Not less than once each year, every agency shall submit to the Secretary of State for publication in the State Register a list of all Guidance Documents on which the agency currently relies [SAPA, section 202-e(1)]. However, an agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA, section 202-e(2)].

Office of Temporary and Disability Assistance

The State Administrative Procedure Act (SAPA) § 202-e requires every State agency, at least once a year, to submit to the Secretary of State for publication in the State Register a list of guidance documents on which the agency currently relies and to provide information on where and how regulated parties and members of the public may inspect and obtain copies of the documents. Set forth below is the list of guidance documents relied upon by the New York State Office of Temporary and Disability Assistance (OTDA). Many of these documents are available for review on OTDA’s website at www.otda.state.ny.us. Copies of the documents may be requested from OTDA’s Public Information Office by writing to 40 North Pearl Street, Albany, New York 12243-0001, by calling (518) 474-9516 or by e-mailing: nyspio@otda.state.ny.us. Arrangements can be made with that Office for inspection of the documents. If copies are requested, OTDA will charge fees pursuant to the Freedom of Information Law for copies of the documents. However, fees may be waived on any requests for copies of 10 or less pages. There will be no fee charged for inspection of any of the documents listed below.

No comments were received from regulated parties or members of the public who are directly or indirectly affected by OTDA’s guidance documents (see SAPA § 202-e[4]).

MANUALS AND SOURCE BOOKS
1. Temporary Assistance Source Book
2. Food Stamp Source Book
3. Home Energy Assistance Program Manual
4. Home Energy Assistance Program State Plan
5. Alien Eligibility Desk Guide
8. The Automated Budgeting and Eligibility Logic (ABEL) Reference Manual
10. Audit Bulletins
14. Fiscal Reference Manual: Policy and Procedures; Forms and Instructions; County Cost Allocation Plan; and New York City Cost Allocation Plan
15. GAO Government Auditing Standards
17. Local District Claiming System Users Manual
23. Non Public Assistance (NPA) Food Stamp Desk Guide to Codes
25. Budgeting Manual NPA Food Stamp Program
27. Client Notices System (CNS) Codes & Text Catalogue
28. Welfare Management System (WMS) Code Cards
29. WMS Error Listing
30. Client Notices Manual
34. WTWCMS Release Notes
35. WTWCMS Frequently Asked Questions
36. Transitional Opportunities Program (TOP) Guide
37. Audit Institute Training Manual
38. State Verification and Exchange System (SVES)
39. MA Budgeting Manual Medical Assistance Program
40. Benefit Issuance Control Subsystem (BICS) Error List
41. Bureau of Information Technology (BIT) Project Management Reference

ADMINISTRATIVE DIRECTIVES (ADM), INFORMATIONAL LETTERS (INF), LOCAL COMMISSIONER MEMORANDA (LCM), TEMPORARY ASSISTANCE DEPUTY COMMISSIONER GENERAL INFORMATION STATEMENTS (GIS), DEAR COLLEAGUE LETTERS (DCL) AND OTHER ISSUANCES

2010
ADM
10-ADM-07 Provision of Temporary Housing Assistance (THA) to Sex Offenders-Chapter 568 of the Laws of 2008
10-ADM-06 2010-11 Flexible Fund for Family Services (FFFS)
10-ADM-05 Purchase of Service Agreements/Memorandum of Understanding for the Child Support Program
10-ADM-04 Increase in the Pass-through and Disregard of Support Payments-Phase II
10-ADM-03 Providing Temporary Assistance Applicants and Recipients with Information Regarding Sexual Assault
10-ADM-02 Legal Services and Cost Recovery for Recipients of Child Support Services
Guidance Documents

10-ADM-01 Changes to Assignment of Support Rights and Child Support Distribution in Current-Assistance Cases
10-INF-23 Social Security Administration (SSA) Cost-of-Living Adjustment (COLA) for January 2011
10-INF-22 Accessing Applications for Temporary Assistance (TA), the Food Stamp Program and to the Home Energy Assistance Program (HEAP)
10-INF-21 New myBenefits Poster
10-INF-20 Obsolete LDSS-4148D New Information About Temporary Assistance and Food Stamps
10-INF-19 Home Energy Assistance Program: Elimination of 105 Day Rule
10-INF-18 Revision to the LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
10-INF-17 Revised LDSS-4958 “TA Sanction & Denial Policy/Participation Rate Impact Guide”
10-INF-16 Revised LDSS-3152: “Action Taken on Your FS Benefit Case”
10-INF-15 Temporary Assistance (TA) Policy Implications Regarding Electronic Interim Assistance Reimbursement (e-IAR) Activation
10-INF-14 Electronic Application and Signatures
10-INF-13 Revised LDSS-4526 (Rev. 6/2010) Medical Examination for Employability Assessment, Disability Screening, and Alcoholism/Drug Addiction Determination andRelease of Cover Letter to Accompany the Request for Medical Information Model Document
10-INF-12 Revised LDSS-3668: “Shelter Verification” Form
10-INF-11 Revised LDSS-3087 Application/Recertification Guide
Dog Food Program
10-INF-10 Temporary Assistance (TA) and Employment Program Requirements for Individuals 18 to 21 Years Old Residing with Their Parent(s)
10-INF-09 Temporary Assistance Questions and Answers
10-INF-08 Elevate America Program
10-INF-07 LDSS-4943 (11/09): “Food Stamp Benefits Categorical Eligibility Desk-Aid”
10-INF-06 Revision to the LDSS-4314: “FS Benefits Household Composition Desk Guide”
10-INF-05 Revised PUB-4716: Every Day, Seniors Just Like You Get Food Stamps
10-INF-04 Revision to PUB-4916: Helping Hands for People in Need Brochure
10-INF-03 Revised LDSS-3938 (NYC) : “Food Stamp Application Expedited Processing Summary Sheet” and LDSS-4921: “Working Families Food Stamp Initiative Summary Sheet”
10-INF-02 Resolution of Doe v. Doar Cases on the WINR9482
10-INF-01 Revisions to the LDSS-4148C “What You Should Know If You Have An Emergency, Questions and Answers Book- 3” (Rev. 10/09)
LCM
10-LCM-18 Funding for OTDA Transitional Jobs 2 Program
10-LCM-17 Use and Protection of Confidential Information
10-LCM-16 OTDA Health Care Jobs Corps 2 Program
10-LCM-15 OTDA Green Jobs Corps 2 Program
10-LCM-14 Supplemental 100% Food Stamp Employment and Training Allocations-FFY 2010
10-LCM-13 2010-11 Home Energy Assistance Program (HEAP) Early Mail Out-Additional Administrative Funds
10-LCM-12 Food Stamp/Supplemental Nutrition Assistance (SNAP) Administrative Funding under the Defense Bill
10-LCM-10 Flexible Fund for Family Services (FFFS) 201-2011 Allocations and Child Welfare Services Thresholds

