS/RECIPIENTS AND REVISION OF RELATED FORMS (DSS-4279 AND DSS-4280)  Transmits changes in the requirements for Home Relief (HR) applicants and recipients (A/R's) to pursue support and introduces revisions to two forms (DSS-4279 and DSS-4280).
92 ADM-41	10/13/92	QUALITY CONTROL REVIEWS: PENALTY FOR NON-COOPERATION  To notify social services districts of a change to Department regulation 351.22(d). This change establishes that when a public assistance head of household fails to cooperate with a State quality control (QC) review, the entire household fails to cooperate. This change applies only to ADC cases drawn into federal quality control samples.
92 ADM-42	10/14/92	PUBLIC ASSISTANCE BUDGETING: TREATMENT OF ADOPTION SUBSIDIES  To inform social services districts of a change in policy regarding the treatment of adoption subsidy payments.
92 ADM-43	10/27/92	DISREGARD OF LOANS FOR ADC PUBLIC ASSISTANCE CASES  To advise social services districts of a new policy regarding treatment of loans for applicants and recipients who are eligible for ADC.
92 ADM-47	11/23/92	HEAP AND ELIGIBILITY FOR THE FOOD STAMP STANDARD UTILITY ALLOWANCES (SUA'S)  To inform social services districts of a change in policy regarding the entitlement of Food Stamp households to the heating/cooling Standard Utility Allowance (SUA). It is also to introduce a restricting of the SUA amounts for heating/cooling, utilities and telephone.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-51	12/03/92	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS  To advise social services districts of: the January 1993 federal cost-of-living (COLA) in Social Security (RSDI) benefits, and its impact on PA, MA, SSI and FS;  the pass-through of the January 1, 1993 federal COLA in Federal Supplemental Security Income (SSI) benefits; and  the impact of the increased SSI Congregate Care benefit levels and increased minimum personal needs allowances (PNAs).

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-01	01/10/92	<p data-bbox="646 401 1430 485">INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY INCOME GUIDELINES FOR 1992</p> <p data-bbox="646 527 1430 680">To advise social services districts of increases in the Medical Assistance (MA) Income and Resource Standards and the annual update of the federal income official poverty line (federal poverty line).</p>
92 ADM-04	01/31/92	<p data-bbox="646 722 1430 779">FOOD STAMPS: FAILURE TO COMPLY WITH EMPLOYMENT AND TRAINING REQUIREMENTS (NON-HEAD OF HOUSEHOLD)</p> <p data-bbox="646 816 1430 1001">To explain requirements for shared aide programs found in Section 505.14(a) and (k) of the Department's regulations for personal care services. Section 505.14(a)(7) defines shared aide. Section 505.14(k) addresses development and implementation of shared aide programs.</p>
92 ADM-11	03/06/92	<p data-bbox="646 1043 1430 1127">TREATMENT OF LUMP SUM PAYMENTS AND WINDFALLS FOR MA-ONLY HR-RELATED PERSONS AND TREATMENT OF CHILDREN'S SAVINGS ACCOUNT</p> <p data-bbox="646 1165 1430 1442">To advise social services districts of two recent changes to Department regulations. These changes involve the treatment of lump sum payments and windfalls when determining the Medical Assistance (MA) eligibility of applicants/recipients (A/Rs) who are related to the Home Relief (HR) category of assistance and the treatment of children's savings accounts of under \$500 when determining the MA eligibility of all medically needy A/Rs.</p>



## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-15	03/27/92	<p>PROVISION OF TITLE XIX HOME CARE SERVICES IN ADULT CARE FACILITIES AND IMPLEMENTATION OF RETENTION STANDARDS WAIVER PROGRAM IN ADULT HOMES AND ENRICHED HOUSING PROGRAMS</p> <p>To clarify the policies regarding the provision of Title XIX home care services in adult care facilities (ACFs) and to advise social services districts of the implementation of a retention standards waiver program for adult homes and enriched housing programs. The administrative directive is intended to encourage social services districts to consider ACFs as part of the community-based, long term care system.</p>
92 ADM-18	04/30/92	<p>SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1992</p> <p>To inform social services districts of January, 1992 increases in the following amounts used in determining Medical Assistance (MA) eligibility for institutionalized spouses: the maximum community spouse resource allowance (CSRA); and the minimum monthly maintenance needs allowance (MMMNA) for a community spouse.</p> <p>Also informs social services districts of two separate increases in the family member allowance (FMA) used in determining the eligibility of institutionalized spouses, effective: January 1, 1992 and July 1, 1992.</p>
92 ADM-19	05/11/92	<p>ABSENT PARENT/LEGALLY RESPONSIBLE RELATIVE SUBROGATION</p> <p>Informs social services districts of a new subrogation law that pertains to legally responsible relatives who agree or are court-ordered to provide health insurance benefits or medical care to their dependents.</p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-21	06/02/92	TRANSPORTATION FOR MEDICAL CARE AND SERVICES: 18 NYCRR 505.10  Informs social services district staff of revisions to Title 18 of the Official Compilation of Codes, Rules and Regulations of the State of New York (18 NYCRR) 505.10, "Transportation for Medical Care and Services.
92 ADM-23	06/08/92	MEDICAL ASSISTANCE TREATMENT OF RESOURCE TRANSFER FOR RECIPIENTS OF SUPPLEMENTAL SECURITY INCOME  Notifies social services districts of action to be taken when they learn that a prohibited transfer of resources has been made by a Supplemental Security Income (SSI) recipient or his or her spouse.
92 ADM-24	06/08/92	FOSTER CARE, ADOPTION: REQUIREMENTS FOR SIBLINGS PLACEMENT, VISITATION AND COMMUNICATION  To inform you of requirements in Chapter 854 of the Laws of 1990 for placement of siblings and half-siblings together in foster care homes or facilities and in adoptive homes unless such placement would be contrary to the health, safety or welfare of one or more of the children. This directive also includes information on Department regulations which became effective on July 26, 1988, regarding placement of siblings together, and on amendments made to those regulations, effective September 25, 1991, to comply with the 1990 status.
92 ADM-25	06/15/92	AIDS HOME CARE PROGRAM (CHAPTER 622 OF THE LAWS OF 1988)  Describes the actions necessary to implement social services law (SSL) Section 367-e as added by Chapter 622 of the Laws of 1988, which authorizes the Medical Assistance (MA) Program to include payment for AIDS Home Care Programs (AHCPs).

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-27	06/25/92	HOME CARE ASSESSMENT INSTRUMENT PROCESS AND NOTIFICATION PROCEDURES  Transmits a new home care assessment instrument and the instructions for completing the instrument. the directive also includes the implementation schedule, the procedures for reassessing certain personal care services recipients, and the letters for notifying recipients of the reassessment requirements and the outcome of the reassessment. A separate directive will discuss the use of the new home care assessment instrument by certified home health agencies.
92 ADM-32	08/21/92	TREATMENT OF CERTAIN INCOME AND RESOURCES FOR MEDICAL ASSISTANCE APPLICANTS/RECIPIENTS  To inform social services districts of changes in the treatment of certain income and resources when determining eligibility for Medical Assistance (MA) for aged, certified blind or certified disabled applicants. It also addresses Aid to Dependent Children (ADC)-related and Home Relief (HR)-related treatment of these payments (see Section IV).
92 ADM-36	09/10/92	MEDICAL CARE COORDINATOR PROGRAM (MCCP)  To inform social services districts of Medical Assistance (MA) policy changes governing the provision of services to persons eligible for MA only as a result of being eligible for or in receipt of Home Relief (HR) who are at least 21 years of age but less than age 64, and not certified blind or disabled, pregnant or caring for a dependent child (HR recipients). Chapter 41 of the Laws of 1992 requires that as of July 1, 1992 these individuals receive a reduced benefits package, or, if they so choose, full benefits by participating in either a managed care or primary provider program. One of the primary provider options available to HR recipients is a new, voluntary program called the Medical Care Coordinator Program (MCCP). This release describes the MCCP and outlines social services district responsibilities in administration of the program.

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-38	09/16/92	TRANSFER OF RESOURCES: CHANGES IN THE MEDICAL ASSISTANCE REGIONAL RATES  To notify social services districts of the January 1, 1992 revisions to the Medical Assistance (MA) regional rates used to determine the period of limited coverage (penalty period) for persons determined to have made prohibited transfers of resources.
92 ADM-44	10/28/92	TRANSFER OF RESOURCES: CHANGES IN THE METHOD OF CALCULATING TRANSFER PENALTY PERIODS  To notify social services districts of changes in the method of calculating the Medical Assistance (MA) penalty period when a federally-participating MA-Only applicant/recipient (A/R) has made more than one prohibited transfer of resources.
92 ADM-45	11/04/92	TREATMENT OF TRUSTS UNDER THE MEDICAL ASSISTANCE PROGRAM  To advise social services districts of the provisions of Chapter 41 of the Laws of 1992 regarding the extent to which trust income and principal can be considered available for Medical Assistance (MA) eligibility purposes. This ADM also clarifies the valuation of resources transferred to a trust.

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-48	12/01/92	<p>REQUIREMENTS FOR PHYSICIAN'S ORDERS FOR PERSONAL CARE SERVICES</p> <p>To explain the revised requirements for physician's orders for personal care services found in Department regulations (18 NYCRR 505.14(b)(3)(i) and (g)(3)(ii)). Section 505.14(b)(3)(i) describes the requirement for the completion of the physician's order for personal care services, including a prohibition on ordering hours of service, and the use of a Department required form as well as the applicability of Department regulations (18 NYCRR 515; 516; 517; and 518) to physicians' orders for personal care. Section 505.14(g)(ii) clarifies the responsibility of the case manager in supplying physician order forms and, under certain circumstances, assisting in obtaining their completion.</p>
92 ADM-49	12/01/92	<p>FISCAL ASSESSMENT AND MANAGEMENT OF PERSONAL CARE SERVICES</p> <p>To inform social services districts of new policies and procedures to be followed when authorizing or reauthorizing personal care services. These policy and procedural changes reflect amendments to subdivisions (a), (b) and (g) of the Department's Personal Care Services regulations (505.14), as required by Section 367 -k of the Social Services Law (SSL), as added by Section 23 of Chapter 165 of the Laws of 1991 and amended by Section 71-73 of Chapter 41 of the Laws of 1992.</p>
92 ADM-50	12/01/92	<p>FISCAL ASSESSMENT AND MANAGEMENT OF HOME HEALTH SERVICES</p> <p>To transmit to social services districts and certified home health agencies (CHHAs) requirements for the fiscal assessment and management of home health services provided to Medical Assistance (MA) eligible individuals.</p>

