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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-2

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: January 9, 1995

SUBJECT: Revision to Budget Worksheet - Public Assistance  
 (DSS-548)

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Welfare Management System Coordinators  
 Staff Development Coordinators  
 Forms Coordinators

CONTACT PERSON: ES/WMS Program Operations  
 Bob Gullie  
 1-800-343-8859, extension 4-6501 (AV1060)

ATTACHMENTS: DSS-548: Budget Worksheet - Public Assistance - not  
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92 INF-17	92 INF-17	352.32		PASB Sections VI-B-1.3 XII-C-all	

The purpose of this release is to introduce the revised (8/94) Budget Worksheet - Public Assistance (DSS-548). At the time a new or reopened public assistance case is approved for assistance, the applicant/recipient receives a copy of the ABEL Budget. If ABEL Budgets are not available, the applicant/recipient receives a copy of Form DSS-548. The Budget Worksheet is also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the (8/94) revision.

I. FACE PAGE

- A. The Revision Date was changed to 8/94.
- B. In SECTION A - NEEDS, # 9, "Training" was deleted, since ABEL no longer allows for this entry.
- C. Because # 9, "Training", was deleted, the remaining numbers and number references on the FACE page were changed from #'s 10 - 43 to #'s 9 - 42.

II. REVERSE PAGE

- A. The Revision Date was changed to 8/94.
- B. In SECTION B - EARNED INCOME, the "Step-Parent/Grand-Parent Disregard" amount was changed to \$90.00. (GIS 93 ES/DC021)
- C. Because # 9, "Training", was deleted on the FACE page, the remaining numbers on the REVERSE page were changed from #'s 44 - 66 to #'s 43 - 65.
- D. Additionally, because # 9, "Training", was deleted on the FACE page, the following number references that refer to the FACE page were changed:
  - 1. In the upper right hand corner, 21-A to 20-A.
  - 2. In the upper right hand corner, 21-B to 20-B.
  - 3. In the bottom left hand corner, 33 to 32.

Delivery of the revised DSS-548 to the Albany Warehouse is expected in March 1995. Your district will not automatically receive copies. Attached is a sample copy of the revised Budget Worksheet. In order to ensure that usage of the revised form begins within a reasonable amount of time, you may continue to use the existing (12/91) supply until your stock is depleted, or until May 1995, whichever occurs first.

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Requests for additional copies of these forms are to be submitted on Form WMS-47 (Rev. 9/89): "WMS Order Form", and should be sent to:

New York State Department of Social Services  
Welfare Management System  
P.O. Box 1990  
Albany, New York 12201  
Attention: Office of Customer Support Services (OCSS)

Questions concerning ordering forms should be directed to OSD by calling 1-800-343-8859, extension 6-6223.

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