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10-LCM-09 Submission of TANF Special Project Claims/FFFS Plans
10-LCM-08 2010 TANF Summer Youth Employment Program Allocations
10-LCM-07 Food Stamp Employment and Training Allocations-FFY 2010
10-LCM-06 Funding for Intensive Case Services for Noncompliant Families (ICSF)
10-LCM-05 Temporary Assistance Basic Allowance Grant Increase-Payment to Local Districts
10-LCM-04 Claiming Deadlines for State Reimbursement Revised
10-LCM-03 NY Connects (formerly Long Term Care Point of Entry) Program Year 4
10-LCM-02 2010 Census Promotion
10-LCM-01 Child Support Incentives - Federal Fiscal Year 2008 (FFY2008)
Temporary Assistance Deputy Commissioner GIS Message
12/01/10 10TA/DC027 Timeframe for Social Service Districts (DSSs) to Report Interim Assistance Reimbursement (IAR) on the e-IAR System
11/23/10 10TA/DC026 Clark v. Astrue: Temporary Assistance (TA) and Food Stamps (FS) Policy for Probation and Parole Violators
11/03/10 10TA/DC025 Processing Requests for Energy Related Emergencies
10/01/10 10TA/DC024 Extension of the Validity of Puerto Rico Birth Certificates
09/23/10 10TA/DC023 Delay in the Implementation of the Electronic Interview Assistance Reimbursement (e-IAR) Project
08/18/10 10TA/DC022 UPS - Updated - Food Stamp Standards for October 1, 2010 (UPSTATE ONLY)
08/18/10 10TA/DC022 NYC - Updated - Food Stamp Standards for October 1, 2010 (NYC ONLY)
08/13/10 10TA/DC021 EBT Cash and Food Stamp Adjustment due to Network Outage on July 15 and 16, 2010
08/05/10 10TA/DC020 Budgeting of Extended Unemployment Insurance Benefits (UIB) and Treatment of the $25.00 Weekly Federal Additional Compensation (FAC) Payments (UPSTATE ONLY)
08/05/10 10TA/DC020 Budgeting of Extended Unemployment Insurance Benefits (UIB) and Treatment of the $25.00 Weekly Federal Additional Compensation (FAC) Payments (NYC ONLY)
07/22/10 10TA/DC019 Documentation of Unemployment Insurance (UI) Benefits (UPSTATE ONLY)
07/09/10 10TA/DC018 Amendment to Law 191 Invalidating Puerto Rico Birth Certificate
06/21/10 10TA/DC017 Availability of “Know Your Options: Relatives Caring for Children”
06/18/10 10TA/DC016 Law 191 Invalidating Puerto Rican Birth Certificates
06/02/10 10TA/DC015 Authorization of Energy Assistance for Emergencies for Grantees Receiving Supplemental Security Income (SSI)
06/01/10 10TA/DC014 Update on the 2010 Earned Income Disregard (EID) and Poverty Level Test
04/14/10 10TA/DC013 Extension of Case Services 4 Program Period
03/26/10 10TA/DC012 Extension of the 2009 Emergency Program Income Guidelines for Emergency Safety Net Assistance (ESNA) and Emergency Assistance to Needy Families With Children (EAF)
03/10/10 10TA/DC011 Availability of “Having a Voice and a Choice: New York State Handbook for Relatives Raising Children”
03/05/10 10TA/DC010 The Treatment of Making Work Pay and Child Tax Credits for TA, MA, and FS
03/01/10 10TA/DC009 Temporary Assistance and Food Stamp eligibility for Haitians applying for or granted Temporary Protected Status by the United States Citizenship and Immigration Service (US-CIS)
Guidance Documents

09-INF-07 Introduce the LDSS-4958: “TA Sanction & Denial Policy/Participation Rate Impact Guide
09 INF-06 Revisions to the LDSS-4148B - What You Should Know About Social Services Programs - Book 2
09-INF-05 Revisions made to the LDSS-4279: “Notice of Responsibilities and Rights for Support” and LDSS-4279 SP: “Notice of Responsibilities and Rights for Support Spanish”
09-INF-04 Digest of Laws of 2007 Relating to programs of the Office of Temporary and Disability Assistance
09-INF-03 Temporary Assistance (TA) Case Composition When a Child Attains Age 18

LCM
09-LCM-19 Discontinuation of SOLQ Access For HEAP Eligibility Workers and Alternate Certifiers Effective January 1, 2010
09-LCM-18 Stimulus Food Stamp / Supplemental Nutrition Assistance Program Administrative Funding under the American Recovery and Reinvestment Act
09-LCM-17 New Supplemental Security Income (SSI) Local Management Report
09-LCM-16 Availability of Safety Net Assistance Project (SNAP 8) Funding
09-LCM-15 2010-2011 Biennial Temporary Assistance and Food Stamp Employment Plan
09-LCM-14 Supplemental 100% Food Stamp Employment and Training Allocations - FFY 2009
09-LCM-14 Supplemental 100% Food Stamp Employment and Training Allocations - FFY 2009
09-LCM-13 Systems Availability Schedule
09-LCM-12 Adjustment of Transaction Charges for the Federal Systematic Alien Verification for Entitlements (SAVE) Program
09-LCM-11 OTDA Transitional Jobs Program
09-LCM-10 OTDA Health Care Jobs Program
09-LCM-09 OTDA Green Jobs Corps Program
09-LCM-08 Funding for Community Solutions for Transportation (CST)
09-LCM-07 Submission of TANF Special Project Claims/FFFS Plans
09-LCM-06 NY Connects (formerly Long Term Care Point of Entry) Program Year 3
09-LCM-05 Food Stamp/Supplemental Nutrition Assistance Program Administrative Funding under the American Recovery and Reinvestment Act
09-LCM-04 Food Stamp Employment and Training Allocations - FFY 2009
09-LCM-03 2009 TANF Summer Youth Employment Program (SYEP) Allocations
09-LCM-02 Support Incentives-Federal Fiscal Year 2007 (FFY 2007)
09-LCM-01 Protection of Confidential Information
Temporary Assistance Deputy Commissioner GIS Message
12/15/09 09TA/DC036 Randomization of CBIC Numbering
12/02/09 09TA/DC035 Food Stamp Disaster Plan Local Contacts
11/16/09 09TA/DC034 CNS/WMS Alcohol & Substance Abuse Sanction Code Changes (UPSTATE ONLY)
11/03/09 09TA/DC033 Meeting Energy Emergencies with HEAP
10/28/09 09TA/DC032 Changes to Pass-through and Disregard of Support Payments Effective January 1, 2010 (NYC ONLY)
10/20/09 09TA/DC031 Work Activity Attendance Documentation
10/14/09 09TA/DC029 Resolution of Potentially Eligible Households for the 2009 Back-to-School One-Time Payment (UPSTATE ONLY)
09/28/09 09TA/DC028 TA Policy and District of Fiscal Responsibility (DFR) Procedures, Mediation and Intervention Services