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 ADM-52	12/15/92	COMPOSITION OF THE DISABILITY REVIEW TEAM, TIME LIMITS FOR DETERMINING DISABILITY AND REQUIRED EVIDENCE FOR DETERMINATION OF MEDICAL ASSISTANCE ELIGIBILITY BASED ON DISABILITY  To inform social services districts of changes in Federal and State Medical Assistance (MA) regulations.
92 ADM-53	12/15/92	MEDICAL ASSISTANCE LIENS AND RECOVERIES  To notify social services districts of changes and clarification in the Medical Assistance (MA) program relating to liens and recoveries; and  Advises social services districts of new provisions in the Surrogate's Court Procedure Act (SCPA) which affect the unclaimed resources of a deceased MA recipient.

## DIVISION OF HEALTH &amp; LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
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## INFORMATIONAL LETTERS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
COMM	92 INF-01	01/08/92	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1991
IM	92 INF-02	01/09/92	REVISION TO ABEL INPUT SHEET (DSS-3570A)
IM	92 INF-03	01/13/92	REVISION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT TO CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)
DAS	92 INF-04	01/15/92	PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON CLIENT CHARACTERISTICS
DAS	92 INF-05	01/16/92	THE USE OF THE STATE OFFICE OF MENTAL HEALTH'S GERIATRIC ADMISSION GUIDELINES BY COMMUNITY HOSPITALS WITH PSYCHIATRIC UNITS
IM	92 INF-06	01/22/92	REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548) (REV. 12/91)
ADMIN	92 INF-07	01/30/92	VERIFICATION OF INFORMATION MAINTAINED BY BANKS AND FINANCIAL INSTITUTIONS
IM	92 INF-08	02/06/92	PUBLIC ASSISTANCE: PATERNITY ACKNOWLEDGEMENT
IM	92 INF-09	02/06/92	VERIFYING ELIGIBILITY: SPECIAL DETERMINATIONS FOR PUBLIC ASSISTANCE CASES
F&CS	92 INF-10	02/12/92	CHILD CARE PROGRAMS CHART
IM	92 INF-11	02/19/92	EMPLOYMENT: REVISION TO STATE MODEL AGREEMENT WITH WORKSITE SPONSOR AGENCY
IM	92 INF-12	02/19/92	THE 1992 EARNED INCOME CREDIT CAMPAIGN

## INFORMATIONAL LETTERS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
MA	92 INF-14	02/21/92	REVISION OF "INSTITUTIONALIZED SPOUSE BUDGET WORKSHEET", "LEGALLY RESPONSIBLE RELATIVE (LRR) INCOME CONTRIBUTION WORKSHEET" AND MANDATORY CLIENT NOTICES (CHRONIC CARE)
IM	92 INF-15	02/25/92	ELECTRONIC BENEFIT ISSUANCE AND CONTROL SYSTEM (EBICS) STATEWIDE IMPLEMENTATION SCHEDULE AND INFORMATION
IM	92 INF-16	02/27/92	FOOD STAMP TREATMENT OF PAYMENTS TO QUALIFIED ORGANIZATIONS SERVING AS REPRESENTATIVE PAYEES IN THE SSI PROGRAM
IM	92 INF-17	02/27/92	REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548) (REV. 12/91)
DAS	92 INF-18	02/27/92	FAMILY TYPE HOMES FOR ADULTS: SPECIAL NEEDS FUNDS
IM	92 INF-19	03/13/92	REVISIONS TO THE FOOD STAMP BUDGET WORKSHEETS (DSS-3114 AND DSS-3115) (REV. 12/91)
ADMIN	92 INF-20	03/16/92	QUESTIONS AND ANSWERS FROM THE '91 FISCAL TRAINING REGIONAL MEETINGS
IM	92 INF-21	03/24/92	VERIFICATION OF SOCIAL SECURITY NUMBERS
IM	92 INF-22	03/30/92	FOOD STAMP PROGRAM: PROCESSING OF AND REVISIONS TO FORM DSS-2291 (REV. 10/91), STATEMENT OF NON-RECEIPT OF FOOD STAMP BENEFITS
IM	92 INF-23	04/01/92	DISCONTINUANCE OF DSS-1951, "NPA FS EMPLOYMENT REGISTRATION" FORM
IM	92 INF-24	04/01/92	REVISION OF CERTIFICATION GUIDE (DSS-3570)
DAS	92 INF-25	04/02/92	FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION OF REGULATIONS REGARDING CLOSING PLANS



## INFORMATIONAL LETTERS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
DAS	92 INF-26	04/07/92	PROTECTIVE SERVICES FOR ADULTS: CONFIDENTIALITY/INFORMATION SHARING WITH REGARD TO PROTECTIVE SERVICES FOR ADULTS (PSA) CLIENTS
F&CS	92 INF-27	04/08/92	JOBS-RELATED, EMPLOYMENT-RELATED AND TRANSITIONAL CHILD CARE: QUESTIONS AND ANSWERS
IM	92 INF-28	04/08/92	INCOME MAINTENANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1991
F&CS	92 INF-29	04/13/92	CHILD CARE: PARENTAL RESPONSIBILITIES WHEN EMPLOYING AN IN-HOME CHILD CARE PROVIDER
IM	92 INF-30	05/21/92	REVISION OF MANDATED "PUBLIC ASSISTANCE RECERTIFICATION - MEDICAL ASSISTANCE STATUS" (DSS-2114)
IM	92 INF-31	06/02/92	REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)
IM	92 INF-32	06/12/92	EMERGENCY ASSISTANCE TO FAMILIES WITH CHILDREN (EAF) FOR UNDOCUMENTED ALIENS
MA	92 INF-33	06/22/92	TRANSPORTATION PROVIDED UNDER THE HOME AND COMMUNITY BASED SERVICES WAIVER
IM	92 INF-34	06/24/92	REVISIONS TO MANDATORY CLIENT NOTICES
DAS	92 INF-35	07/28/92	PROTECTIVE SERVICES FOR ADULTS: CHAPTER 160 OF THE LAWS OF 1992, COMMUNITY GUARDIANSHIP PROGRAM
COMM	92 INF-36	09/04/92	HIV-RELATED DISEASE CLASSIFICATION SYSTEM
IM	92 INF-37	09/09/92	REVISION TO PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (REV. 7/92)
IM	92 INF-38	09/21/92	REVISION TO TWO FOOD STAMP ABEL BUDGET NARRATIVES (DSS-3959 AND DSS-3961)
IM	92 INF-39	09/24/92	REVISION TO ABEL INPUT SHEET (DSS-3570A)

## INFORMATIONAL LETTERS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
DAS	92 INF-40	09/28/92	ARTICLE 81 OF THE MENTAL HYGIENE LAW: PROCEEDINGS FOR APPOINTMENT OF A GUARDIAN FOR PERSONAL NEEDS OR PROPERTY MANAGEMENT (CHAPTER 698 OF THE LAWS OF 1992)
MA	92 INF-41	10/05/92	MEDICAL ASSISTANCE DISABILITY APPROVAL NOTICE OPTION
IM	92 INF-42	10/07/92	REVISION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT OF CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)
IM	92 INF-43	10/07/92	REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 7/92)
S&CD	92 INF-44	10/15/92	1992 STATE LAWS AFFECTING FOSTER CARE, ADOPTION AND PREVENTIVE SERVICES
ES	92 INF-45	10/22/92	PA, MA AND FS TREATMENT OF ESCROW ACCOUNTS UNDER THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM ADMINISTERED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
ES	92 INF-46	11/04/92	REVISIONS TO MANDATORY CLIENT NOTICES
H&LTC	92 INF-47	11/18/92	REIMBURSEMENT FOR NEONATAL AMBULANCE TRANSPORTATION TO REGIONAL PERINATAL CENTERS
ES	92 INF-48	11/19/92	HOME RELIEF DRUG/ALCOHOL ABUSE SANCTIONS - QUESTIONS AND ANSWERS
ES	92 INF-49	11/25/92	INTRODUCTION OF COMBINED RECERTIFICATION FORM (DSS-3174) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATION (PUB. 1313)
OFO	92 INF-50	12/01/92	REVISED COMMISSIONERS LIST
S&CD	92 INF-51	12/07/92	CONSOLIDATED SERVICES PLAN, 1993 INCOME ELIGIBILITY STANDARDS

## INFORMATIONAL LETTERS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	92 INF-52	12/07/92	REVISIONS TO "ACTION TAKEN ON YOUR REQUEST FOR ASSISTANCE TO MEET AN IMMEDIATE NEED OR A SPECIAL ALLOWANCE" (DSS-4002)
DLA	92 INF-53	12/09/92	DIGEST OF LAWS OF 1992 RELATING TO SOCIAL SERVICES
S&CD	92 INF-54	12/14/92	PROTECTIVE SERVICES FOR ADULTS (PSA): ACCESS TO HOSPITAL RECORDS FOR THE PURPOSE OF CONDUCTING PSA INVESTIGATIONS ON BEHALF OF PERSONS REFERRED BY GENERAL HOSPITALS
S&CD	92 INF-55	12/16/92	PROTECTIVE SERVICES FOR ADULTS (PSA): MODEL HOSPITAL AGREEMENT
S&CD	92 INF-56	12/21/92	WORKING TOWARD INDEPENDENCE: MODEL WORKSITE AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES AND OTHER STATE AGENCIES
ES	92 INF-57	12/22/92	REVISED "PROGRAMMATIC ACTION REGULATIONS GUIDE" DSS-4168

## DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-07	01/30/92	VERIFICATION OF INFORMATION MAINTAINED BY BANKS AND FINANCIAL INSTITUTIONS  To inform local social services districts of a change in the Social Services Law (specifically the addition of Section 144-a; see Attachment I) that should make it easier to obtain verification of resource information from banks and other financial institutions.
92 INF-20	03/16/92	QUESTIONS AND ANSWERS FROM THE '91 FISCAL TRAINING REGIONAL MEETINGS  During the Fall 1991 fiscal training sessions a number of questions were raised. The purpose of this Informational Letter is to provide written responses to those questions.

