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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 95 INF-1

TO: Commissioners of
 Social Services

DIVISION: Office of
 Field
 Operations

DATE: January 6, 1995

SUBJECT: Annual Index of Administrative Directives,
 Informational Letters and Manual Bulletins for 1994

SUGGESTED
 DISTRIBUTION: Program Directors
 Administrative Directors
 Staff Development Coordinators

CONTACT PERSON: Michael J. McNaughton, Director, Policy
 Communications Unit, (1)-800-342-3715, ext. 3-6369

ATTACHMENTS: See ATTACHMENT A for listing of all attachments
 (Available on-line)

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
94 INF-1					
93 INF-1					
92 INF-1					
91 INF-1					
90 INF-1					
89 INF-1					
88 INF-1					
87 INF-1					
86 INF-2					
85 INF-2					
84 INF-3					
83 INF-5					
82 INF-7					
81 INF-3					
80 INF-2					
79 INF-9					
78 INF-4					

I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issued in 1994. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, Informational Letter and Manual Bulletin is also provided. Additionally, a listing of releases superseded during 1994 is included.

II. BACKGROUND

The Annual Index of Administrative Directives, Informational Letters and Manual Bulletins is a practical and essential reference document for all professional staff.

III. RECOMMENDED ACTION

It is recommended that this release be maintained with previous Department Indexes in the Index Reference binder.

Karen Schimke
Executive Deputy Commissioner

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives Released in 1994 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative Directives Released in 1994 - (Available on-line)
- ATTACHMENT III Numerical Listing of Informational Letters Released in 1994 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational Letters Released in 1994 - (Available on-line)
- ATTACHMENT V Numerical Listing of Manual Bulletin Updates Released in 1994 - (Available on-line)
- ATTACHMENT VI Program-Specific Listing of Manual Bulletin Updates Released in 1994 - (Available on-line)
- ATTACHMENT VII Listing of Releases Superseded in 1994 - (Available on-line)

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	94 ADM-01	01/20/94	INTERIM ASSISTANCE REIMBURSEMENT (IAR) FOR NON IV-E CHILD WELFARE (CW) BENEFITS
H<C	94 ADM-02	02/09/94	INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR 1994
ES	94 ADM-03	02/22/94	FOOD STAMPS RESTAURANT MEAL PROGRAM FOR THE ELDERLY, DISABLED (SSI RECIPIENTS) AND THE HOMELESS
S&CD	94 ADM-04	03/21/94	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS
MS&QI	94 ADM-05	04/01/94	WRITING OFF UNCOLLECTIBLE AMOUNTS FROM CLOSED CASES
OEP	94 ADM-06	04/08/94	JOBS TUITION, ACADEMIC FEES, BOOKS AND SUPPLIES
H<C	94 ADM-07	04/14/94	SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1994
S&CD	94 ADM-08	06/01/94	DISSEMINATION OF FAMILY SERVICE PLANS AND CERTAIN ASSESSMENT INFORMATION (CHAPTER 725 OF THE LAWS OF 1992)
H<C	94 ADM-09	06/07/94	THE ASSISTED LIVING PROGRAM (ALP)
ES	94 ADM-10	06/07/94	BUDGETING OF A HOME RELIEF (HR) CASE WHEN A LEGALLY RESPONSIBLE RELATIVE IN RECEIPT OF SUPPLEMENTAL SECURITY INCOME (SSI) IS IN THE HOUSEHOLD (<u>RICE V. PERALES</u>)
S&CD/ES	94 ADM-11	06/22/94	DOMESTIC VIOLENCE: ELIGIBILITY AND PAYMENT FOR RESIDENTIAL SERVICES FOR VICTIMS
S&CD	94 ADM-12	07/07/94	MINOR PARENT/INFANT FOSTER CARE AND ADOPTION

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
H<C	94 ADM-13	08/08/94	DEEMING OF PARENTAL INCOME TO SSI-RELATED CHILDREN
H<C	94 ADM-14	08/25/94	WRAP AROUND POLICY PAYMENT RESPONSIBILITIES
ES	94 ADM-15	09/22/94	FOOD STAMPS: EXPANSION OF DEFINITION OF FOOD STAMP ELIGIBLES WHO RESIDE IN CERTAIN GROUP LIVING ARRANGEMENTS
OEP	94 ADM-16	10/13/94	HOME RELIEF (HR) EMPLOYMENT PROGRAM PARTICIPATION RATE
H<C	94 ADM-17	10/25/94	TREATMENT OF PERSONAL NEEDS ALLOWANCE OF INSTITUTIONAL PERSONS AND DISPOSITION UPON DEATH
MS&QI	94 ADM-18	11/08/94	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1993-94 STATE SHARE ADMINISTRATIVE CAP
ES	94 ADM-19	11/25/94	FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS
ES	94 ADM-20	12/29/94	PREVENTING HOMELESSNESS AND PROVIDING ASSISTANCE TO HOMELESS PERSONS

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-5	04/01/94	WRITING OFF UNCOLLECTIBLE AMOUNTS FROM CLOSED CASES To describe procedures related to overpayment reporting, and defines the claim categories involved in the removal of outstanding collection balances on closed cases.
94 ADM-18	11/08/94	SUBMISSION OF LOCAL PLANS FOR EXEMPT AREAS 1993-94 STATE SHARE ADMINISTRATIVE CAP Provide instructions to social services districts for the submission of plans to the Department for activities exempt from the State share cap on administrative costs for State Fiscal Year 1993-94.

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-4	03/21/94	PROTECTIVE SERVICES FOR ADULTS: REVISED PROCESS STANDARDS To advise social services districts of the revised Process Standards for the Protective Services for Adults (PSA) Program.
94 ADM-8	06/01/94	DISSEMINATION OF FAMILY SERVICE PLANS AND CERTAIN ASSESSMENT INFORMATION (CHAPTER 725 OF THE LAWS OF 1992) To provide policy implications and guidance to social service districts and voluntary child caring agencies which serve foster children and their families regarding Chapter 725 of the Laws of 1992.
94 ADM-11	06/22/94	DOMESTIC VIOLENCE: ELIGIBILITY AND PAYMENT FOR RESIDENTIAL SERVICES FOR VICTIMS To inform social services districts of the provisions of Department regulations 18 NYCRR Part 408 and the amendments to Department regulations Sections 352.8 and 311.4(b).
94 ADM-12	07/07/94	MINOR PARENT/INFANT FOSTER CARE AND ADOPTION To advise social services districts of the requirements for establishing financial eligibility and appropriate claiming procedures for the children or minor parents who are placed together with their minor parents, who are themselves foster children, in either family foster homes or residential care facilities, and for the children of minor parents who are placed together in adoptive homes with subsidy.

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-1	01/20/94	<p data-bbox="651 401 1430 457">INTERIM ASSISTANCE REIMBURSEMENT (IAR) FOR NON IV-E CHILD WELFARE (CW) BENEFITS</p> <p data-bbox="651 495 1430 617">To notify social service districts (SSDs) of an expansion of the State's definition of "interim assistance". This new definition is authorized under Chapter 41 of the Laws of 1992.</p>
94 ADM-3	02/22/94	<p data-bbox="651 657 1430 741">FOOD STAMPS RESTAURANT MEAL PROGRAM FOR THE ELDERLY, DISABLED (SSI RECIPIENTS) AND THE HOMELESS</p> <p data-bbox="651 783 1430 1031">To inform social services districts of a change in the Food Stamp Restaurant Program. Homeless food stamp households are now able to use their fod stamp benefits to purchase meals at a concessional (discount) price from restaurants having a contract with New York State and authorized by the United States Department of Agriculture (USDA) to accept food stamps.</p>
94 ADM-10	06/07/94	<p data-bbox="651 1071 1430 1192">BUDGETING OF A HOME RELIEF (HR) CASE WHEN A LEGALLY RESPONSIBLE RELATIVE IN RECEIPT OF SUPPLEMENTAL SECURITY INCOME (SSI) IS IN THE HOUSEHOLD <u>(RICE V. PERALES)</u></p> <p data-bbox="651 1230 1430 1413">To notify social services districts (SSDs) how the Department's response to the <u>Rice v Perales</u> court decision affects the method of calculating HR benefits when an HR recipient lives in the same household with a legally responsible relative who receives SSI.</p>
94 ADM-15	09/22/94	<p data-bbox="651 1453 1430 1537">FOOD STAMPS: EXPANSION OF DEFINITION OF FOOD STAMP ELIGIBLES WHO RESIDE IN CERTAIN GROUP LIVING ARRANGEMENTS</p> <p data-bbox="651 1579 1430 1696">To describe the expansion of food stamp definition of eligibility for those disabled persons who reside in certain group living arrangements.</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-19	11/25/94	<p>FEDERAL COST-OF-LIVING ADJUSTMENT IN SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) BENEFITS AND IMPACT ON DEPARTMENT PROGRAMS</p> <p>To advise social services districts of:</p> <p>The January 1995 federal cost-of-living adjustment (COLA) in Social Security (RSDI) benefits, and its impact on public assistance (PA), medical assistance (MA), supplemental security income (SSI) and food stamps (FS);</p> <p>The pass-through of the January 1, 1995 federal COLA in federal Supplemental Security Income (SSI) benefits; and</p> <p>The impact of the increased SSI Congregate Care Benefit levels and increased minimum personal needs allowances (PNAs).</p>
94 ADM-20	12/29/94	<p>PREVENTING HOMELESSNESS AND PROVIDING ASSISTANCE TO HOMELESS PERSONS</p> <p>To advise social services districts of their responsibilities with respect to providing assistance to homeless persons and persons in danger of becoming homeless.</p>

DIVISION OF HEALTH & LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-2	02/09/94	<p data-bbox="649 401 1430 457">INCREASED MEDICAL ASSISTANCE INCOME AND RESOURCE STANDARDS AND FEDERAL POVERTY LINES FOR 1994</p> <p data-bbox="649 495 1268 516">To advise social services districts of:</p> <p data-bbox="649 560 1430 617">A. Increases in the Medical Assistance (MA) Income and Resource Standards.</p> <p data-bbox="649 657 1430 714">B. The annual update of the federal income official poverty line (federal poverty line).</p>
94 ADM-7	04/14/94	<p data-bbox="649 783 1430 840">SPOUSAL IMPOVERISHMENT: ALLOWANCE INCREASES FOR 1994</p> <p data-bbox="649 879 1430 999">To inform social services districts of the January, 1994 increases in the following amounts used in determining Medical Assistance (MA) eligibility for institutionalized spouses:</p> <ol data-bbox="649 1039 1430 1159" style="list-style-type: none"> <li data-bbox="649 1039 1430 1096">1. the maximum community spouse resource allowance (CSRA); and <li data-bbox="649 1098 1430 1155">2. the minimum monthly maintenance needs allowance (MMMNA) for a community spouse. <p data-bbox="649 1194 1430 1314">to inform social services district of the January, 1994 increase in the family member allowance (FMA) used in determining the eligibility of institutionalized spouses.</p>
94 ADM-9	06/07/94	<p data-bbox="649 1388 1081 1409">THE ASSISTED LIVING PROGRAM</p> <p data-bbox="649 1449 1430 1791">To explain policies and procedures social services districts must follow in the authorization and reauthorization of Title XIX funded home care services in the Assisted Living Program (ALP). These policies and procedures reflect the addition of Section 505.35 to the Department of Social Services regulations, as required by Sections 367-h and 461-1 of the Social Services Law, as added by Section 32 and 33 respectively, of Chapter 165 of the Laws of 1991.</p>

DIVISION OF HEALTH & LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-13	08/09/94	DEEMING OF PARENTAL INCOME TO SSI-RELATED CHILDREN To advise social services districts of a change in the formula used to determine the amount of income deemed to a Supplemental Security Income (SSI) related child from his or her parent when the parent's only income is earned income or when only earned income remains after allocations to any non-SSI-related children.
94 ADM-14	08/25/94	WRAP AROUND POLICY PAYMENT RESPONSIBILITIES To advise social services districts of their payment responsibilities covered by "Wrap Around" health insurance policies.
94 ADM-17	10/25/94	TREATMENT OF PERSONAL NEEDS ALLOWANCE OF INSTITUTIONALIZED PERSONS AND DISPOSITION UPON DEATH To provide instructions concerning the treatment of the Personal Needs Allowance (PNA) by both the social services district and the nursing facility in one source. This directive also summarizes requirements and responsibilities concerning treatment of PNA funds on deposit with a nursing facility upon the discharge, transfer, or death of a Medical Assistance (MA) recipient who is an in-patient in a nursing facility.

OFFICE OF EMPLOYMENT PROGRAMS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 ADM-6	04/08/94	<p>JOBS TUITION, ACADEMIC FEES, BOOKS AND SUPPLIES</p> <p>To provide social services districts with revised policy and procedures for claiming the costs of tuition, academic fees, books and supplies for approved education and training under the Job Opportunities and Basic Skills Training (JOBS) Program.</p>
94 ADM-16	10/13/94	<p>HOME RELIEF (HR) EMPLOYMENT PROGRAM PARTICIPATION RATE</p> <p>To inform social services districts of:</p> <ol style="list-style-type: none">1. Revised employment and training participating rate requirements for Home Relief (HR) employables; and,2. increased fiscal penalties for those districts failing to meet these participation rates.

INFORMATIONAL LETTERS ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
OFO	94 INF-01	01/04/94	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1993
ES	94 INF-02	01/05/94	COMBINING OF "GOOD CAUSE" FORMS (DSS-4279 AND DSS-4280) INTO REVISED SINGLE FORM (DSS-4279, REV. 9/93)
ES	94 INF-03	01/12/94	THE 1994 EARNED INCOME CREDIT CAMPAIGN
ES	94 INF-04	01/12/94	REVISION OF FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035) AND (DSS-3035 NYC) (REV. 9/93)
ES	94 INF-05	01/14/94	REVISION OF PUBLIC ASSISTANCE ABEL BUDGET NARRATIVE (DSS-3951) (REV. 11/93)
H<C	94 INF-06	01/31/94	AIR AMBULANCE TRANSPORTATION FOR MEDICAL CARE
ES	94 INF-07	02/15/94	TREATMENT OF PAYMENTS FROM YOUTH EDUCATION, EMPLOYMENT AND TRAINING PROGRAMS
S&CD	94 INF-08	02/18/94	PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON 93 ADM-23: PSA INTAKE
ES	94 INF-09	02/24/94	LIMITATIONS ON HR FOR NEW RESIDENTS - STANDARDS OF PAYMENT UPDATE
ES	94 INF-10	03/01/94	FOOD STAMPS: WAIVER OF IN-OFFICE INTERVIEWS FOR CERTAIN APPLICANTS
ES	94 INF-11	03/01/94	INTENTIONAL PROGRAM VIOLATION (IPV) - REGIONAL MEETINGS QUESTIONS AND ANSWERS
S&CD	94 INF-12	03/02/94	PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON 93 ADM-23: PSA INTAKE

INFORMATIONAL LETTERS ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	94 INF-13	03/15/94	REVISION TO THE QUARTERLY REPORT (DSS-4310)
S&CD	94 INF-14	03/16/94	ARTICLE 81 OF THE MENTAL HYGIENE LAW: TRAINING APPROVAL AND OTHER IMPLEMENTATION ISSUES
S&CD	94 INF-15	03/21/94	FAMILY TYPE HOMES FOR ADULTS: RESOURCE MATERIALS
ES	94 INF-16	04/08/94	FOOD STAMPS CLARIFICATION OF EFFECTIVE DATE OF A TIMELY ADVERSE ACTION NOTICE
ES	94 INF-17	04/12/94	REVISION OF "EMPLOYMENT VERIFICATION" FORM (DSS-3707)
ES	94 INF-18	04/18/94	REVISION OF "SCHOOL ATTENDANCE VERIFICATION" FORM (DSS-3708)
ES	94 INF-19	04/26/94	CHARGING OF LOCAL SHARE FOR OPERATING COSTS OF THE CENTRAL COLLECTION AND DISBURSEMENT OF SUPPORT PAYMENTS
S&CD	94 INF-20	05/11/94	IMPROVING AUTOMATED SUPPORT FOR CHILD WELFARE INFORMATION SYSTEMS
H<C	94 INF-21	05/12/94	COMBINED APPLICATION FOR MEDICAL ASSISTANCE AND WIC FOR PREGNANT WOMEN AND YOUNG CHILDREN
ES	94 INF-22	05/13/94	OBSOLETION OF "RIGHT TO CLAIM GOOD CAUSE FOR REFUSAL TO COOPERATE WITH CHILD SUPPORT ENFORCEMENT (SECOND NOTICE)" (DSS-4280)
ES	94 INF-23	05/16/94	FOOD STAMPS: DEDUCTION FOR RECURRING MEDICAL EXPENSES
ES	94 INF-24	05/19/94	REVISED SSA FACT SHEET "SSI IN NEW YORK"
S&CD	94 INF-25	05/24/94	CHILD WELFARE TECHNOLOGY DEMONSTRATION DAY
S&CD	94 INF-26	05/24/94	CHILD CARE: REVISED PROGRAMS CHART