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09/21/09 09TA/DC027 Save the Date for Upstate Temporary Assistance (TA) Conference Calls (UPSTATE ONLY)
09/01/09 09TA/DC026 Extension of the Repayment Terms of the Utility Arrears Repayment Agreement
08/27/09 09TA/DC025 SOLQ Reference Guide Revised August 2009 and Available Online
08/18/09 09TA/DC024 Updated - Food Stamp Standards for October 1, 2009 (UPSTATE ONLY)
08/18/09 09TA/DC024 Updated - Food Stamp Standards for October 1, 2009 (NYC ONLY)
08/14/09 09TA/DC023 Revised LDSS-3938 (NYC): “Food Stamp Application Expedited Processing Summary Sheet (NYC ONLY)
08/11/09 09TA/DC022 Human Trafficking Program Liaison
08/05/09 09TA/DC021 2009 Back to School One-Time Payment
07/28/09 09TA/DC020 Revised LDSS-4921: “Working Families Food Stamp Initiative Screening Sheet”
07/27/09 09TA/DC019 USDA Clarification on Action for Returned Mail for Simplified (Six Month) Reporters
07/15/09 09TA/DC018 Changes to Allowable Cash Assistance Rates - United States Repatriation Program (USRP) (UPSTATE ONLY) Posted as a courtesy for BRIA
07/06/09 09TA/DC017 Changes to Pass-through and Disregard of Support Payments effective July 1, 2009 (UPSTATE ONLY)
07/06/09 09TA/DC016 Transitional Food Stamp Benefits for Participants of the TA Grant Diversion Programs (TEAP)
06/30/09 09TA/DC015 Federal Minimum Wage Increase and Its Effects on Temporary Assistance and Food Stamp Programs
06/02/09 09TA/DC014 Suspension of Able-Bodied Adults without Dependents (ABAWD) Requirements
05/08/09 09TA/DC013 Discontinuance of Upstate WRTS Production Reports (UPSTATE ONLY)
04/21/09 09TA/DC012 200% of Poverty Income Standards Chart - June 1, 2009 through May 31, 2010
04/10/09 09TA/DC011 TA, FS, and HEAP Treatment of American Recovery and Reinvestment Act (ARRA) of 2009 $25 Per Week Increase to Unemployment Insurance Benefits (UIB)
03/31/09 09TA/DC010 Notification of date of the automated process to implement change to the treatment of certain payment type codes discussed in 09 ADM-04
03/19/09 09TA/DC009 Treatment of the One-Time Stimulus Payments from the American Recovery and Reinvestment Act (ARRA) of 2009
03/17/09 09TA/DC008 Updated Food Stamp Standards for April 1, 2009 (UPSTATE ONLY)
03/17/09 09TA/DC008 Updated Food Stamp Standards for April 1, 2009 (NYC ONLY)
03/10/09 09TA/DC006 Use of “Financial Statement” (LDSS-3596) for Utility Arrearsage Assistance and the Updated Food/Non-Food Expense Guidelines
03/10/08 09TA/DC005 Return Date for Mailing of LDSS-4130 Periodic Reports to Six-Month Reporting Food Stamp Households (UPSTATE ONLY)
02/11/09 09TA/DC003 2009 Emergency Program Income guidelines for Emergency Safety Net Assistance (ESNA) and Emergency Assistance to Needy Families with Children (EAF)
01/16/09 09TA/DC002 NYSNIP Standard Benefit Amount Adjustments (NYC ONLY)
01/09/08 09TA/DC001 NYSNIP Standard Benefit Amount Adjustments (UPSTATE ONLY)
DCL Child Support
11/17/2009 Electronic Communication System Enhancements
08/19/2009 Child Support Legislation
06/30/2009 2010 Tax Refund Offset Process
06/19/2009 Banking Services: SafePass Tokens
06/01/2009 Customer Service Helpline: Third Party Referrals
to a Disqualification Consent Agreement’’ and LDSS-4904: ‘’Notice of Consequences
2/18/2009 Request to Withdraw Passport Denial Form
01/29/2009 Income Execution Resources Letter
2008
ADM
08-ADM-12 Support NCP Poverty Level Pilot Initiative
08-ADM-11 Interim Assistance Reimbursement (IAR) Consolidated Policy and Procedures
08-ADM-10 Deficit Reduction Act (DRA) Annual Service Fee for Child Support
08-ADM-09 Farm Bill Reauthorization Provisions of Food Stamp Program for 2008
08-ADM-08 Increase in the Pass-through and Disregard of Support Payments
08-ADM-07 Implementation of Final Temporary Assistance for Needy Families (TANF) Rule
08-ADM-06 Social Security Administration Automation of Interim Assistance Reimbursement (IAR), Direct Deposit Authorization for IAR Payments, Government to Government Services Online (GSO) Registration, and Monthly IAR E-Report
08-ADM-05 SSI- Screening/ Identification, Referral and Tracking Requirements
08-ADM-04 Treatment of Income from Adoption Subsidy Payments and Foster Care Payments in Determining Food Stamp Program Eligibility and Benefit Amount
08-ADM-03 Substance Abuse Treatment for Adolescents - Conversion of Some Facilities that Treat Adolescents from Congregate Care Level 2 to Medical Facilities Under Residential Rehabilitation Services for Youth (RRSY)
08-ADM-02 2008-09 Flexible Fund for Family Services (FFFS)
INF
08-INF-19 Social Security Administration (SSA) Cost-of-Living Adjustment (COLA) for January 2009-SSI Benefit Levels Chart
08-INF-17 Temporary Assistance: Financial Institution Resource Clearance
08-INF-16 Non-Parent Caregivers and Good Cause
08-INF-15 Revision to LDSS-3696 ‘‘Job Search Handbook’’
08-INF-14 Temporary Assistance (TA): Income Eligibility Verification System (IEVS) 1099 Processing for Local Districts
08-INF-13 Cost Avoidance Calculations for Program Integrity Initiatives
08-INF-12 Pathways and Similar Case Management Models
08-INF-11 Revised and Reformatted PUB-4596: EBT Training Brochure
08-INF-10 Employment Verifications- Local District Commitment to a Revenue Intercept for Utilization of TALX Corporation eXpress Services under the OTDA Statewide Contract with TALX Corporation
08-INF-09 Temporary Assistance Questions and Answers
08-INF-08 Verified Employment Data (VED) Information Added to Upstate RFI
08-INF-07 Working Families Food Stamp Initiative Q and As
08-INF-06 Online availability of the LDSS-4903: ‘‘Disqualification Consent Agreement’’ and LDSS-4904: ‘‘Notice of Consequences to a Disqualification Consent Agreement’’
08-INF-05 LDSS-4905: Domestic Violence Information for All Temporary Assistance Applicants
08-INF-03 Categorical Eligibility for Food Stamps Q & As
08-INF-02 LDSS-4583: Domestic Violence Screening Form (Rev. 9/07)
LCM
08-LCM-13 Funding for Intensive Case Services for Noncompliant Families (ICS3)
08-LCM-12 Availability of Safety Net Assistance Project (SNAP) Funding
08-LCM-11 Automated Termination of Food Stamp (FS) Claims
08-LCM-10 Supplemental 100% Food Stamp Employment and Training Allocations - FFY 2008
08-LCM-09 Home Energy Assistance Program (HEAP) Office of the State Comptroller (OSC) Payment Process
08-LCM-08 NY Connects (formerly Long Term Care Point of Entry Program)
08-LCM-07 Work Incentive Fund Allocations 2008-09
08-LCM-06 Local Administration Fund (LAF) Base Allocations 2008-2009
08-LCM-05 Funding Available for Community Solutions for Transportation (CST)
08-LCM-04 2008-09 Home Energy Assistance Program (HEAP) Targeted Mail Out
08-LCM-03 Submission of TANF Special Project Claims/FFFS Plans
08-LCM-02 Child Support Incentives-Federal Fiscal Year 2006 (FFY 2006)
08-LCM-01 Food Stamp Employment and Training Allocations - FFY 2008
Temporary Assistance Deputy Commissioner GIS Messages
12/23/08 08TA/DC034 Extension of the Ten Day Reporting Deadline for Request of Replacement Food Stamp Benefits
12/22/08 08TA/DC033 Survey of Social Services Districts (SSDs) for Information Needed to Implement New Laws Regarding Temporary Housing for Sex Offenders
12/19/08 08TA/DC032 Food Stamp Budgeting Reminder: Increased Standard Utility Allowances
12/17/08 08TA/DC031 (REVISED) Issuing Replacement Food Stamp Benefits and Emergency Food Replacement (UPSTATE ONLY)
11/25/08 08TA/DC029 Estimating Automobile Value: Change in the National Automobile Dealers Association (NADA) Pricing Terminology
11/25/08 08TA/DC028 2008 Food Stamp Bonus Award Allocation
11/14/08 08TA/DC027 OMRDD Regional Meetings and Food Stamp Applications for Group Home Residents
11/05/08 08TA/DC026 Suspending Enforcement of Utility Repayment Agreements during the Cold Weather Period
10/17/08 08TA/DC025 Claims Establishment for Food Stamp Cases Affected by Deletion of Adoption Subsidy Income during the ALL MRB/A (UPSTATE ONLY)
10/06/08 08TA/DC024 Meeting Energy Emergencies with HEAP
09/30/08 08TA/DC023 Increase in Pass-through and Disregard of Support Payments
09/24/08 08TA/DC022 Group Home and Congregate Care Budgeting (UPSTATE ONLY)
09/24/08 08TA/DC022 Group Home and Congregate Care Budgeting (NYC ONLY)
09/18/08 08TA/DC021 Use of the ‘‘Financial Statement (LDSS-3596) for Utility Arrearage Assistance and the Updated 2007-08 Food/ Non-Food Guidelines
09/15/08 08TA/DC020 Electronic IAR Phone Conference
08/14/08 08TA/DC019 Updated - Food Stamp Standards for October ‘08 (NYC ONLY)
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07-LCM-06 Funding Available for Community Solutions for Transportation (CST)
07-LCM-05 Local Administration Fund Allocations 2007-2008
07-LCM-04 SDX - SSI Individual Status Screen on WMS
07-LCM-03 Local District Emergency Closings
07-LCM-02 Submission of TANF Special Project Claims/FFFS Plans
07-LCM-01 Child Support Incentives - Federal Fiscal Year 2005
Temporary Assistance Deputy Commissioner GIS Messages
12/18/07 07TA/DC022 NYSNIP Standard Benefit Amount Adjustments
12/14/07 07TA/DC021 Working Families Food Stamp Initiative Conference Informational Calls - December 20, 2007
12/14/07 07TA/DC020 Categorical Eligibility for Food Stamps
12/05/07 07TA/DC019 Food Stamp Program Group Home Standard Benefits (GHSB) Adjustments
11/29/07 07TA/DC018 Meeting Energy Emergencies
11/16/07 07TA/DC017 Food Stamp Bonus Award Allocation
11/15/07 07TA/DC016 Distribution of “Child Care Letter” Lists
UPSTATE ONLY
10/30/07 07TA/DC015 “In Lieu of TA Child Care” Dear Parent Letter
10/17/07 07TA/DC014 Conference Calls regarding implementation issues related to 07 ADM-06 Doe v. Doar - Unfavorable Appellate Court Decision on the Proration Policy transmitted in 04 ADM-05 “Temporary Assistance and Non-Temporary Assistance Mixed Households, Budgeting when the Family includes an SSI Member” (UPSTATE ONLY)
09/27/07 07TA/DC012 Use of the “Financial Statement” (LDSS-3596) for Utility Arrearage Assistance and the Updated 2007-08 Food/Non-Food Guidelines
09/14/07 07TA/DC011 Doe v. Doar: Court Decision Invalidates Policy in 18 NYCRR 352.2(b) and 04 ADM-5 “Temporary Assistance and Non-Temporary Assistance Mixed Households, Budgeting When Family Includes an SSI Member”
08/27/07 07TA/DC010 Interim Assistance Reimbursement (IAR) for more than One Social Services District
08/21/07 07TA/DC009 Substance Abuse Treatment for Adolescents - Conversion of Some Facilities that Treat Adolescents from Congregate Care Level II to Medical Facilities Under Residential Rehabilitation Services for Youth (RRSY)
08/14/07 07TA/DC008 Updated-Food Stamp Standards for October 1, 2007 (UPSTATE ONLY)
08/14/07 07TA/DC008 Updated-Food Stamp Standards for October 1, 2007 (NYC ONLY)
08/07/07 07TA/DC007 Federal Minimum Wage Increase and Food Stamp Exemption
08/01/07 07TA/DC006 Reporting Excused Absences from Countable Unpaid Work Activities as Hours of Participation for Households with Dependent Children
06/06/07 07TA/DC005 Delayed Mailing of LDSS-4310 Periodic Reports to Six-Month Reporting Food Stamp Households
03/30/07 07TA/DC004 2007 Emergency Program Income Guidelines for Emergency Safety Net Assistance (ESNA) and Emergency Assistance to Needy Families with Children (EAF)
03/20/07 07TA/DC003 200% of Poverty Income Standards Chart
June 1, 2007 through May 31, 2008
03/01/07 07TA/DC002 Client Satisfaction Survey
02/20/07 07TA/DC001 Permanently Residing Under the Color of Law (PRUCOL)
DCL Child Support
06/29/2007 MEDX Appellate Court Decision
06/01/2007 Release of Information to a Requesting Party
05/09/2007 Retroactive Modification of Support and Crediting of Overpayments
2006
ADM
06-ADM-16 Desk Reviews of the Distribution of Child Support Payments
06-ADM-15 School Attendance of Homeless Children - Revised
06-ADM-14 Electronic Benefit Transfer (EBT) Customer Service Automated Response Unit (ARU) Personal Identification Number (PIN) Selection Restriction
06-ADM-13 National Directory of New Hires (NDNH) Computer Match
06-ADM-12 Noncustodial Parent New York State Earned Income Tax Credit (NCP NYS EIC) - Procedures
06-ADM-11 United States Repatriation Program (USRP) ADM Local District Responsibilities (except NYC)
06-ADM-10 Temporary Assistance (TA) Mail-in Recertification Process Revised
06-ADM-09 Velazquez Cases - Special Instructions Part 3
06-ADM-08 2006-07 Combined TANF Allocation
06-ADM-07 District of Fiscal Responsibility for Homeless placements Out of District Revised
06-ADM-06 Coordination of Temporary Assistance Employment and Eligibility Requirements for Individuals Who Are Required to Apply for SSI
06-ADM-05 Providing Access to Temporary Assistance Programs for Persons with Disabilities and/or Limited English Proficiency (LEP) Revised
06-ADM-03 Personal Needs Allowance in Level 2 Congregate Care Residential Alcohol and Substance Abuse Treatment Programs Revised
06-ADM-02 Temporary Assistance: Income Eligibility Verification System (IEVS) 1099 Processing
06-ADM-01 Lifeline Telephone Service
INF
06-INF-34 Domestic Violence Residential Programs - Payment Issues and District of Fiscal Responsibility (DFR)
06-INF-33 Social Security Administration (SSA) Cost-of-Living Adjustment (COLA) for January 2007 - SSI Benefit Levels Chart
06-INF-32 Digest of Laws of 2006 Relating to Programs of the Office of Temporary and Disability Assistance
06-INF-30 New Desk Guide - LDSS-4888: “School Attendance Desk Guide” (7/06)
06-INF-29 Revisions to 12 Mandatory Client Notices
06-INF-28 Revised 9/06 version of the LDSS-4778: “Calculations of Total Overpayment Amount”
06-INF-27 Revision of the LDSS-4731: “District of Fiscal Responsibility (DFR) Desk Guide” (Rev. 7/06)
06-INF-26 Investigative Unit Operations Plan
06-INF-25 Consolidated Shelter Arrears Policy and Emergency Safety Net Assistance Shelter Arrears Repayment Agreement - Revised
06-INF-24 Contract with TALX Corporation for Employment and Income Verification Services via the “Work Number” and Local District Contact Information Request for the TALX Corporation and the National Directory of New Hires computer match
06-INF-23 LDSS-4579: “Alien Eligibility Desk Aid” (Rev. 6/06)
06-INF-22 Clarification of DFR Procedures for Parolees
06-INF-21 Temporary Assistance Questions and Answers
06-INF-20 Clarification of the Treasury Offset Program (TOP) Collection Process
06-INF-19 Medicare Part D Prescription Drug Plan and End of the Medicare-Approved Prescription Drug Discount Card Program Deduction
06-INF-18 LDSS-4884: Temporary Assistance Energy Emergencies Comparison Table
06-INF-17 LDSS-4863 Medical Information Release Form

