

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

TRANSMITTAL: 97 INF-15

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: October 3, 1997

SUBJECT: Food Stamps: Expedited Food Stamp Screening Sheet
 (DSS-3938) (Rev.2/97)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Forms Coordinators
 Staff Development Coordinators

CONTACT PERSON: Forms Questions: Bob Gullie, DTA/New Technology,
 1-800-343-8859, extension 4-6055 (AV1060)
 Program Questions:
 Regional County Team Representative at 1-800-343-8859:
 Region I ext. 3-0332; Region II ext. 4-9344;
 Region III ext. 4-9307; Region IV ext. 4-9300;
 Region V ext. 3-1469; Region VI (212) 383-1658

ATTACHMENTS: DSS-3938:"Expedited Food Stamp Screening Sheet"
 (Rev.3938) - Not available on-line

FILING REFERENCES

| Previous ADMs/INFs | Releases Cancelled | Dept. Regs. | Soc. Serv. Law & Other Legal Ref. | Manual Ref. | Misc. Ref. |
|-----------------------|-----------------------|-------------|---|--------------------------------------|------------|
| 94 INF-48 | 94 INF-48 | 387.8(a) | | FSSB Sections IV-I IV-K-5.1 | 96 LCM-83 |

The purpose of this release is to introduce the revised DSS-3938: "Expedited Food Stamp Screening Sheet" (Rev. 2/97). A copy of the new form is attached.

Food Stamp policy requires local districts to identify households eligible for expedited service. Identification of such households may be done by a receptionist, volunteer or other employee. Applications must be screened as they are filed or as individuals come in to apply.

The DSS-3938 is designed to assist local district staff in making accurate and consistent assessments of food stamp applicants' potential eligibility for expedited food stamp service. Use of the DSS-3938, and subsequent maintenance of the completed form in each case record, will also ensure that all PA and NPA applicant households have been assessed for expedited service eligibility in accordance with Food Stamp Program requirements.

The use of the DSS-3938 is optional, but its routine use is strongly urged, and many local districts have utilized this form since 1989. Mandatory use of the form will only be imposed upon those districts where it has been determined by the Department that use of the form could improve their accuracy in identifying households potentially eligible for expedited processing and bring their performance to within the Statewide average.

Completion of the DSS-3938 is self-explanatory. The form's design guides the worker through each part until it is determined that the household is either "Eligible" or "Ineligible" for expedited food stamp service. In cases involving migrant/seasonal farmworker households, it should be noted that if eligibility for expedited service can be determined in Part Four, it is not necessary to complete Part Five. This section is needed only if the migrant/seasonal farm worker fails to meet any of the eligibility criteria in Part Four.

Listed below is a summary of the changes to this form that were incorporated into the 2/97 revision:

- I. GENERAL - The revision date was changed to 2/97.
- II. PART ONE - No Changes
- III. PART TWO - No Changes
- IV. PART THREE - No Changes
- V. PART FOUR
 - A. SECTION A (Deleted) - This whole Section was deleted because the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) does not consider homelessness a automatic qualifying criteria for expedited service. (see 96 LCM 83)
 - B. SECTION B (Relabeled to SECTION A)

The instruction, if the answer to the question is NO, was changed to read:

If NO, Continue with SECTION B.

C. SECTION C (Relabeled to SECTION B)

The note at the bottom of the this section was changed to read:

- * Use standard allowance if household incurs costs or received a HEAP benefit this year.

VI. PART FIVE - No Changes

Delivery of the revised DSS-3938 to the Albany warehouse is expected in October, 1997. Your district will not automatically receive copies.

In order to ensure that usage of these revised forms begins within a reasonable amount of time, you may continue to use the previous 7/94 supplies until your stocks are depleted, or until December 1997, whichever occurs first. Reorders of these forms will be filled with 2/97 versions.

Requests for the 2/97 version of the DSS-3938 should be submitted on Form DSS-876 (Rev. 2/96): "Request for Forms or Publications", and should be sent to:

New York State Department of Social Services
Bureau of Forms and Print Management
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to the Bureau of Forms and Print Management by calling 1-800-343-8859, ext. 4-2702.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance