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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-14

Date: February 5, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Proper Use of the DSS-3021

ATTACHMENTS: None

The New York Regional Office of the Social Security Administration (SSA) has notified us that some SSA Field Offices are sending an "AFDC/SSI Interagency Request" (DSS-3021) form to local social services districts to obtain information on PG-ADC cases.

The purpose of the DSS-3021 is to notify SSA of the amount of ADC payments the ADC recipient received during the time his/her SSI application was pending. If the SSI applicant received ADC, SSA will reduce the individual's first retroactive SSI check by the amount of ADC the person received during the period his/her SSI application was pending.

Since PG-ADC is entirely funded by State and local funds, it should not be counted as income by SSA. Therefore, the SSA Regional Office is notifying their District Offices not to send a DSS-3021 to local social services districts for individuals who are in receipt of PG-ADC.

However, if you receive a DSS-3021 erroneously for an individual who had only received HR, PG-ADC (HR-PG in NYC) or VA during the period the recipient's application for SSI was pending, please indicate on the DSS-3021 form that the individual only received "non-federally funded benefits" and return it to the SSA Office that sent it to you. If, however, the individual received both ADC and "non-federally funded benefits" during the period the recipient's SSI application was pending, local districts must notify SSA of the amount and time periods of each type of assistance.

Please contact Charles Giambalvo at 1-800-342-3715, extension 4-3231, if you have any questions about this area, SSI, or about the Interim Assistance Reimbursement system.

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