COMMISSIONER'S OFFICE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-01	01/08/92	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1991  Provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1990.

OFFICE OF FIELD OPERATIONS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
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92 INF-50	12/01/92	REVISED COMMISSIONERS LIST
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To provide a current listing of local Social Services Commissioners including addresses and telephone numbers.

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-04	01/15/92	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON CLIENT CHARACTERISTICS</p> <p>In March and April of 1991, the Department conducted six regional technical assistance sessions on 90 ADM-40, "Protective Services for Adults: Client Characteristics". On October 3, 1991, 91 INF-53 was released to provide additional clarification regarding questions raised during the technical assistance. This release provides further clarification on the issue of Voluntary and Involuntary Clients and supersedes 91 INF-53.</p>
92 INF-05	01/16/92	<p>THE USE OF THE STATE OFFICE OF MENTAL HEALTH'S GERIATRIC ADMISSION GUIDELINES BY COMMUNITY HOSPITALS WITH PSYCHIATRIC UNITS</p> <p>To provide social services districts with the State Office of Mental Health (OMH) issued Geriatric Admission Guidelines.</p>
92 INF-10	02/12/92	<p>CHILD CARE PROGRAMS CHART</p> <p>To provide social services districts with a chart which summarizes the major components of the various funding sources available for the provision of child care services. A list of relevant Department releases is also provided.</p>
92 INF-18	02/27/92	<p>FAMILY TYPE HOMES FOR ADULTS: SPECIAL NEEDS FUNDS</p> <p>The supplemental State funding program to meet certain special needs of eligible residents and operators of certified Family Type Homes for Adults was established in law in 1985. Section 461-j of the Social Services Law (SSL) authorized local districts to reimburse certified Family Type Home operators for expenses incurred in meeting certain special needs of their SSI and HR residents.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-25	04/02/92	<p data-bbox="646 464 1430 520">FAMILY TYPE HOMES FOR ADULTS: CLARIFICATION OF REGULATIONS REGARDING CLOSING PLANS</p> <p data-bbox="646 558 1430 646">To clarify for districts the responsibilities of operators and local social services districts when a Family Type Home is closed voluntarily.</p>
92 INF-26	04/07/92	<p data-bbox="646 684 1430 772">PROTECTIVE SERVICES FOR ADULTS: CONFIDENTIALITY/INFORMATION SHARING WITH REGARD TO PROTECTIVE SERVICES FOR ADULTS (PSA) CLIENTS</p> <p data-bbox="646 810 1430 1125">In 1984, the Department issued 84 INF-2, which was intended to clarify for the social services districts the conditions for release of confidential information regarding a Protective Services for Adults (PSA) client to other service providers. Recent regulatory changes with regard to confidentiality as it relates to AIDS, HIV infection and HIV related illness require additional clarification of the Department's policy.</p>
92 INF-27	04/08/92	<p data-bbox="646 1163 1430 1220">JOBS-RELATED, EMPLOYMENT-RELATED AND TRANSITIONAL CHILD CARE: QUESTIONS AND ANSWERS</p> <p data-bbox="646 1257 1430 1409">To clarify Department policies relative to the provision of JOBS-Related, Employment-Related and Transitional Child Care (TCC). These questions have been raised frequently by social services districts over the past year.</p>
92 INF-29	04/13/92	<p data-bbox="646 1446 1430 1503">CHILD CARE: PARENTAL RESPONSIBILITIES WHEN EMPLOYING AN IN-HOME CHILD CARE PROVIDER</p> <p data-bbox="646 1541 1430 1696">To distribute information to social services districts regarding the responsibility of parents to pay minimum wage and provide benefits when they choose to utilize an in-home child care provider.</p>



## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-40	09/28/92	<p>ARTICLE 81 OF THE MENTAL HYGIENE LAW: PROCEEDINGS FOR APPOINTMENT OF A GUARDIAN FOR PERSONAL NEEDS OR PROPERTY MANAGEMENT (CHAPTER 698 OF THE LAWS OF 1992)</p> <p>To inform local social services districts of a recent amendment of the Mental Hygiene Law, in relation to the appointment of guardians for personal needs and property management for persons who are likely to suffer harm because they are unable to provide for personal needs including food, shelter, health care, or safety and/or are unable to manage property and financial affairs.</p>
92 INF-44	10/15/92	<p>1992 STATE LAWS AFFECTING FOSTER CARE, ADOPTION AND PREVENTIVE SERVICES</p> <p>To inform social services districts of bills passed in the 1992 legislative session related to foster care, adoption, and preventive services which have been signed into law by Governor Mario Cuomo. Effective dates are listed, along with a summary of the provisions of each Chapter Law. The Department will follow up with regulatory amendments or administrative directives as necessary for implementation of these provisions.</p>
92 INF-51	12/07/92	<p>CONSOLIDATED SERVICES PLAN, 1993 INCOME ELIGIBILITY STANDARDS</p> <p>To transmit the 1993 income standards to be used in determining eligibility for services.</p>

