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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 92 INF-19

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: March 13, 1992

SUBJECT: Revisions to the Food Stamp Budget Worksheets  
 (DSS-3114 and DSS-3115) (Rev. 12/91)

SUGGESTED

DISTRIBUTION: Food Stamp Directors  
 Welfare Management System Coordinators  
 Staff Developments Coordinators  
 Forms Coordinators

CONTACT PERSON: IM/WMS Program Operations  
 Robert Gullie  
 1-800-342-3715, extension 4-6501

ATTACHMENTS: Attachment I - DSS-3114: Food Stamp Budget  
 Worksheet - not available on-line  
 Attachment II - DSS-3115: Food Stamp Budget Worksheet  
 Worksheet (Elderly and Disabled for Medical  
 and/or Special Shelter Deductions)-  
 not available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
				FSSB Section X-A-all	

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The purpose of this release is to introduce revisions to the Food Stamp Budget Worksheets (DSS-3114 and DSS-3115). These revisions have been made as a result of the new FS SUA/HEAP policy that will be effective UPSTATE May 1, 1992 and NYC June 1, 1992.

At the time a new or reopened Food Stamp case is approved, the applicant/recipient receives a copy of their ABEL Budget. If the ABEL Budget is not available, the applicant/recipient receives a copy of Form DSS-3114 or DSS-3115 whichever is appropriate. The budget worksheets are also used for training and audit purposes.

Listed below is a detailed summary of the changes which were incorporated into the 12/91 revisions:

1. The "GENERAL INFORMATION" heading was deleted to save space. (DSS-3114 and DSS-3115).
2. The "Case Name" section was moved to the left and the order was changed from Last, First, M.I. to First, M.I., Last to be consistent with other IM forms. (DSS-3114 and DSS-3115).
3. The "SOC. SEC. NO.", "DIST" and "CENTER" sections were moved from the 2nd line to the 1st line. (DSS-3114 and DSS-3115).
4. The Section Heading letters "A" through "F" (DSS-3114) and letters "A" through "G" (DSS-3115) were deleted as these letters were not referred to in the calculation lines.
5. In the "INCOME" section on the Gross Earned Income and Unearned Income lines the name order was changed from Last, First, M.I. to First, M.I., Last to be consistent with other IM forms (DSS-3114 and DSS-3115).
6. Under the "SHELTER COSTS" section:
  - A. Line numbers 19, 20 and 22 (DSS-3114), and line numbers 17, 18 and 20 (DSS-3115) were deleted;
  - B. The following HEAP SUA procedures were added (#20 on DSS-3114 to replace line numbers 19, 20 and 22) and (#18 on DSS-3115 to replace line numbers 17, 18 and 20):  
  
+++  
+++ Eligible for HEAP or has Heating/Cooling Costs (Enter larger of Heating/Cooling Standard or Total of Actual Costs for Heating, Cooling, Utilities and Phone) (See note 3 below)

OR

+++

+++ Ineligible for HEAP, has No Heating/Cooling Costs - Has Utility Cost (Enter larger of Utility Standard or Total of Actual Costs for Utilities and Phone) (See note 3 below)

OR

+++

+++ Ineligible for HEAP, has No Heating/Cooling Costs, has No Utility Cost - Has Phone Cost (Enter larger of Phone Standard or Actual Phone Cost) (See note 3 below)

OR

+++

+++ Ineligible for HEAP, has No Heating/Cooling or Utility or Phone Costs (Enter \$0) (See note 3 below).

- C. Line number 21 was renumbered to 19 (DSS-3114) and line number 19 was renumbered to 17 (DSS-3115).
- D. Line numbers 23-30 were renumbered to 21-28 (DSS-3114) and line numbers 21-27 were renumbered to 19-25 (DSS-3115).
- 7. Under the "PARTICIPATION" section, line number 31 was renumbered to 29 (DSS-3114), and line number 28 was renumbered to 26 (DSS-3115). Other corresponding renumbering changes were made.
- 8. Under Notes, sentence #3 was changed to read:  

Enter prorated share of the Standard or Actual expense, whichever is greater when HEAP benefit (or expense) is shared (DSS-3114 and DSS-3115)
- 9. In the asterisked\* sentence at the bottom of the page, line 28 was changed to line 26 (DSS-3114), and line 25 was changed to line 23 (DSS-3115).

Attached are sample copies of the revised Budget Worksheets. Upstate districts should continue to use their existing (11/86) supplies of these forms until April 30, 1992. NYC should use their supplies until May 31, 1992.

Requests for 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 Systems Development (OSD)

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Questions concerning ordering forms should be directed to OSD by calling 1-800-342-3715, extension 6-6223.

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