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06-INF-16 Program Integrity Questions and Answers
06-INF-15 Revisions to the LDSS-3174 Recertification Form for Temporary Assistance, Medical Assistance, Medicare Savings Program and Food Stamp Benefits and Pub-1313 How to Complete the LDSS-3174
06-INF-14 Battered Aliens Eligibility for Benefits Revised
06-INF-12 Clarification of Policy Regarding Verification of School Attendance Revised
06-INF-11 Family Violence Option Policy Clarifications
06-INF-10 Computer Matching Clarification for Food Stamps
06-INF-09 Revisions for the LDSS-3151: Food Stamp Change Report form (Rev. 1/06)
06-INF-07 Changes in Expungement Procedures
06-INF-06 State Tax Refund Offset Program (STROP): Watts v. Wing-Settlement Terms
06-INF-05 Welfare-To-Work Regulatory Citation Changes
06-INF-04 HEAP 2006-2007 Needs Assessment Public Hearings
06-INF-03 Welfare-To-Work Employment Forms
06-INF-02 Revision to PUB-4786 The Earned Income Tax Credit
06-LCM-13 OTDA Contract with Medical Providers for Consultative Medical and Psychological Examinations and Intelligence Assessments
06-LCM-12 Long Term Care Point of Entry Program
06-LCM-11 Funding for Intensive Care Services for Noncompliant Families
06-LCM-09 Claiming Process for Certain Two-Parent Families
06-LCM-08 Food Stamp Management Evaluation Procedures
06-LCM-07 Claiming of Food Stamp Program (FSP) administrative funds for the medical screening of Food Stamp Employment and Training (FSE&T) participants to establish exemption from program rule requirements.
06-LCM-06 Additional TANF Funding to Support State-Administered Programs and Contracts
06-LCM-05 Imaging and Enterprise Document Repository (I/EDR) Services and Pricing Information
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05-INF-08 Revisions to PUB-4842: “Interpreter Services Poster”
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05-INF-07 State Tax Refund Offset Program (STROP): Watts vs.
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05-INF-04 Reinstatement of LDSS-3666: “TA/FS Documentation/
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2003 INF-38 Availability of the Following Forms in Arabic and Chinese: LDSS-2921 Statewide “Common Application” form and PUB-1301 Statewide “How to Complete the Application’ form
2003 INF-37 Revision to Spanish Versions of the Client Information Books and the Introduction of Other Available Languages Including Russian, Arabic and Chinese
2003 INF-36 Digest of Laws of 2003 Relating to Programs of the Office of Temporary and Disability Assistance
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2003 INF-32 LDSS-4682: Notification of Overpayment of Public Assistance to a Former Recipient and Demand For Repayment (5/03) and LDSS-4682 NYC: Notification of Overpayment of Public Assistance to a Former Recipient and Demand For Repayment (NYC) (5/03)
2003 INF-31 Revision of the LDSS-3558: “Food Stamp Separate Determination Input Form” (Rev. 5/03)
2003 INF-29 Family Violence Option: Domestic Violence Liaison List
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2003 INF-24 Obsolescence of Form, PUB-1350: “How To Get Your Cash Grant and Food Stamps” (Rev. 10/97)
2003 INF-23 LDSS-4579: “Alien Eligibility Desk Aid” (Rev. 4/03)
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2002 ADM-04 Food Assistance Program (FAP): Expansion of Eligibility to Certain Victims of Domestic Violence
2002 ADM-02 Meeting the Emergency/Immediate needs of Temporary Assistance (TA) Applicants/Recipients
2002 ADM-01 Food Stamp Treatment of Individual Development Accounts
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2002 INF-39 Conditions and Costs Associated with Removals, Revision: December 10, 2002
2002 INF-37 Temporary Assistance Periodic Reporting Regulation Filing
2002 INF-36 Family Violence Option Questions and Answers
2002 INF-35 SSA COLA for January 2003 - SSI and Food Stamp Charts
2002 INF-34 Treatment of Crime Victims Compensation Benefits for Temporary Assistance (Correction of November 1st Release)
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2002 INF-32 Revision of the “Employment Verification” Form (LDSS-3707) (Rev. 4/01)
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2002 INF-29 Necessity of Accurate Social Security Numbers in the Welfare Management System
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2002 INF-26 Revisions to the System Generated Periodic Report Form (LDSS-4310) and the Printed Follow-Ups to the Periodic Report Form (LDSS-431OA and LDSS-4310A NYC)
2002 INF-25 Section 8 Certificate Shelter Type Codes
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2002 INF-21 Temporary Assistance Procedures; Certification Periods of TA Cases With Earned Income
2002 INF-20 New Statewide “Common Application”, LDSS-2921 Statewide (Rev. 5/02) and New Statewide “How to Complete” Publication, PUB - 1301 Statewide (Rev. 5/02)
2002 INF-19 Revision of the LDSS-3708: “School Attendance Verification Form” (Rev. 4/01)
2002 INF-18 Revision of the LDSS-3151: “Food Stamp Change Report Form”
2002 INF-17 Food Stamp Questions and Answers
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2002 INF-07 Revision of DSS-2642: “Documentation Requirements”
2002 INF-06 Clarification of Retention Policy of Domestic Violence (DV) Screening Forms and Related Case Records
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2001 ADM-13 Temporary Assistance Budgeting: Initial and Increased Earnings of Recipients
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2001 ADM-11 Safety Net Assistance Recoupment Rate Change
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2001 ADM-04 Reporting Requirement for TANF Assistance: Reg. 351.1(b)(2)
2001 ADM-03 Errata: Exemptions to the State Sixty-Month Cash Time Limit/Evaluation for Safety Net Assistance
2001 ADM-03 Exemptions to the State Sixty-Month Cash Time Limit/Evaluation for Safety Net Assistance
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2001 INF-24 Obsolete Form DSS-632: “Consent for Verification of Information”
2001 INF-22 Revisions of LDSS-2921 Upstate Common Application and PUB-1301 Upstate “How to Complete” Publication
2001 INF-21 Food Stamp Questions and Answers
2001 INF-20 Providing Temporary Assistance to Individuals Sanctioned From Supplemental Security Income
2001 INF-19 Responses to Questions Raised at Time Limit/Tracking Regional Meetings
2001 INF-18 Clarification of Temporary Assistance Drug and Alcohol Employment Coding and Case Type Policy/Procedures
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2001 INF-11 Temporary Assistance Questions and Answers and Attachment
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2001 INF-09 Application Access for Non-Citizens: Temporary Assistance and Food Stamps
2001 INF-08 Temporary Assistance (TA) and Food Stamps (FS) Policy: The Treatment of Supplemental Needs Trusts (SNTs) and Reverse Annuity Mortgage (RAM) Loans
2001 INF-06 Revision of “Notice of Responsibilities and Rights for Support” (LDSS-4279) (Rev. 8/00)
2001 INF-04 The 2001 New York State and Federal Earned Income Credit Campaign
2001 INF-03 Clarification of Policy Relating to the Provision of the Emergency Shelter Allowance for Persons with AIDS or HIV-Related Illness
2001 INF-02 Digest of Laws of 2000 Relating to Programs of the Office of Temporary and Disability Assistance
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2000 INF-21 Policy Clarification on TANF Funded Assistance
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2000 INF-17 Obsolete Form: DSS-4404: “PA and FS Citizenship/Alien Status Desk Aid Worksheet” (Rev. 3/93)
2000 INF-16 Temporary Assistance (TA), Food Stamps (FS), and Medicaid (MA) Budgeting: Out-of-State Temporary Assistance Payment
2000 INF-15 Temporary Assistance Questions and Answers
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2000 INF-13 Errata: Alien Eligibility Desk Aid (LDSS-4579) (4/00)
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1999 ADM-01 Administration Issuance of Subpoenas in Child Support Cases
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2000 ADM-22 Expansion of the Child Assistance Program (CAP)
2000 ADM-21 Notice: LDSS-4647: ‘‘Important Information About Child Care’’
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2000 ADM-19 Notice: LDSS-4398: ‘‘WMS Non-Services Code Cards’’ (December 1999 Update) (Upstate Only)
2000 ADM-18 Availability of Funds to Operate an Enhanced Drug/Alcohol Program for TANF Recipients
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1999 LCM-12 Survey of Social Welfare Examiner Job Tasks
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1999 LCM-10 Year 2000 Compliance Requirements
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1999 LCM-08 “New York State Touchstones/Kids Count Data Book”
1999 LCM-04 Federal Tax Refund Offset Program (FTROP)
1999 LCM-03 “Notice of Claim Settlement” (OTDA-591, 591-A & 907)
1999 LCM-01 Food Stamp Program: Clarification of Definition of Disability
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1998 ADM-14 Procedures for Cost of Living Adjustments (COLA) and One-Time Review and Adjustments for Child Support Orders
1998 ADM-12 Recovery of Overpayments: Modification of PA Threshold
1998 ADM-11 Authorization For Social Services Districts to Approve Adoption Subsidies
1998 ADM-09 Public Assistance Eligibility: Time Limit for Initial Interview
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1998 ADM-05 Merit Incentive Awards for Children in Receipt of TANF Funded Public Assistance
1998 ADM-02 Change of Payee Policy and Procedure for Child Support Enforcement
1998 ADM-01 Local Flexibility Incentive Pilot Programs
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1998 INF-13 State Assumption of Local Districts’ Share of Supplemental Payments
1998 INF-12 Digest of Laws of 1998 Relating to Programs of the Office of Temporary and Disability Assistance
1998 INF-06 Child Assistance Program (CAP): Questions and Answers on Changes Due to the Welfare Reform Act of 1997
1998 INF-05 Alien Status Desk Guide (LDSS-4579)
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1998 INF-03 Food Stamp Program: Record Retention
1998 INF-02 Revised Request for Voluntary Restriction Form (DSS-4580 Rev. 12/97)
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1998 LCM-45 List of Out-of-State Contacts for TANF Time Limit Tracking
1998 LCM-44 Welfare Fraud Investigator Training Institute
1998 LCM-43 Automated Claiming System (ACS) Re-Hosting Project
1998 LCM-40 National Voter Registration Act (NVRA) Litigation
1998 LCM-39 Drug and Alcohol Services: Availability of Funds to Provide Enhanced Drug and Alcohol Services to Victims of Domestic Violence
1998 LCM-37 Expansion of the Child Assistance Program (CAP)
1998 LCM-34 Clarification of Fair Hearing and Special Hearings Processes
1998 LCM-30 Survey of Drug and Alcohol Assessment Costs
1998 LCM-29 1998 Multidisciplinary Team Building Request for Proposals Grant Selections
1998 LCM-28 Case Management Funding Application
1998 LCM-27 Homeless Information Reporting
1998 LCM-26 Informational Mailing to All Public Assistance Households (FA, CAP, SNA)
1998 LCM-25 Adult Care Facilities: Prohibition of Referrals to Certain Facilities
1998 LCM-23 FISCAL: Allocation of $100,000,000 TANF Set-Aside for Family and Children’s Services (EAF Allocation)
1998 LCM-21 Food Stamp Earned Income Deduction
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1998 LCM-17 Disability Advocacy Program (DAP) RFP
1998 LCM-14 Availability of Funds to Operate an Enhanced Drug/Alcohol Services Program for Family Assistance Recipients