## DIVISION OF SERVICES &amp; COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-54	12/14/92	<p data-bbox="646 499 1430 617">PROTECTIVE SERVICES FOR ADULTS (PSA): ACCESS TO HOSPITAL RECORDS FOR THE PURPOSE OF CONDUCTING PSA INVESTIGATIONS ON BEHALF OF PERSONS REFERRED BY GENERAL HOSPITALS</p> <p data-bbox="646 657 1430 905">To inform local social services districts of a recent legal opinion from the New York State Department of Health (DOH) regarding the authority of a general hospital to provide access to a patient's medical records for the purpose of evaluation the need for Protective Services for Adults (PSA) when that patient was referred to PSA by the hospital.</p>
92 INF-55	12/16/92	<p data-bbox="646 942 1430 997">PROTECTIVE SERVICES FOR ADULTS (PSA): MODEL HOSPITAL AGREEMENT</p> <p data-bbox="646 1037 1430 1220">To inform local social services districts of a model Protective Services for Adults (PSA)/Hospital Discharge Planning Agreement which was developed by the Department, in collaboration with the Hospital Association of New York State (HANYS).</p>
92 INF-56	12/21/92	<p data-bbox="646 1260 1430 1346">WORKING TOWARD INDEPENDENCE: MODEL WORKSITE AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES AND OTHER STATE AGENCIES</p> <p data-bbox="646 1386 1430 1507">To notify local social services districts that the New York State Department of Social Services will be executing statewide worksite agreements with specific State agencies.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-02	01/09/92	REVISION TO ABEL INPUT SHEET (DSS-3570A)  To introduce the 11/91 version of the DSS-3570A: ABEL Input Sheet (copy attached).
92 INF-03	01/13/92	REVISION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT TO CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)  To introduce revisions to the DSS-4015-C, the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)" (copy attached). It will have a Revision Date of "10/91". The DSS-4015-C is different from the DSS-4015 (7/91) version of this client notice only in the pinfeed format.
92 INF-06	01/22/92	REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548) (REV. 12/91)  To introduce the revised (12/91) Budget Worksheet - Public Assistance (DSS-548).
92 INF-08	02/06/92	PUBLIC ASSISTANCE: PATERNITY ACKNOWLEDGEMENT  This release clarifies when paternity acknowledgements are used, what constitutes a paternity acknowledgement and how paternity acknowledgements relate to child support enforcement (IV-D) requirements.
92 INF-09	02/06/92	VERIFYING ELIGIBILITY: SPECIAL DETERMINATIONS FOR PUBLIC ASSISTANCE CASES  To inform local districts how to handle special determinations, that is those situations where written documentation is unavailable for verification of public assistance case circumstances.

