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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 93 INF-42

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: October 7, 1993

SUBJECT: Revision of Follow-Up To The Quarterly Reports  
 (DSS-4310A and DSS-4310A NYC)

SUGGESTED

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

CONTACT PERSON: Bob Gullie  
 1-800-342-3715, extension 4-6501

ATTACHMENTS: Attachment I - DSS-4310A: "Follow-Up to the  
 Quarterly Report" (Rev. 5/93)  
 (Upstate) - not available on-line  
 Attachment II - DSS-4310A NYC: "Follow-Up to the  
 Quarterly Report" (Rev. 5/93)  
 (New York City) - not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
93 ADM-9				PASB V-E-4 FSSB XIII-A-5 MARG p. 8.3	

The purpose of this INF is to introduce revisions to the mandated "Follow-Up To The Quarterly Report" form (DSS-4310A) and to inform upstate local districts and NYC/HRA that a separate version of this form (DSS-4310A NYC) has been developed for New York City. The revised Spanish versions of these forms will be available at approximately the same time.

Listed below is a summary of the changes to these forms that were incorporated into the 5/93 versions.

I. DSS-4310A (UPSTATE) (ENGLISH VERSION)

A. FRONT

1. The revision date was changed to (5/93).
2. The New York City form number, "W-912AA", was deleted.
3. The form title was changed to:  
  
Follow-Up To The Quarterly Report
4. In the "Case Identifying Information" section, a shaded "CASE NAME" box was added.
5. The format and the text in the box that discusses closing a case was changed so that the recipient can indicate what specific program benefits they no longer need.
6. The acronym "(SSI)" was added to the examples of income for "Question 1".
7. The paragraph under the chart in "Question 1" was changed to read:

FOR PUBLIC ASSISTANCE AND FOOD STAMPS:

If you have not already done so, send in pay stubs or proof of other income for each time it was received for the most recent month listed above in the "Report Quarter". If you have already sent in proof of SSI, Social Security, Veterans Benefits or income from child support, you do not need to send in proof again, unless there has been a change. If someone has stopped or started working, or is receiving other income, you must send in proof that the income has stopped or started.

B. REVERSE

1. The New York City form number, "W-912AA", was deleted.
2. The revision date was changed to (5/93).
3. In "Question "2, the text in the parentheses was changed to read:  
  
(including births or deaths)

II. DSS-4310A-S (UPSTATE) (SPANISH VERSION)

The Spanish version of the DSS-4310A will no longer be printed, but a clear master copy will be available to those districts who may need to photocopy it.

III. DSS-4310A NYC (NEW YORK CITY) (ENGLISH VERSION)

The newly developed New York City version of this form, (DSS-4310A NYC), contains the following changes to the original combined form:

A. FRONT

1. The revision date was changed to (5/93).
2. The form title was changed to:  
  
"Follow-Up To The Quarterly Report"
3. The DSS form number was changed to:  
  
DSS-4310A NYC
4. A New York City form number, "W-912AA", was added directly below the DSS form number.
5. The following changes were made in the "Case Identifying Information" section:
  - a. The heading of the "CASE NUMBER" box was changed to "CENTER NUMBER".
  - b. The "UNIT NUMBER" box was deleted.
  - c. The heading of the "UNIT OR WORKER NAME" box was changed to "WORKER NAME (CASELOAD)"
6. The format and the text in the box that discusses closing a case was changed so that the recipient can indicate what specific program benefits they no longer need.

7. The acronym (SSI) was added into the examples of income for "Question 1".
8. The paragraph under the chart in "Question 1" was changed to read:

FOR PUBLIC ASSISTANCE AND FOOD STAMPS:

If you have not already done so, send in pay stubs or proof of other income for each time it was received for the most recent month listed above in the "Report Quarter". If you have already sent in proof of SSI, Social Security, Veterans Benefits or income from child support, you do not need to send in proof again, unless there has been a change. If someone has stopped or started working, or is receiving other income, you must send in proof that the income has stopped or started.

B. REVERSE

1. The DSS form number was changed to:  
  
DSS-4310A NYC
2. The revision date was changed to (5/93).
3. The New York City form number, "W-912AA", was added directly below the DSS form number.
4. In "Question "2, the text in the parentheses was changed to read:

(including births or deaths)

IV. DSS-4310A-S NYC (NEW YORK CITY) SPANISH VERSION)

The Spanish version for New York City (DSS-4310A NYC) will continue to be printed.

The new 5/93 versions of DSS-4310A, DSS-4310A NYC and DSS-4310A-S NYC are expected to have been delivered to the Upstate (Albany) Warehouse and HRA (New York City) Warehouse in September 1993. Distribution of the upstate form (DSS-4310A) to the local districts will begin upon receipt of the forms in Albany.

Your district will automatically receive supplies of these forms based on previous ordering practices. The existing (2/93) DSS-4310A are made obsolete by the new versions, and all existing copies of the old versions must be destroyed once your shipments of the new forms have been received. The same applies to the Spanish version.

Future requests for the DSS-4310A (Upstate), the Spanish Board for DSS-4310A-S (Upstate), the DSS-4310A NYC (New York City) and the Spanish printed form DSS-4310A-S NYC (New York City) should be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form" and should be sent to:

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New York State Department of Social Services  
Welfare Management System  
PO Box 1990  
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.

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