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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-50

Date: March 28, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Interim Assistance Reimbursement (IAR) Forms: the DSS-3073,
SSA-8125 and DSS-2425

ATTACHMENTS: None

This is to remind local social services districts to send the Interim Assistance Reimbursement (IAR) form "Transmittal of SSA 8125(s)" (DSS-3073) with the appropriate "Social Security Administration Supplemental Security Income Notice of Interim Assistance Reimbursement" form(s) (SSA-8125) to:

New York State Department of Social Services
Division of Income Maintenance, 7-C
40 North Pearl Street
Albany, New York 12243

Attention: Administrative Operations

If the local social services district does not receive the SSA-8125 from the Social Security Administration (SSA), local districts should, in accordance with current procedures, substitute the "Repayment of Interim Assistance Notice" (DSS-2425) form.

New York City HRA should send the approved local equivalent of the DSS-3073 and the W-128HH to the address cited above.

The IAR Contract this Department has with SSA requires that we send a copy of the completed SSA-8125 (or DSS-2425) to SSA within 30 work days of the receipt of the SSI check by the local district. Therefore, we remind local districts to send this Department the completed DSS-3073's and SSA 8125's (or DSS-2425's) according to the following schedules.

- If a local district batches the forms once a month, the forms should be mailed to us by the end of second week after the month in which the district receives the SSI check.

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- If a local district batches the forms more than once a month, the forms for checks received by local districts during the first half of the month should be sent to us by the end of the second week after the month in which the district received the SSI check. Forms for checks received during the second half of the month should be mailed to us by the end of the month after the month in which the district received the SSI checks.

If you would like any information about the completion, processing or time frames for sending the DSS-3073 and SSA-8125 (or DSS-2425), please contact Charles Giambalvo at 1-800-342-3715, extension 4-3231.

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