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1998 LCM-11 Retroactive TANF Conversions Retroactive TANF Conversions
1998 LCM-07 Enhanced PA Earned Income Disregard (42%) Mailing
1998 LCM-06 Extension of Claiming for the Child Care and Development Block Grant Subsidy Program
1998 LCM-05 Deadlines for Submitting Claims to Close Out ADC (Including EAF and Administration), JOBS, At Risk and Transitional Child Care, as a Result of TANF
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1997 ADM-25 Food Stamp Eligibility of Non-Citizens
1997 ADM-20 Family Assistance Program (Welfare Reform Act of 1997)
1997 ADM-19 Reporting and Monitoring of the DSS-3214, Food Stamps Claims Against Household Report
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1996 LCM-87 National Association of Counties Teleconference
  “Counties and the New Welfare Law”
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1996 LCM-85 Lottery Intercept Program
1996 LCM-83 Food Stamp Impact of New Federal Welfare Law
1996 LCM-76 State Assumption of Local Districts’ Share of Supplemental SSI Payments
1996 LCM-75 Local District Training CAP
1996 LCM-64 Interjurisdictional Contact Staff List
1996 LCM-63 Revised Reimbursement Ceilings for Social Services for the Period October 1, 1995 through September 30, 1996
1996 LCM-62 Food Stamp Error Rate for FFY 1995
1996 LCM-59 1996-97 Domestic Violence State Aid Rates (DVSAR) for Domestic Violence Residential Programs in New York City
1996 LCM-58 Update to Emergency Assistance to Families Claiming for JD/PINS
1996 LCM-57 NYPWA Summer Conference Broadcast Schedule July 24-25, 1996
1996 LCM-48 Department Restructuring
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1996 LCM-26 Department Report to Governor Pataki
1996 LCM-23 Congregate Care Directory
1996 LCM-21 Authorizing EAF For Services Provided By Non-DSS Agencies
1996 LCM-18 Teleconference Series: “The Changing Role of the Supervisor” March 20, May 1 & May 29, 9:00 AM - 11:30 AM
1996 LCM-17 DSS-3214 “Claims Against Households” Retention Amounts
1996 LCM-14 FS Error Rate/Sanction for FFY ‘94
1996 LCM-12 AFDC Error Rate/Sanction for FFY ‘94
1996 LCM-11 1996 Domestic Violence State Aid Rates (DVSAR) for Domestic Violence Residential Programs in New York State
1996 LCM-08 1996-1997 Executive Budget Welfare Presentation
1996 LCM-06 NYPWA Winter Conference Broadcast Schedule February 1-2, 1996
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1995 ADM-24 Home Visits for Public Assistance Eligibility and Continuing Eligibility
1995 ADM-15 Food Stamp Program Implications of the Mickey Leland Childhood Hunger Relief Act
1995 ADM-09 PA Budgeting: The Treatment of New York State Disability Benefits
1995 ADM-08 Food Stamps: Selection of Head of Household for Employment Purposes
1995 ADM-05 SSI Case Correction Procedure: Use of Form SSA-3911 (Cancels 79-ADM-72)
1995 ADM-04 Public Assistance and Medical Assistance Benefits for Infants Residing with their Incarcerated Mothers
1995 ADM-01 National Voter Registration Act
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1995 INF-45 Digest of Laws of 1995 Relating to Social Services
1995 INF-41 Food Stamps: Clarification of Treatment of Earned Income Tax Credit (EITC) as a Resource and Introduction of EITC Desk Chart
1995 INF-40 Food Stamps Expedited Authorization Report (WINR 3195 Expedited Food Stamps)
1995 INF-39 Revision of “How to Apply for Food Stamps If You Are Also Applying For SSI/Are Getting SSI/Are Living In A Group Home…” Booklet (DSS-3035A)
1995 INF-35 Food Stamps: SSI or SSDI When Disability is Based on Drug Addition or Alcoholism
1995 INF-33 PA Budgeting: Self-Employment Income
1995 INF-31 Frequent Reapplications for Emergency Home Relief
1995 INF-30 Clarification of the Treatment of Americorps Awards
1995 INF-28 Economic Security Forms Implemented, Revised or Made Obsolete in 1994
1995 INF-27 Federal OSHA Regulations on Blood Borne Pathogens
1995 INF-24 Revision of “‘Action Taken On Your Request For Assistance To Meet An Immediate Need Or A Special Allowance’” (DSS-4002) (Rev. 9/94)
1995 INF-22 FS: Students on Meal Programs and Eligibility of Students Campus Housing
1995 INF-20 The Family Protection and Domestic Violence Intervention Act
1995 INF-19 Quarterly Reporting System (QRS) Questions and Answers
1995 INF-12 Treatment of Americorps Awards
1995 INF-05 Direct Shelter and Child Care Payments
1995 INF-04 Revision of “Determination of Eligibility For Emergency Assistance To Families (EAF)” (DSS-4403) (Rev. 10/94)
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1995 LCM-138 Emergency Assistance to Families Claiming for JD/PINS
1995 LCM-132 HR Requirements to Sign Agreement and Assignment Forms
1995 LCM-128 Additional Office of Administrative Hearings Staff Chargeback
1995 LCM-126 ADC Minors - Living Arrangements
1995 LCM-123 SFY 1995/96 Preventive Services MOE Amounts for Social Services Districts Spending Under the Family and Children’s Services Block Grant
1995 LCM-119 Congregate Care Directory
1995 LCM-114 National Voter Registration Act
1995 LCM-108 Family and Children’s Services Block Grant
1995 LCM-104 Paper Reduction/Reports Survey
1995 LCM-97 Teleconference: “Staying Balanced During Stress and Change”, October 18, 1995, 9:00 AM - 11:30 AM
1995 LCM-94 Questions and Answers from the May 3, 1995 Teleconference on Changes to the Local District Claiming Schedules
1995 LCM-88 Claiming Instructions for the Finger Imaging Demonstration Project
1995 LCM-78 Treatment of Student Grants When Determining the Need for Supportive Services
1995 LCM-75 Announcement of the Availability of Federal Funds for “Changing the Culture of Welfare” Demonstration Projects
1995 LCM-66 1995 Domestic Violence State Aid Rates (DVSAR) for Domestic Violence Residential Programs In New York State
1995 LCM-54 Emergency Assistance to Families (EAF) for Division for Youth Placements
1995 LCM-42 Updated Information Concerning Velasquez v. Bane
1995 LCM-30 Congregate Care Directory
1995 LCM-26 Training Session for Changes to the Financial Claim Schedules
1993 ADM-24 Model Contract for Local Purchase of Residential Domestic Violence Services Agreements
1993 ADM-21 Utilization of Veteran’s Benefits as a Resource
1993 ADM-20 DSS-2642 Documentation Requirements
1993 ADM-14 New Procedures for Eligibility Workers Regarding Inquiry of Third Party Resources
1993 ADM-13 Public Assistance Alien Sponsor Deeming Modified by the Minino and Ruiz vs. Perales Decision
1993 ADM-10 Public Assistance Consolidated Policy on Securing Housing
1993-ADM-09 Quarterly Reporting System (QRS)
1993 ADM-08 Disqualifications for Intentional Program Violations
1993 ADM-07 PA and MA Eligibility: Changes in ADC-U Eligibility Requirements
1993 ADM-05 Public Assistance Eligibility: Retroactive Payment Process (DeAllaume vs. Perales)
1993 ADM-04 Furnishing of Social Security Numbers as a Condition of Public Assistance Household Eligibility
1993 ADM-02 Public Housing: Changes to Shelter Allowances
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1993 INF-49 Digest of Laws of 1993 Relating to Social Services
1993 INF-45 Revisions to Mandatory Client Notices
1993 INF-42 Revision of Follow-Up to the Quarterly Reports (DSS-4310A and DSS-4310A NYC)
1993 INF-40 Revision of Certification Guide (DSS-3570)
1993 INF-39 Meningitis Outbreak
1993 INF-34 Department of Housing and Community Renewal (DHCR) Regulation on Security Agreements in Public Housing
1993 INF-30 Social Security Enumeration
1993 INF-29 Restaurant Allowances When Three Meals Are Provided
1993 INF-28 Revision to ABEL Input Sheet (DSS-3570A)
1993 INF-27 Revision of “Food Stamp Change Report Form” (DSS-3571) Rev. 3/93
1993 INF-26 Revision of Client Information Books: DSS-4148A - “What You Should Know About Your Rights and Responsibilities (When Applying For or Receiving Social Services)” DSS-4148B - “What You Should Know About Social Services Programs” DSS-4148C - “What You Should Know If You Have An Emergency”
1993 INF-25 Revision of DSS-4398: “WMS Non-Services Code Cards” (December, 1992 Update)
1993 INF-23 Revision of Mandated “Public Assistance Recertification - Medical Assistance Status” (DSS-2114)
1993 INF-22 Economic Security Forms Implemented, Revised or Made Obsolete in 1992
1993 INF-18 Clarification of Lump Sum Policy for Retroactive SSI Recipients
1993 INF-10 Electronic Benefit Issuance and Control System (EBICS) Questions and Answers
1993 INF-09 The 1993 Earned Income Credit Campaign
1993 INF-08 Food Stamp Income Exclusions: National Community Service Act Funds
1993 INF-07 Revision of Applications (DSS-2921 and DSS-2921 NYC) and Accompanying “How to Complete” Publications (PUB. 1301 and PUB. 1301 NYC) and “Declaration of Citizenship/Immigration Status” Form (DSS-4060)
1993 INF-03 Questions and Answers from May 21, 1992 Teleconference on Immediate Needs
1993 INF-02 Revision of “Shelter Verification” Form (DSS-3668)
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1993 LCM-180 Survey Regarding Public Assistance and Food Stamp Source Books (PASB and FSSB)
1993 LCM-177 Termination of Toll-Free General Information Number; Change in County Line Number
1993 LCM-162 Equipment Stolen From or Damaged in Local District Sites
1993 LCM-158 Treatment of Accelerated Life Insurance Payments
1993 LCM-150 Clarification to 93 LCM-26, dated March 22, 1993, on HIV/AIDS Confidentiality
1993 LCM-147 Food Stamp Provisions of the 1993 Omnibus Budget Reconciliation Act: Mickey Leland Childhood Hunger Relief Act
1993 LCM-138 Fraud Prevention Booklet
1993 LCM-136 1993 Domestic Violence State Aid Rates (DVSAR) for Domestic Violence Residential Programs in New York State
1993 LCM-132 1993 Forms Survey
1993 LCM-120 Food Stamp Nutrition Education
1993 LCM-111 Group Recertification Teleconference
1993 LCM-99 Providing Food Stamp and ADC Program Participation Information to Local School Authorities
1993 LCM-65 Reimbursement Ceilings for Social Services for the Period October 1, 1992 through September 30, 1993
1993 LCM-58 Food Stamp Data Analysis Report for 10/1/91 through 9/30/92
1993 LCM-23 NYPWA Winter Conference: Distribution of Materials
1993 LCM-20 Food Stamp Reinvestment Plan
1993 LCM-14 Food Stamp Sanction Settlement
1993 LCM-04 Lashieka Jackson vs. Perales: The Effect of the Filing of the Unit of the Lifting of The Jackson Injunction (83 ADM-7)
1993 LCM-02 NYPWA Committee Day Meetings: Distribution of Materials
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1992 ADM-46 Shelters for Families: Pre-Approval Process
1992 ADM-44 Transfer of Resources: Changes in the Method of Calculating Transfer Penalty Periods
1992 ADM-43 Disregard of Loans for ADC Public Assistance Cases
1992 ADM-42 Public Assistance Budgeting: Treatment of Adoption Subsidies
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1992 ADM-40 Pursuing Support for Home Relief Applicants/Recipients and Revision of Related Forms (DSS-4279 and DSS-4280)
1992 ADM-37 Home Relief (HR) Plan of Self-Support
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1992 ADM-31 Filing Unit Rules for Sanctioned Persons
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1992 ADM-22 Required Corrective Action Plan
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1992 ADM-20 PA Budgeting: Income of Sanctioned Public Assistance Recipients
1992 ADM-19 Absent Parent/Legally Responsible Relative Subrogation
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1992 ADM-07 Treatment of Lump Sum Workers’ Compensation Awards
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1992 ADM-03 Food Stamps: Failure to Comply with Employment and Training Requirements (Non-Head of Household)

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1992 INF-49 Introduction of Combined Recertification Form (DSS-3174) and Accompanying “How To Complete” Publication (Pub. 1313)
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1992 INF-42 Revision of Continuous Pinfeed Version of “Notice of Intent to Change Benefits: PA, MA Coverage and Services (Timely and Adequate)” (DSS-4015C)
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1992 INF-17 Revision to Budget Worksheet - Public Assistance (DSS-548) (Rev. 12/91)
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1992 INF-12 The 1992 Earned Income Credit Campaign
1992 INF-09 Verifying Eligibility: Special Determinations for Public Assistance Cases
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1992 LCM-175 Quarterly Client Contact
1992 LCM-168 NYPWA Committee Meeting: Distribution of Materials
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1992 LCM-140 Final AFDC Data Analysis Report for 10/1/90 Through 9/30/91
1992 LCM-122 Electronic Benefit Issuance and Control System (EBICS) PIN Security Requirements
1992 LCM-116 Client Informational Material - Forty Five Day Waiting Period for Home Relief Applicants
1992 LCM-112 Recovery of Security Deposits from Landlords
1992 LCM-106 Providing Food Stamp and ADC Program Participation Information to Local School Authorities
1992 LCM-104 Domestic Violence: Questions and Answers
1992 LCM-93 Resource File Integration
1992 LCM-59 Twelve Month Food Stamp Data Analysis Report with Upstate Case Detail for 10/1/90 through 9/30/91
1992 LCM-34 1992 Domestic Violence State Aid Rates (DVSAR) for Domestic Violence Residential Programs in New York State
1992 LCM-24 Photo ID’s - CBIC Cards EMVES Processing
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1992 LCM-04 Availability of IM Publications in the Electronic Library (ELIB)
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1991 ADM-25 Section 8: Amendment to Department Regulation 352.3(d) and the Effect of PA Households in Section 8 Rent Subsidy programs
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1991 ADM-09 Cancellation of Outdated or Duplicative Administrative Directives
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1991 INF-68 Food Stamps: MA Referral of Persons Terminally Disabled to Local District FS Staff

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1991 INF-66 Public Assistance Sewer, Water and Garbage Charges

1991 INF-65 Revision to Public Assistance ABEL Budget Narratives (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (Rev. 10/91)

1991 INF-64 Digest of Laws of 1991 Relating to Social Services

1991 INF-60 Revision of Client Information Books: DSS-4148A - “What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)” DSS-4148B - “What You Should Know About Social Services Programs” DSS-4148C - “What You Should Know If You Have An Emergency”

1991 INF-59 Revision of “WMS Non-Services Code Cards (WMS-94)’’ (September 1991 Update)

1991 INF-58 Clarification of Policy on Income-Producing Property

1991 INF-57 Revisions to Mandatory Client Notices

1991 INF-56 Fair Hearings - Compliance with Favorable Decisions

1991 INF-51 Revised “Programmatic Action Regulations Guide’’ DSS-4168

1991 INF-49 Food Stamps Quality Control Alert: Failure to Budget Correct Shelter Costs for Households Reporting Changes in HUD Rent Subsidies

1991 INF-48 Food Stamps Policy Clarification Regarding Aged, Blind or Disabled Aliens Under the Immigration and Nationality Act (INA)

1991 INF-47 Food Stamps Quality Control Alert

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1991-INF-38 Food Stamps: SSI/Food Stamp Joint Processing Procedures

1991 INF-35 Clarification of Requirements to Provide Client Information Books (DSS-4148A - “What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)” and DSS-4148B - “What You Should Know About Social Services Programs”)

1991 INF-25 Resources File Integration

1991 INF-24 Reduction of Certain Institutionalized Veterans’ Pension Benefits

1991 INF-20 The 1991 Earned Income Credit Campaign

1991 INF-19 Revision of Applications and Recertification Application (DSS-2921, DSS-2921(NYC), DSS-3174) and Accompanying “How To Complete” Publications (Pub. 1301, Pub. 1301(NYC), Pub. 1313)


1991 INF-17 Digest of Laws of 1990 Relating to Social Services

1991 INF-16 Income Maintenance Forms Implemented, Revised or Made Obsolete in 1990

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1991 INF-12 Filing Unit: A Non-Legally Responsible Caretaker Relative and a Natural Parent Reside with A Minor Dependent Child

1991 INF-10 Introduction of Continuous Pinfeed Version of “Notice of Intent to Change Benefits: PA, FS, MA Coverage and Services (Timely and Adequate)” (DSS-4015C)

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1991 INF-06 Food Stamps: Treatment of Federal Pension Income

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1991 INF-03 1990 Income Maintenance Regional Meetings Questions and Answers


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1991 LCM-212 Domestic Violence Maintenance Grants

1991 LCM-210 Declaration of Citizenship/Alien Status

1991 LCM-181 Payment of Child Care for Employed Caretaker Relatives Prior to the Application of the Child Care Disregard


1991 LCM-139 Preventive Housing Grants

1991 LCM-129 Recovery of Security Deposits from Landlords

1991 LCM-122 Energy Reconciliation Procedures

1991 LCM-111 “Face Facts” Family Violence Prevention Campaign

1991 LCM-91 DSS-3214 “Claims Against Households” Retention Amounts

1991 LCM-80 Increase in Federal Minimum Wage Level


1991 LCM-60 Disclosure of Information to the U.S. Department of Veterans’ Affairs

1991 LCM-55 Reorganization of the Department

1991 LCM-48 Filed Regulation 352.22(o) Filed Regulation 352.22(v) Filed Regulation 504.5

1991 LCM-46 Section 8: Proposed Change to Department Regulation 352.3(d) to Establish a Shelter Schedule for Public Assistance Tenants Who Participate In The Section 8 Certificate Program

1991 LCM-45 Education for Homeless Children

1991 LCM-32 Federal Reimbursement for Cash/Medical Assistance and Administration Under the Refugee/Entrant Assistance Program(R/EAP) for FFY 91

1991 LCM-28 Filed Regulation 352.22(x)

1991 LCM-19 Information on High School Diploma Programs

1991 LCM-17 Fair Hearing Chargebacks

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1990 ADM-45 Emergency Assistance for Adults (EAA) - Permanent Authorization

1990 ADM-44 Recipient Restriction Program Policy Changes

1990 ADM-41 New Client Informational Books: DSS-4148A - “What You Should Know About Your Rights and Responsibilities (When Applying for or Receiving Social Services)” and DSS-4148B - “What You Should Know About Social Services Programs”

1990 ADM-39 Revision of Public Assistance “Undue Hardship” Policy

1990 ADM-38 Public Service Commission Regulations Regarding Certain Private Waterworks Corporations

1990 ADM-23 Food Stamps: Changes in Social Security Number Policy


1990 ADM-19 Preventive Services/Housing Services: Chapter 542 of the Laws of 1988

1990 ADM-18 ADC and Food Stamps for Individuals in Congregate Care Facilities

1990 ADM-17 Mandatory Notice: Disability Determinations

1990 ADM-15 Cancellation of Outdated or Duplicative Administrative Directives

1990 ADM-13 Eligibility Criteria for Emergency Home Relief

1990 ADM-08 Emergency Shelter Allowances for Persons with AIDS or HIV-Related Illness Faced with Homelessness

1990 ADM-05 Claiming Burial Expenses Under the Aid to Dependent Children(ADC) Program

1990 ADM-03 Changes in Earned Income Disregards: Amendments to Department Regulations

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1990 INF-67 Revision of “‘Emergency Assistance For Adults Applicant Statement’” (DSS-2921A)

1990 INF-66 Revision of “‘Documentation/Verification Desk Aid’” (DSS-3666)

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1989 INF-46 Food Stamps: Application Processing for Migrant/Seasonal Farm workers
1989 INF-34 Food Stamp Policy Regarding Eastern Airlines Strikers
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1989 INF-32 Payment of Sales Tax for Public Assistance Recipients Placed in Hotels/Motels
1989 INF-31 Food Stamp Household Composition: Three Generation Household and Living With Siblings
1989 INF-29 Revision of “MA/FS Separate Determination Input Form” (DSS-3558)
1989 INF-25 Incapacity as an ADC Deprivation Factor
1989 INF-15 SSI Referrals of Individuals Dependent on Alcohol or Drugs
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1989 INF-12 Clarification of Alien Issues
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1988 ADM-26 Cancellation of Outdated Administrative Directives
1988 ADM-06 Comprehensive Employment Report (CER) DSS-3545 (Re 11/87)
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1988 INF-81 Clarification of Food Stamp Regional Meetings Questions and Answers
1988 INF-75 Burial Spaces/Plots
1988 INF-71 Social Security Numbers Issued Prior to January 1, 1972 for Purposes of Verifying Alien Status
1988 INF-68 Graduate Student Assistantships
1988 INF-67 Refugee/Entrant Assistance Program: Eligibility of Certain Amerasian Immigrants
1988 INF-64 PA/Energy Voluntary Restriction Form
1988 INF-58 Revision to Form DSS-2502: ‘’ADC-U Screening Checklist’’ and DSS-548 ‘’Budget Worksheet - Public Assistance’’
1988 INF-53 Availability of Special Funding to Operate Expanded Educational and Occupational Training Programs for HR & NPA Food Stamp Recipients
1988 INF-50 Food Stamp Categorical Eligibility: Budgeting of Food Stamp Households Retroactively Determined Eligible for SSI
1988 INF-47 Amendment to Department Regulations Increasing Public Assistance Exemption of Earnings of Family Day Care Providers
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1988 INF-38 Revision to DSS-3342: ‘’Food Stamp Program Disqualification Notice/Notice of Food Stamp Overissuance Action’’
1988 INF-36 Revision of DSS-3153: ‘’Continuing Your Food Stamps’’

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1987 ADM-05 Increase in Grants of Assistance to Guide Dogs (GAGD) Program

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1987 INF-31 Energy Conservation Bank (ECB)
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1983 ADM-45 Budgeting of Individuals and Families Temporarily Housed in Hotels/Motels
1983 ADM-38 Determining the Standard of Need for the Gross Income Limitation
1983 ADM-30 Deeming of a Stepparent’s Income to PA Dependents
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1983 ADM-10 Failure to Cooperate with Child support Enforcement Requirements: Vasquez v. Blum
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1982 INF-24 Emergency Nutrition Aid Program for Pregnant Women and Adolescents
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1983 INF-20 Procedures for the Use of the General Information System (GIS)
1982 INF-19 State Supplemental Personal Needs Allowance (SSPNA) to SSI Recipients Placed in Certain Health Care Facilities Out-of-State
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1981 ADM-61 Further Court Order in the Swift v. Toia Case
1981 ADM-56 ADC Child Care Allowance for Student Parents
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1981 INF-14 Addendum to 1981 INF-10
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1978 ADM-26 Definition of “[Appropriate Rehabilitative Program]” for Purposes of Home Relief Eligibility
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1978 INF-37 Additional Food Stamp Reimbursement
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1979 INF-17 Section 8 - Housing Assistance Payments (HAP) Program for Lower-Income Families
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1977 ADM-96 Budgeting of Applicant Who is an “Essential Person” in an Active SSI Case
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1977 ADM-59 Separation of Services from Income Maintenance
1977 ADM-56A Initial Case Review MIL Maintenance Program and Rebudgeting
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1977 INF-15 Pass-Through of Federal Cost-of-Living Increases to SSI Recipients and Increases in State Supplement Payments
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1977 INF-09 Upgrading of “Less Than Honorable Discharge from Military Service”
1977 INF-01 Recent SSI Legislation
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1976 ADM-121 Miscellaneous Shelter Grants and Allowances
1976 ADM-115 Date of Initial Entitlement of Assistance for Eligible Applicants
1976 ADM-110 EAA Policy: Claiming for Repairs To, or Maintenance On, Property Not Owned by the SSI Occupant
1976 ADM-104 Exceptions to the Timely Notice Requirement in Certain Cases of Proposed Adverse Action
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1976 INF-25 Federal Policy Clarification
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MB 134 - Standard of Need
MB 128 - Fair Hearings
MB 91b - Determination of Initial and Continuing Eligibility for Public Assistance or Care
MB 90h - Official Releases
MB 26a - Restoring Employables to Self-Support
MB 17h - Distribution of Informational Pamphlets and Notification to Applicants and Recipients of Public Assistance and Care