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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-27

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 29, 1991

SUBJECT: Revision of DSS-3151: "Food Stamp Change Report  
 Form" (Rev. 5/91)

SUGGESTED

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

CONTACT PERSON: IM/WMS Program Operations  
 Wayne Marquit  
 1-800-342-3715, extension 6-3413

ATTACHMENTS: DSS-3151 (Rev. 5/91): "Food Stamp Change Report  
 Form" - not available on-line.

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
89 INF-10	89 INF-10			<u>FSSB</u>	
88 INF-4	88 INF-4			Section VI-B-1-all	

The purpose of this release is to introduce the revised "Food Stamp Change Report Form" (DSS-3151). The form is utilized by local districts to solicit information on changes in household circumstances from food stamp recipients. Please note that the revised Spanish version of this form will be available at approximately the same time.

The revisions to the (12/88) version, which are included in the (5/91) version, are listed below:

FACE PAGE

1. In the sentence beginning "Use this form ...", deleted the words "... of the ..." and added the words "... such as:" at the end.
2. Moved up "Changes in any source of income" to the second bullet spot.
3. The bullet beginning "A car, ...", deleted "... if anyone in your household gets one.", and added "... new or different ..." between "A" and "car".
4. The bullet beginning "Increases in your household's ...", deleted the word "savings" and added "... cash, stocks, bonds, money in the bank or savings institution, ...".
5. In the paragraph after the bullets, first line, second sentence, changed the word "documentation" to "proof".

PAGE 2

In the section on "Change of address and/or change in rent ...", in the box with "Are you a boarder?", added the following three questions.

1. Do you pay for heat separate from rent? [ ] Yes [ ] No
2. Do you pay for utilities separate from rent? [ ] Yes [ ] No
3. Do you pay for a telephone? [ ] Yes [ ] No

PAGE 3

1. In the section "Change in Savings", second line, after the word "bonds", added "... or other investments, ...".
2. In the section "Change in Utilities ...", made the following changes:
  - a. Changed the title to read: "CHANGE IN UTILITIES OR DEPENDENT CARE COSTS FOR A CHILD OR ADULT."
  - b. Deleted the question "Have your utility bills gone up?"

Date May 29, 1991

Trans. No. 91 LCM-27

Page No. 3

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- c. Changed the second question to read: "Have you started to pay for these, or have present costs increased?"

Attached is a sample copy of the revised DSS-3151. In order to ensure that use of the revised form begins within a reasonable amount of time, you may continue to use the existing (12/88) supply until your stock is depleted, or until July 1, 1991, whichever occurs first.

Requests for additional copies of these forms are to 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  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Systems Development (OSD)

Questions concerning ordering the forms should be directed to OSD by calling 1-800-342-4100, extension 6-6223.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance