

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

TRANSMITTAL: 94 INF-35

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: July 13, 1994

SUBJECT: Obsolescence of the 7/91 (Brown) Upstate  
 Version of the "Recertification for PA, MA, FS"  
 (DSS-3174) and the 7/91 (Brown) Upstate Version  
 of the "How To Complete...Recertification"  
 (Pub. 1313)

SUGGESTED

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

CONTACT PERSON: Maria Eckhardt  
 1-800-343-8859, extension 4-6501

ATTACHMENTS: Attachment I - Obsolete Department Form  
 DSS-3174 (7/91 Version):  
 "Recertification for PA, MA, FS" -  
 not available on-line  
 Attachment II - Obsolete Department Form  
 Pub. 1313 (7/91 Version):  
 "How To Complete...Recertification" -  
 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-28				FSSB	
92 INF-49				IV-E-6, VI-A-all PASB III-H-2, V-B-2, V-C-1	

The purpose of this release is to notify Upstate local districts that the following forms and their Spanish versions are now obsolete:

DSS-3174: "Recertification for PA, MA, FS" (7/91 Upstate Brown Version)  
Pub. 1313: "How To Complete...Recertification" (7/91 Upstate Brown Version)

These 7/91 versions were not obsoleted when the 6/92 versions became available because they were still used for processing MA-only Chronic Care cases. In 94 INF-28, the Division of Health and Long Term Care introduced a new form (DSS-4411: "Recertification for Medical Assistance (Chronic Care))" which replaced both forms for recertifying individual chronic care (MA-only) recipients and chronic care (MA-only) spousal recipients, when there are no dependent family members. All 7/91 English and Spanish versions of the DSS-3174 and Pub. 1313 (and all other previous versions), therefore, should be destroyed.

For Upstate recertifications other than MA-only Chronic Care cases, as outlined in 94 INF-28, the 6/92 black versions of the DSS-3174 and Pub. 1313 should be used, as outlined in 92 INF-49. For New York City recertifications, the 6/92 brown versions of the DSS-3174 NYC and Pub. 1313 NYC should continue to be used, as outlined in 92 INF-49. All 7/91 versions of the DSS-3174 NYC and Pub. 1313 NYC (and all other previous versions) should already have been destroyed.

---

Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security