INFORMATIONAL LETTERS ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	94 INF-27	05/25/94	ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1993
H<C	94 INF-28	06/09/94	INTRODUCTION OF THE DSS-4411: "RECERTIFICATION FOR MEDICAL ASSISTANCE (CHRONIC CARE)
ES	94 INF-29	06/22/94	FOOD STAMPS: CHILD AND ADULT CARE FOOD PROGRAM PAYMENTS
ES	94 INF-30	06/22/94	REVISION OF "NOTICE OF RESPONSIBILITIES AND RIGHTS FOR SUPPORT" (DSS-4279)
S&CD	94 INF-31	06/23/94	CHILD CARE: MARKET RATE SURVEY OF PROVIDERS
ES	94 INF-32	06/27/94	REVISION OF "DETERMINATION OF ELIGIBILITY FOR EMERGENCY ASSISTANCE TO FAMILIES (EAF)" (DSS-4403) (REV. 5/94)
ES	94 INF-33	07/12/94	EXPEDITED FOOD STAMPS
ES	94 INF-34	07/13/94	INTRODUCTION OF <u>NEW</u> INFORMATIONAL BOOK <u>DSS-3035A</u> TO ACCOMPANY THE DSS-3035/DSS-3035 NYC "FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS"
ES	94 INF-35	07/13/94	OBSOLETION OF THE <u>7/91</u> (BROWN) <u>UPSTATE</u> VERSION OF THE "RECERTIFICATION FOR PA, MA, FS" (DSS-3174) AND THE <u>7/91</u> (BROWN) <u>UPSTATE</u> VERSION OF THE "HOW TO COMPLETE...RECERTIFICATION" (PUB. 1313)
ES	94 INF-36	07/28/94	REVISED "PROGRAMMATIC ACTION REGULATIONS GUIDE"
ES	94 INF-37	08/02/94	REVISION OF "LIFE INSURANCE INFORMATION REQUEST - PRUDENTIAL AND METROPOLITAN" FORM (DSS-1410)
ES	94 INF-38	08/03/94	REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)

INFORMATIONAL LETTERS ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	94 INF-39	08/18/94	REVISION OF DSS-4398: "WMS NON-SERVICES CODE CARDS" (APRIL 1994 UPDATE) (UPSTATE ONLY)
ES	94 INF-40	08/19/94	MICROENTERPRISES AND PUBLIC ASSISTANCE RECIPIENTS
ES	94 INF-41	08/23/94	HIV PEER EDUCATOR STIPENDS
MS&QI	94 INF-42	08/24/94	STATE ASSUMPTION OF LOCAL DISTRICT'S SHARE OF SUPPLEMENTAL PAYMENTS
ES	94 INF-43	09/20/94	OBSOLETION OF FOOD STAMP CLIENT NOTICES DSS-4050, DSS-4051 AND DSS-4052
ES	94 INF-44	10/03/94	REVISION OF MANDATORY CLIENT NOTICE "REPAYMENT OF INTERIM ASSISTANCE NOTICE" (DSS-2425)
ES	94 INF-45	10/07/94	PA BUDGETING AND CASE CATEGORY FOR JOINT CUSTODY CASES
DLA	94 INF-46	10/11/94	DIGEST OF LAWS OF 1994 RELATING TO SOCIAL SERVICES
ES	94 INF-47	10/19/94	REVISION OF FOLLOW-UP TO THE QUARTERLY REPORTS (DSS-4310A AND DSS-4310A NYC)
ES	94 INF-48	10/26/94	FOOD STAMPS: EXPEDITED FOOD STAMP SCREENING SHEET (DSS-3938) (REV. 7/94)
ES	94 INF-49	10/26/94	DUPLICATE RENT PAYMENTS
ES	94 INF-50	10/26/94	REVISION TO FOOD STAMP HOUSEHOLD COMPOSITION DESK GUIDE (DSS-4314)
ES	94 INF-51	10/28/94	REVISION TO DSS-3959: "FOOD STAMP EXCESS NET INCOME NARRATIVE"
OEP	94 INF-52	11/09/94	QUESTIONS AND ANSWERS FROM THE MARCH 31, 1994 JOBS FIRST TELECONFERENCE
H<C	94 INF-53	11/18/94	CHILD HEALTH PLUS INSURANCE: NEW AGE LIMIT IS 15 YEARS FOR CHILDREN BORN N OR AFTER JUNE 1, 1980

INFORMATIONAL LETTERS ISSUED DURING 1994

DIVISION	TRANS #	TRANS DATE	SUBJECT
ES	94 INF-54	11/22/94	REVISION TO ABEL INPUT SHEET (DS-3570A)
S&CD	94 INF-55	11/23/94	CHILD CARE REGULATIONS GUIDE
ES	94 INF-56	12/15/94	PA AND FS BUDGETING: INITIAL EARNINGS
S&CD	94 INF-57	12/22/94	CONSOLIDATED SERVICES PLAN: 1995 INCOME ELIGIBILITY STANDARDS
ES	94 INF-58	12/23/94	FS: MEDICAL DEDUCTIONS CLARIFICATION

OFFICE OF FIELD OPERATIONS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-1	01/04/94	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES, INFORMATIONAL LETTERS AND MANUAL BULLETINS FOR 1993 Provides local district staff with a desk reference index to Administrative Directives, Informational Letters and Manual Bulletins issues in 1993

OFFICE OF EMPLOYMENT PROGRAMS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-52	11/09/94	QUESTIONS AND ANSWERS FROM THE MARCH 31, 1994 JOBS FIRST TELECONFERENCE

Last Spring, State Department of Social Services Commissioner, Michael J. Dowling, and Allegany County Commissioner, Joan D. Sinclair took part in a statewide teleconference on welfare reform, highlighting the Jobs FIRST program. Attached to this Informational Letter are the responses to the questions, which were submitted by the live audience in Albany as well as the participants at the satellite downlink sites across the State.

MANAGEMENT SUPPORT & QUALITY IMPROVEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-42	08/24/94	STATE ASSUMPTION OF LOCAL DISTRICTS' SHARE OF SUPPLEMENTAL PAYMENTS

Informs you that Chapter 240 of the Laws of 1994 amended Section 212 of the Social Services Law to extend the State's assumption of the local districts' share of the Supplemental Security Income (SSI) supplemental payments.

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-08	02/18/94	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON 93 ADM-23: PSA INTAKE</p> <p>In September and October of 1993, Department staff conducted six regional technical assistance sessions on 93 ADM-23, "Protective Services for Adults: Intake". The purpose of this release is to provide additional clarification regarding the questions which were raised by local social services district staff during the technical assistance.</p>
94 INF-12	03/02/94	<p>PROTECTIVE SERVICES FOR ADULTS (PSA): QUESTIONS AND ANSWERS FROM REGIONAL MEETINGS ON 93 ADM-23: PSA INTAKE</p> <p>In September and October of 1993, Department staff conducted six regional technical assistance sessions on 93 ADM-23, "Protective Services for Adults: Intake". The purpose of this release is to provide additional clarification regarding the questions which were raised by local social services district staff during the technical assistance.</p>
94 INF-14	03/16/94	<p>ARTICLE 81 OF THE MENTAL HYGIENE LAW: TRAINING APPROVAL AND OTHER IMPLEMENTATION ISSUES</p> <p>To inform local social services districts of additional pertinent information regarding the implementation of Article 81 of the Mental Hygiene Law, "Proceedings for Appointment of a Guardian for Personal Needs or Property Management".</p>

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-15	03/21/94	<p data-bbox="646 464 1414 487">FAMILY TYPE HOMES FOR ADULTS: RESOURCE MATERIALS</p> <p data-bbox="646 527 1430 932">In May and June of 1993, the Department sponsored a series of regional training sessions for local social services district staff entitled "Inspecting for Quality Care in Family Type Homes for Adults". These training sessions prompted many questions by local staff. Many participants expressed a desire to have a comprehensive listing of resource materials pertaining to the FTHA program. This release provides a listing of available materials and how they may be obtained. The remaining questions raised by the training participants will be addressed in a forthcoming Informational Letter.</p>
94 INF-25	05/24/94	<p data-bbox="646 972 1317 995">CHILD WELFARE TECHNOLOGY DEMONSTRATION DAY</p> <p data-bbox="646 1035 1430 1314">To confirm the letter of invitation sent to your district on May 16th to participate in "Child Welfare Technology Demonstration Day". We encourage representatives of child welfare casework, supervisors, and management staff to attend. Together we will explore recent advances in computer systems and how they can be used to build on the foundation of our current systems environment.</p>
94 INF-26	05/24/94	<p data-bbox="646 1354 1187 1377">CHILD CARE: REVISED PROGRAMS CHART</p> <p data-bbox="646 1417 1430 1604">To provide social services districts with an updated chart which summarizes the major components of the various funding sources available for the provision of child care services. A list of relevant Department releases also is provided. This INF replaces 92 INF-10.</p>
94 INF-31	06/23/94	<p data-bbox="646 1644 1333 1667">CHILD CARE: MARKET RATE SURVEY OF PROVIDERS</p> <p data-bbox="646 1707 1430 1793">To notify social services districts of the market rate survey New York State Department of Social Services (Department) is conducting.</p>
94 INF-55	11/23/94	<p data-bbox="646 1833 1094 1856">CHILD CARE REGULATIONS GUIDE</p> <p data-bbox="646 1896 1430 1950">To provide social services districts with a child care regulations guide.</p>

DIVISION OF SERVICES & COMMUNITY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-57	12/22/94	CONSOLIDATED SERVICES PLAN: 1995 INCOME ELIGIBILITY STANDARDS To transmit the 1995 income standards to be used in determining eligibility for services.

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-02	01/05/94	COMBINING OF "GOOD CAUSE" FORMS (DSS-4279 AND DSS-4280) INTO REVISED SINGLE FORM (DSS-4279, REV. 9/93)
		To introduce the new DSS-4279 which combines the material previously contained in the following two forms:
		DSS-4279: "The Requirements to assign Support and Cooperate and Right to Claim Good Cause for Refusal To Cooperate"
		DSS-4280: "Right To Claim Good Cause For Refusal To Cooperate With Child Support Enforcement (Second Notice)". -- into a single form.
94 INF-03	01/12/94	THE 1994 EARNED INCOME CREDIT CAMPAIGN
		To inform social services districts that for tax year 1993, the Earned Income Credit is available to low-income and public assistance households. Other than increasing the value of the various EIC credits, the program for tax year 1993 remains essentially unchanged from the 1992 program.
94 INF-04	01/12/94	REVISION OF FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS (DSS-3035) AND (DSS-3035 NYC) (REV. 9/93)
		To introduce the revised (9/93) versions of DSS-3035 and DSS-3035 NYC
94 INF-05	01/14/94	REVISION OF PUBLIC ASSISTANCE ABEL BUDGET NARRATIVE (DSS-3951) (REV. 11/93)
		To introduce the revised (11/93) DSS-3951 "Public Assistance ABEL Budget Narrative".

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-07	02/15/94	<p>TREATMENT OF PAYMENTS FROM YOUTH EDUCATION, EMPLOYMENT AND TRAINING PROGRAMS</p> <p>To provide you with updated information on the treatment of youth education, employment and training program (YEETP) payments.</p>
94 INF-09	02/24/94	<p>LIMITATIONS ON HR FOR NEW RESIDENTS - STANDARDS OF PAYMENT UPDATE</p> <p>To provide social services districts with updated State Maximum Standards of Payment for new state residents who apply for Home Relief (HR).</p>
94 INF-10	03/01/94	<p>FOOD STAMPS: WAIVER OF IN-OFFICE INTERVIEWS FOR CERTAIN APPLICANTS</p> <p>To remind districts that Food Stamp policy requires that the in-office interview requirement be waived at the request of an applicant household if certain conditions are met.</p>
94 INF-11	03/01/94	<p>INTENTIONAL PROGRAM VIOLATION (IPV) - REGIONAL MEETINGS QUESTIONS AND ANSWERS</p> <p>During the IPV Regional Meetings held during September and October 1993, certain questions arose which needed further review and clarification. The purpose of this letter is to provide you with responses to those questions.</p>
94 INF-13	03/15/94	<p>REVISION OF THE QUARTERY REPORT (DSS-4310)</p> <p>To introduce the revised (9/93) DSS-4310 "Quarterly Report".</p>
94 INF-16	04/08/94	<p>FOOD STAMPS CLARIFICATION OF EFFECTIVE DATE OF A TIMELY ADVERSE ACTION NOTICE</p> <p>To provide clarification recently received from the United States Department of Agriculture (USDA) on assignment of effective dates for public assistance/Food Stamp and non-public assistance Food Stamp timely adverse action notices (closing and reduction notices).</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-17	04/12/94	<p>REVISION OF "EMPLOYMENT VERIFICATION" FORM (DSS-3707)</p> <p>To introduce the revised "Employment Verification" form (DSS-3707).</p>
94 INF-18	04/18/94	<p>REVISION OF "SCHOOL ATTENDANCE VERIFICATION" FORM (DSS-3708)</p> <p>To introduce the revised "School Attendance Verification" form (DSS-3708). The form is designed to be mailed directly to the school at the time of application or recertification.</p>
94 INF-19	04/26/94	<p>CHARGING OF LOCAL SHARE FOR OPERATING COSTS OF THE CENTRAL COLLECTION AND DISBURSEMENT OF SUPPORT PAYMENTS</p> <p>To inform the local districts of the methods used in calculating the local share of expenditures for Central Collection and Disbursement of Support Payments</p>
94 INF-20	05/11/94	<p>IMPROVING AUTOMATED SUPPORT FOR CHILD WELFARE INFORMATION SYSTEMS</p> <p>Provides information on the federal Omnibus Reconciliation Act of 1993 which contains new child welfare legislation and entitlement funding for family preservation and support services. Under these rules federal funding will be available to provide improved automated support for development of comprehensive statewide child welfare information systems.</p>
94 INF-22	05/13/94	<p>OBSOLETION OF "RIGHT TO CLAIM GOOD CAUSE FOR REFUSAL TO COOPERATE WITH CHILD SUPPORT ENFORCEMENT (SECOND NOTICE)" (DSS-4280)</p> <p>To notify local districts that the following form and its Spanish version are now obsolete: DSS-4280</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-23	05/16/94	<p data-bbox="646 464 1430 520">FOOD STAMPS: DEDUCTION FOR RECURRING MEDICAL EXPENSES</p> <p data-bbox="646 558 1430 646">To remind districts of Food Stamp policy for using reasonable estimates in determining the medical assistance deduction.</p>
94 INF-24	05/19/94	<p data-bbox="646 684 1430 709">REVISED SSA FACT SHEET "SSI IN NEW YORK"</p> <p data-bbox="646 747 1430 867">To inform local social services districts of the availability of the revised Social Security Administration (SSA) Fact Sheet entitled "SSI in New York" (copy attached).</p>
94 INF-27	05/25/94	<p data-bbox="646 940 1430 997">ECONOMIC SECURITY FORMS IMPLEMENTED, REVISED OR MADE OBSOLETE IN 1993</p> <p data-bbox="646 1035 1430 1150">To provide local social services districts with a list of the Department's Economic Security Forms, including client notices, that were newly introduced, revised, or made obsolete in 1993.</p>
94 INF-29	06/22/94	<p data-bbox="646 1192 1430 1249">FOOD STAMPS: CHILD AND ADULT CARE FOOD PROGRAM PAYMENTS</p> <p data-bbox="646 1287 1430 1440">To communicate a recent USDA policy clarification on treatment of Child and Adult Care Food Program payments made under the School Lunch Act to households providing dependent care as a form of self-employment.</p>
94 INF-30	06/22/94	<p data-bbox="646 1482 1430 1539">REVISION OF "NOTICE OF RESPONSIBILITIES AND RIGHTS FOR SUPPORT" (DSS-4279)</p> <p data-bbox="646 1577 1430 1761">To introduce revisions to the DSS-4279: "Notice of Responsibilities and Rights for Support" (Rev. 4/94) and its Spanish version (DSS-4279-S). The primary revisions were additions of Medical Assistance wording to provide clarification of that program's procedures.</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-32	06/27/94	<p>REVISION OF "DETERMINATION OF ELIGIBILITY FOR EMERGENCY ASSISTANCE TO FAMILIES (EAF)" (DSS-4403) (REV. 5/94)</p> <p>To introduce the mandated revised DSS-4403: "Determination of Eligibility for Emergency Assistance To Families (EAF)" (Rev. 5/94).</p>
94 INF-33	07/12/94	<p>EXPEDITED FOOD STAMPS</p> <p>To clarify Food Stamp Source Book section V-I-1 paragraph 1d regarding the use of shelter expenses including the Standard Utility Allowance (SUA) in determining eligiiblity for expedited processing of food stamp applications.</p>
94 INF-34	07/13/94	<p>INTRODUCTION OF <u>NEW</u> INFORMATIONAL BOOK <u>DSS-3035A</u> TO ACCOMPANY THE DSS-3035/DSS-3035 NYC "FOOD STAMP APPLICATION FOR SSI RECIPIENTS AND GROUP LIVING RESIDENTS"</p> <p>To introduce the DSS-3035A, a new informational book which must accompany the DSS-3035/DSS-3035 NYC "Food Stamp Application for SSI Recipients and Group Living Residents".</p>
94 INF-35	07/13/94	<p>OBSOLETION OF THE <u>7/91</u> (BROWN) <u>UPSTATE</u> VERSION OF THE "RECERTIFICATION FOR PA, MA, FS" (DSS-3174) AND THE <u>7/91</u> (BROWN) <u>UPSTATE</u> VERSION OF THE "HOW TO COMPLETE...RECERTIFICATION" (PUB. 1313)</p> <p>To notify Upstate local districts that the following forms and their Spanish versions are now obsolete: DSS-3174 & Pub. 1313.</p>
94 INF-36	07/28/94	<p>REVISED "PROGRAMMATIC ACTION REGULATIONS GUIDE" DSS-4168</p> <p>To introduce the revised "Programmatic Action Regulations Guide", DSS-4168.</p>
94 INF-37	08/02/94	<p>REVISION OF "LIFE INSURANCE INFORMATIOIN REQUEST - PRUDENTIAL AND METROPOLITAN" FORM (DSS-1410)</p> <p>To introduce the revised DSS-1410: "Life Insurance Information Request-Prudential and Metropolitan".</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-38	08/03/94	<p>REVISION OF "SHELTER VERIFICATION" FORM (DSS-3668)</p> <p>To introduce the revised DSS-3668: "Shelter Verification" form, commonly known as the "Landlord Clearance".</p>
94 INF-39	08/18/94	<p>REVISION OF DSS-4398: "WMS NON-SERVICES CODE CARDS" (APRIL 1994 UPDATE) (UPSTATE ONLY)</p> <p>To introduce the 4/94 revision of the DSS-4398: "WMS Non-Services Code Cards". The code cards are designed to assist upstate local district examiners in locating WMS data-entered and system-generated codes.</p>
94 INF-40	08/19/94	<p>MICROENTERPRISES AND PUBLIC ASSISTANCE RECIPIENTS</p> <p>To inform social services districts (SSDs) of the various incentives available to public assistance (PA) applicants/recipients to become or remain small business owners through the removal of barriers to small businesses. The Department encourages SSDs to assist clients in the development of small businesses or microenterprises as one way of promoting work effort under the Jobs FIRST philosophy. The policy in this INF can be found in the PASB referenced on page one of this release.</p>
94 INF-41	08/23/94	<p>HIV PEER EDUCATOR STIPENDS</p> <p>To notify social services districts (SSDs) about HIV Peer Educator Stipends and how to budget such stipends under current Department regulations and policy.</p>
94 INF-43	09/20/94	<p>OBSOLETION OF FOOD STAMP CLIENT NOTICES DSS-4050, DSS-4051 AND DSS-4052</p> <p>To notify local districts that the following notices and their Spanish versions are now obsolete: DSS-4050, DSS-4051, DSS-4052</p>

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-44	10/03/94	REVISION OF MANDATORY CLIENT NOTICE "REPAYMENT OF INTERIM ASSISTANCE NOTICE" (DSS-2425)
		To notify local districts that the mandatory client notice DSS-2425: "Repayment of Interim Assistance Notice" has been revised. The new Revision Date is 8/94, and the revision was made to the first paragraph, which explains how the deducted amount of public assistance is determined. The regulatory citation following this paragraph also was changed.
94 INF-45	10/07/94	PA BUDGETING AND CASE CATEGORY FOR JOINT CUSTODY CASES
		To remind social services districts (SSDs) of the procedures to be followed when determining case category and benefits for joint custody cases. The following information is already contained in the <u>PASB</u> but this is an attempt to present the material in a more complete manner. The source book will be updated accordingly.
94 INF-47	10/19/94	REVISION OF FOLLOW-UP TO THE QUARTERLY REPORTS (DSS-4310A AND DSS-4310A NYC)
		To introduce revisions to the mandated "Follow-Up To the Quarterly Report" forms, DSS-4310A (Upstate) and DSS-4310A (NYC) (New York City). The revised Spanish versions of these forms will be available at approximately the same time.
94 INF-48	10/26/94	FOOD STAMPS: EXPEDITED FOOD STAMP SCREENING SHEET (DSS-3938) (REV. 7/94)
		To introduce the revised DSS-3938: "Expedited Food Stamp Screening Sheet" (Rev. 7/94).
94 INF-49	10/26/94	DUPLICATE RENT PAYMENTS
		To clarify Department policy regarding recoupment of duplicate rent payments when a public assistance recipient on restricted rent moves from one apartment to another.

DIVISION OF ECONOMIC SECURITY

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-50	10/26/94	<p>REVISION OF FOOD STAMP HOUSEHOLD COMPOSITIN DESK GUIDE (DSS-4314)</p> <p>To introduce the revised DSS-4314: "Food Stamp Household Composition Desk Guide" (Rev. 8/94).</p>
94 INF-51	10/28/94	<p>REVISION TO DSS-3959: "FOOD STAMP EXCESS NET INCOME NARRATIVE"</p> <p>To introduce the revised Food Stamp ABEL Budgt Narrative, DSS-3959: "Food Stamp Excess Net Income Narrative" (copy attached). There will be <u>no</u> revisions at this time to the other Food Stamp ABEL Budget Narratives, DSS-3960: "Food Stamp Excess Gross Income Narrative: and DSS-3961: "Food Stamp Budget Narrative".</p>
94 INF-54	11/22/94	<p>REVISION TO ABEL INPUT SHEET (DSS-3570A)</p> <p>To introduce the revised (8/94) version of the DSS-3570A: ABEL Input Sheet.</p>
94 INF-56	12/15/94	<p>PA AND FS BUDGETING: INITIAL EARNINGS</p> <p>To clarify the Department's policy regarding the initial budgeting of earned income when a PA or FS recipient starts a job.</p>
94 INF-58	12/23/94	<p>FS: MEDICAL DEDUCTIONS CLARIFICATION</p> <p>To provide districts with further clarification received from the USDA regarding reporting changes in medical expenses.</p>

DIVISION OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-46	10/11/94	DIGEST OF LAWS OF 1994 RELATING TO SOCIAL SERVICES

To highlight provisions of the Laws of 1994 and to direct interested persons to the appropriate provisions of the law. This Digest is neither designed nor intended to be considered as the Department's interpretation of these laws for the purpose of implementation.

DIVISION OF HEALTH AND LONG TERM CARE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
94 INF-06	01/31/94	<p data-bbox="646 401 1365 422">AIR AMBULANCE TRANSPORTATION FOR MEDICAL CARE</p> <p data-bbox="646 464 1203 485">To inform local districts staff of:</p> <p data-bbox="646 527 1430 583">recently established MA reimbursement amounts for fixed-wing air ambulance transportation;</p> <p data-bbox="646 625 1430 682">previously established MA reimbursement amounts for air ambulance transportation via helicopter;</p> <p data-bbox="646 724 1430 781">guidelines for the authorization of air ambulance transportation of persons covered under MA.</p>
94 INF-21	05/12/94	<p data-bbox="646 814 1430 871">COMBINED APPLICATION FOR MEDICAL ASSISTANCE AND WIC FOR PREGNANT WOMEN AND YOUNG CHILDREN</p> <p data-bbox="646 913 1430 1031">To inform local districts of a new combined application for Medical Assistance (MA) and the Supplemental Food Program for Women, Infants and Children (WIC).</p>
94 INF-28	06/09/94	<p data-bbox="646 1066 1430 1123">INTRODUCTION OF THE DSS-4411: "RECERTIFICATION FOR MEDICAL ASSISTANCE (CHRONIC CARE)"</p> <p data-bbox="646 1165 1430 1255">To introduce a new document, the DSS-4411: "Recertification for Medical Assistance (Chronic Care)".</p>
94 INF-53	11/08/94	<p data-bbox="646 1291 1430 1348">CHILD HEALTH PLUS INSURANCE: NEW AGE LIMIT IS 15 YEARS FOR CHILDREN BORN ON OR AFTER JUNE 1, 1980</p> <p data-bbox="646 1390 1430 1442">To notify local social services districts of the changes to the Child Health Plus program.</p>

MANUAL BULLETINS ISSUED DURING 1993

DIVISION	TRANS #	TRANS DATE	SUBJECT
MSQI	94 MB-01	07/14/94	ADMINISTRATION COST ALLOCATION FOR FRAUD AND ABUSE REDUCTION IN LEVEL OF FEDERAL FUNDING AND INCREASED FS DEPENDENT CARE REIMBURSEMENT

DIVISION OF MANAGEMENT SUPPORT AND QUALITY IMPROVEMENT
OFFICE OF FINANCIAL MANAGEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
943 MB-01	079/14/943	ADMINISTRATIVE COST ALLOCATION FOR FRAUD AND ABUSE REDUCTION IN LEVEL OF FEDERAL FUNDING AND INCREASED FS DEPENDENT CARE REIMBURSEMENT

To incorporate into Bulletin 143b the reduction of federal reimbursement for Fraud & Abuse administrative costs in the ADC and Food Stamp Programs from the current 75% funding level to the level of 50% Federal Share effective April 1, 1994.

To increase dependent care reimbursement to \$175 per dependent per month with a \$200 ceiling for children under two for participants in the Food Stamps Employment and Training (FSET) Program. The food stamp budget Dependent Care deduction will be increased to these same amounts. These changes will be effective September 1, 1994.

To revise the instructions for calculating the MA-Family Planning percentage due to the revision of the Medical Assistance Statistical Report (MR-0-36).

Add a missing footnote for A-87 WMS costs on page 4-22.

RELEASES SUPERSEDED IN 1994

CANCELLED RELEASES

93 ADM-32

93 ADM-06

91 ADM-10

93 ADM-19

91 ADM-38

78 ADM-114

75 ADM-120

93 ADM-37

83 ADM-47

AUTHORIZED BY

94 ADM-02

94 ADM-04

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94 ADM-10

94 ADM-11

94 ADM-17

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94 ADM-20