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-11	02/19/92	<p data-bbox="646 464 1430 520">EMPLOYMENT: REVISION TO STATE MODEL AGREEMENT WITH WORKSITE SPONSOR AGENCY</p> <p data-bbox="646 558 1430 869">To provide social services districts with an updated version of the Worksite Sponsor Agency Agreement which appears in 91 INF-5 (January 15, 1991) entitled "Employment: Revisions to State Model Agreements Used for Training and Employment Assistance Programs (TEAP) in Aid to Families with Dependent Children (ADC-Work Supplementation), Home Relief (HR) TEAP, Community Work Experience Programs (CWEP) and Public Work Programs (PWP).</p>
92 INF-12	02/19/92	<p data-bbox="646 909 1256 934">THE 1992 EARNED INCOME CREDIT CAMPAIGN</p> <p data-bbox="646 972 1430 1157">To provide social services districts notification of change in The Earned Income Credit (EIC). There are some important changes that we want to make you aware of to assure that all eligible families take advantage of the program.</p>
92 INF-15	02/25/92	<p data-bbox="646 1197 1430 1283">ELECTRONIC BENEFIT ISSUANCE AND CONTROL SYSTEM (EBICS) STATEWIDE IMPLEMENTATION SCHEDULE AND INFORMATION</p> <p data-bbox="646 1320 1430 1444">To inform local districts about the Electronic Benefit Issuance and Control System (EBICS) and provide information to assist in planning for the implementation of EBICS in your District.</p>
92 INF-16	02/27/92	<p data-bbox="646 1484 1430 1570">FOOD STAMP TREATMENT OF PAYMENTS TO QUALIFIED ORGANIZATIONS SERVING AS REPRESENTATIVE PAYEES IN THE SSI PROGRAM</p> <p data-bbox="646 1608 1430 1698">To clarify food stamp policy on treatment of payments to qualified organizations serving as representative payees in the SSI program.</p>
92 INF-17	02/27/92	<p data-bbox="646 1738 1430 1795">REVISION TO BUDGET WORKSHEET - PUBLIC ASSISTANCE (DSS-548) (REV. 12/91)</p> <p data-bbox="646 1833 1430 1982">To cancel the recently released Informational Letter, 92 INF-6 "Revision to Budget Worksheet - Public Assistance (DSS-548)", which failed to list all of the changes which were incorporated into the 12/91 revision.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-19	03/13/92	<p>REVISIONS TO THE FOOD STAMP BUDGET WORKSHEETS (DSS-3114 AND DSS-3115) (REV. 12/91)</p> <p>To introduce revisions to the Food Stamp budget Worksheets (DSS-3114 and DSS-3115). These revisions have been made as a result of the new FS SUA/HEAP policy that will be effective Upstate May 1, 1992 and NYC June 1, 1992.</p>
92 INF-21	03/24/92	<p>VERIFICATION OF SOCIAL SECURITY NUMBERS</p> <p>To inform social services districts not to refer A/Rs to SSA Offices to obtain their SSNs when they cannot produce their cards.</p>
92 INF-22	03/30/92	<p>FOOD STAMP PROGRAM: PROCESSING OF AND REVISIONS TO FORM DSS-2291 (REV. 10/91), STATEMENT OF NON-RECEIPT OF FOOD STAMP BENEFITS</p> <p>To introduce the revised form DSS-2291: "Statement of Non-Receipt of Food Stamp Benefits" (Rev. 10/91) and the form "Client Claiming Non-Receipt of FSB".</p>
92 INF-23	04/01/92	<p>DISCONTINUANCE OF DSS-1951, "NPA FS EMPLOYMENT REGISTRATION" FORM</p> <p>To inform local districts that the use of form DSS-1951: "NPA FS Employment Registration" is no longer required.</p>
92 INF-24	04/01/92	<p>REVISION OF CERTIFICATION GUIDE (DSS-3570)</p> <p>To introduce revisions to the worker completed eligibility determination form DSS-3570: "Certification Guide".</p>
92 INF-28	04/07/92	<p>INCOME MAINTENANCE FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1991</p> <p>To provide local social services districts with a list of all State-printed Income Maintenance forms, including client notices, that were newly introduced, revised, or made obsolete by Department communications in 1991.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-30	05/21/92	<p>REVISION OF MANDATED "PUBLIC ASSISTANCE RECERTIFICATION - MEDICAL ASSISTANCE STATUS" (DSS-2114)</p> <p>To introduce the reviewed mandated DSS-2114: "Public Assistance Recertification - Medical Assistance Status".</p>
92 INF-31	06/02/92	<p>REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)</p> <p>To introduce the revised DSS-3668: "Shelter Verification", commonly known as the "Landlord Clearance".</p>
92 INF-32	06/12/92	<p>EMERGENCY ASSISTANCE TO FAMILIES WITH CHILDREN (EAF) FOR UNDOCUMENTED ALIENS</p> <p>To clarify EAF eligibility for undocumented aliens.</p>
92 INF-34	06/34/92	<p>REVISIONS TO MANDATORY CLIENT NOTICES</p> <p>To introduce revisions to the mandatory client notices.</p>
92 INF-37	09/09/92	<p>REVISION TO PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (REV. 7/92)</p> <p>To introduce the revised (7/92) Public Assistance ABEL Budget Narratives</p>
92 INF-38	09/21/92	<p>REVISION TO TWO FOOD STAMP ABEL BUDGET NARRATIVES (DSS-3959 AND DSS-3961)</p> <p>To introduce the revised Food Stamp ABEL Budget Narratives DSS-3959.</p>
92 INF-39	09/24/92	<p>REVISION TO ABEL INPUT SHEET (DSS-3570A)</p> <p>To introduce the 9/92 version of the DSS-3570A: ABEL Input Sheet.</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-42	10/07/92	<p>REVISION OF CONTINUOUS PINFEED VERSION OF "NOTICE OF INTENT OF CHANGE BENEFITS: PA, FS, MA COVERAGE AND SERVICES (TIMELY AND ADEQUATE)" (DSS-4015-C)</p> <p>To introduce revisions to the DSS-4015-C, the continuous pinfeed version of the DSS-4015: "Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)".</p>
92 INF-43	10/07/92	<p>REVISION OF "FOOD STAMP CHANGE REPORT FORM" (DSS-3151) (REV. 7/92)</p> <p>To introduce the revised (7/92) "Food Stamp Change Report Form" (DSS-3151).</p>
92 INF-45	10/22/92	<p>PA, MA AND FS TREATMENT OF ESCROW ACCOUNTS UNDER THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM ADMINISTERED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</p> <p>To advise social services districts about the Family Self Sufficiency Program (FSS and to inform districts about the proper treatment of escrow accounts set up under the FS program.</p>
92 INF-46	11/04/92	<p>REVISIONS TO MANDATORY CLIENT NOTICES</p> <p>To advise social services districts on new telephone numbers used by clients to request a fair hearing in the Buffalo, Rochester and Syracuse areas.</p>
92 INF-48	11/19/92	<p>HOME RELIEF DRUG/ALCOHOL ABUSE SANCTIONS - QUESTIONS AND ANSWERS</p> <p>To clarify policy provided to social services districts via 91 ADM-44: (SSDs) with instructions for the implementation of durational sanctions for certain Home Relief (HR) applicants/recipients (A/Rs).</p>

## DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-49	11/25/92	<p>INTRODUCTION OF COMBINED RECERTIFICATION FORM (DSS-3174) AND ACCOMPANYING "HOW TO COMPLETE" PUBLICATION (PUB. 1313)</p> <p>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</p>
92 INF-52	12/07/92	<p>REVISIONS TO "ACTION TAKEN ON YOUR REQUEST FOR ASSISTANCE TO MEET AN IMMEDIATE NEED OR A SPECIAL ALLOWANCE" (DSS-4002)</p> <p>To introduce the revised (9/92) version of the DSS-4002: "Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance".</p>
92 INF-57	12/22/92	<p>REVISED "PROGRAMMATIC ACTION REGULATIONS GUIDE" DSS-4168</p> <p>To introduce the revised "Programmatic Action Regulations Guide", DSS-4168.</p>



DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-53	12/09/92	DIGEST OF LAWS OF 1992 RELATING TO SOCIAL SERVICES

To highlight provisions of the Laws of 1992 and to direct interested persons to the appropriate provisions of the law. This Digest is neither designed nor intended to be considered as the Department's interpretation to these laws for the purpose of implementation.

## DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-13	02/19/92	AMENDMENTS TO RECIPIENT RESTRICTION PROGRAM (RRP) REGULATIONS  To inform social services agencies of an amendment to Department Regulation 360-6.4 (Restriction of Recipient Access to Services).
92 INF-14	02/21/92	REVISION OF "INSTITUTIONALIZED SPOUSE BUDGET WORKSHEET", "LEGALLY RESPONSIBLE RELATIVE (LRR) INCOME CONTRIBUTION WORKSHEET" AND MANDATORY CLIENT NOTICES (CHRONIC CARE)  To provide social services districts with information regarding revisions to the following forms and mandatory client notices: "Institutionalized Spouse Budget Worksheet"; "Legally Responsible Relatives (LRR) Income Contribution Worksheet"; DSS-4022: "Notice of Intent to Establish a Liability Toward Chronic Care"; DSS-4021 "Notice of Intent to Change the Contribution Toward Chronic Care Costs".
92 INF-33	06/22/92	TRANSPORTATION PROVIDED UNDER THE HOME AND COMMUNITY BASED SERVICES WAIVER  To inform district of: The New York State Office of Mental Retardation and Developmental Disabilities Home and Community Based Services Waiver; and Guidelines for the authorization of transportation of persons covered under Medical Assistance.
92 INF-41	10/05/92	MEDICAL ASSISTANCE DISABILITY APPROVAL NOTICE OPTION  To provide districts with an alternative to the current practice of attaching the DSS-639, "Disability Review Team Certificate", or transferring the information contained therein to the DSS-4141, "Notice of Medical Assistance Disability Determination" for cases which are approved for disability.

DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 INF-47	11/18/92	REIMBURSEMENT FOR NEONATAL AMBULANCE TRANSPORTATION TO REGIONAL PERINATAL CENTERS

To inform you of the change in Medicaid reimbursement policy for neonatal (newborn) ambulance transportation services between community hospitals and Regional Perinatal Centers (RPCs) instituted by the New York State Department of Health.

## MANUAL BULLETINS ISSUED DURING 1992

DIVISION	TRANS #	TRANS DATE	SUBJECT
ADMIN	92 MB-01	03/16/92	ADMINISTRATIVE COST ALLOCATION FOR THE VICTIMS OF DOMESTIC VIOLENCE PROGRAM
ADMIN	92 MB-02	09/23/92	ADMINISTRATIVE COST ALLOCATION JOBS EMPLOYMENT AND TRAINING FEES

DIVISION OF ADMINISTRATION  
OFFICE OF FINANCIAL MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
92 MB-01	03/16/92	<p>ADMINISTRATIVE COST ALLOCATION FOR THE VICTIMS OF DOMESTIC VIOLENCE PROGRAM</p> <p>A mechanism for reporting administrative expenditures made for Victims of Domestic Violence to identify these costs for the available additional state funding when the local social services district exceeds its Title XX allocation.</p> <p>To provide local social services districts with Food Stamp Employment and Training (FSET) cost information.</p> <p>To clarify that when a local district uses actual costs for the current year to allocate A-87 costs for the year then the certification form is due to the State by March 31st of that year.</p>
92 MB-02	09/23/92	<p>ADMINISTRATIVE COST ALLOCATION JOBS EMPLOYMENT AND TRAINING FEE</p> <p>To inform the local social services districts of the establishment of a new Object of Expense Code 19.3 to be used when claiming reimbursement for the \$25 fee for Food Stamp Employment and Training participants who take the General Equivalency Diploma (GED) test.</p>

## RELEASES SUPERSEDED IN 1992

CANCELLED RELEASESAUTHORIZED BY

91 ADM-4  
91 ADM-26

92 ADM-1

90 ADM-34  
89 ADM-30  
88 ADM-44  
87 ADM-43

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85 ADM-12

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92 ADM-51

87 ADM-03

92 ADM-52