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 | ADMINISTRATIVE DIRECTIVE |
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TRANSMITTAL: 93 ADM-20

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: August 18, 1993

SUBJECT: DSS-2642-Documentation Requirements

SUGGESTED DISTRIBUTION:	Public Assistance Staff Medical Assistance Staff Food Stamps Staff Staff Development Coordinator Fair Hearings Staff Quality Control Review Staff
CONTACT PERSON:	Dottie O'Brien - Bureau of Income Support Programs at 1-800-342-3715, extension 4-6853 Food Stamp County Representative at 1-800-342-3715, extension 4-9225
ATTACHMENTS:	DSS-2642: Documentation Requirements (Rev. 5/91) (Not available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
91 INF-42		351.1 and 2		PASB IV-A;	Loc. Dist.
89 INF-53		351.5 and 6		IV-B all;	Mgr's.
		387.8 and 9		IV-C 1 and	Guide, Pg.
				2	12-1
				FSSB	through
				IV-E, V-E-	12-5
				all, VI-A.2	
				and 3, VI-C	

I. PURPOSE

This is to inform social services districts that use of the form "DSS-2642: Documentation Requirements" is now mandated for each public assistance and food stamps case in which the applicant or recipient is being asked to provide proof of an eligibility factor. The effective date is stated in Section VI.

II. BACKGROUND

Adverse actions have sometimes been taken against households which have not provided a specific item of documentation, even though other items of documentation were available to prove an eligibility factor. Applicants and recipients were sometimes unaware that an eligibility factor could be verified in a number of ways.

III. PROGRAM IMPLICATIONS

A. Public Assistance and Food Stamps

All districts must now use the form "DSS-2642: Documentation Requirements", or an approved local equivalent form, when requesting documentation needed to establish the eligibility or level of need for public assistance or food stamps benefits.

B. Medical Assistance Implications

A detailed administrative directive on documentation requirements for medical assistance applications will be released under separate cover.

IV. REQUIRED ACTION

Districts must use the "DSS-2642: Documentation Requirements" form whenever an applicant or recipient is asked for proof of one or more eligibility factors, or for proof of a factor that will affect the benefit level. The use of this form will help applicants and recipients to understand that there are usually a number of ways that an eligibility factor can be documented.

Districts are reminded that no individual or case can be denied assistance or have benefits terminated for failure to provide a specific item of documentation, as long as the eligibility factor in question is established. An application may be denied if the applicant is unwilling to provide sufficient proof of identity, age, citizenship, etc., but not for failure to provide a birth certificate or other specific item of documentation.

An applicant or recipient who fails to prove an expense (a shelter expense for example) cannot be denied assistance or have his or her benefits terminated for that reason. However, the social services district would be correct in not including the expense in the budget. If the case is then ineligible based on excess income, it is proper to deny or close the case.

The applicant or recipient has the primary responsibility for securing documentation, however, the social services district has an obligation to assist when necessary. When an applicant or recipient indicates that it would be difficult or impossible to obtain the information or verification in a timely manner or shows that he or she has made reasonable attempts to secure information or verification, the social services district must assist the applicant or recipient in obtaining the information or verification. Such assistance may include paying a required fee or charge necessary to secure the information or verification.

Social services districts cannot require an applicant or recipient to provide verification of eligibility factors when that verification is in the case record and the eligibility factor is not subject to change.

V. ADDITIONAL INFORMATION

A. Local Equivalent Forms

All requests for approval of local equivalent forms must be submitted in accordance with the procedures described in 89 INF-53 and pages 12-1 through 12-5 of the Local District Manager's Guide. Since the latest revision of the DSS-2642 is 5/91, all local equivalent approvals must be dated 5/91 or later.

B. Forms Requests

Requests for supplies of the DSS-2642: "Documentation Requirements" (Revs. 5/91) should 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
PO Box 1990
Albany, New York 12201
Attention: Office of Systems Development (OSD)

The Spanish version of the DSS-2642 will not be printed, but a clear master will be available to those districts who may need to photocopy it. Spanish masters can be ordered through the same process as ordering the English versions.

Questions concerning ordering forms should be directed to the Office of Systems Development by calling 1-800-342-3715, extension 6-6223.

VI. EFFECTIVE DATE

The effective date of this directive is September 1, 1993.

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