



New York State
Office of
Children & Family
Services

OCFS INFORMATIONAL LETTER

TRANSMITTAL: 99 OCFS-INF-1

TO: Commissioners of
Social Services

DIVISION: Commissioner's
Office

DATE: January 8, 1999

George E. Pataki
Governor

SUBJECT: Annual Index of Administrative Directives,
Informational Letters for 1998

John A. Johnson
Commissioner

**SUGGESTED
DISTRIBUTION:** Program Directors
Administrative Directors
Staff Development Coordinators

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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



I. PURPOSE

This release provides local district staff with a desk reference index to Administrative Directives, and Informational Letters issued in 1998. Releases are listed numerically and by program area. A synopsis of each Administrative Directive, and Informational Letter is also provided. Additionally, a listing of releases superseded during 1998 is included.

II. BACKGROUND

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

III. RECOMMENDED ACTION

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



Kevin Kelley
Policy Communications

ATTACHMENT A

- ATTACHMENT I Numerical Listing of Administrative Directives
Released in 1998 - (Available on-line)
- ATTACHMENT II Program-Specific Listing of Administrative
Directives Released in 1998 - (Available on-
line)
- ATTACHMENT III Numerical Listing of Informational Letters
Released in 1998 - (Available on-line)
- ATTACHMENT IV Program-Specific Listing of Informational
Letters Released in 1998 - (Available on-
line)
- ATTACHMENT V Listing of Releases Superseded in 1998 -
(Available on-line)

Attachment I

**ADMINISTRATIVE DIRECTIVES
NUMERICAL LISTING**

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1998

DIVISION	TRANS #	TRANS DATE	SUBJECT
TA	98 ADM-1	02/03/98	LOCAL FLEXIBILITY INCENTIVE PILOT PROGRAMS
TA/CS	98 ADM-2	03/04/98	CHANGE OF PAYEE POLICY & PROCEDURE FOR CHILD SUPPORT ENFORCEMENT
TA	98 ADM-3	03/13/98	DOMESTICE VIOLENCE: FAMILY VIOLENCE OPTION UNDER THE WELFARE REFORM ACT OF 1997
TA	98 ADM-4	03/19/98	FOOD ASSISTANCE PROGRAM (FAP)
TA	98 ADM-5	04/24/98	MERIT INCENTIVE AWARDS FOR CHILDREN IN RECEIPT OF TANF FUNDED PUBLIC ASSISTANCE
OCSE	98 ADM-6	05/05/98	PROCEDURES FOR ESTABLISHING PATERNITY WITH ACKNOWLEDGMENTS AND ADMINISTRATIVE ORDERS FOR GENETIC AND/OR DNA TESTS
TA	98 ADM-7	05/14/98	LEARNFARE
TA	98 ADM-8	05/29/98	THE AUTOMATED FINGER IMAGING SYSTEM (AFIS) FOR PA, FS, FAP, EAF, ESNA, AND PICA
TA	98 ADM-9	06/02/98	PUBLIC ASSISTANCE ELIGIBILITY: TIME LIMIT FOR INITIAL INTERVIEW
TA	98 ADM-10	06/04/98	PA BUDGETING: CHANGES TO THE EARNED INCOME DISREGARD AND THE POVERTY LEVEL INCOME TEST
SP&PD	98 ADM-11	06/22/98	AUTHORIZATION FOR SOCIAL SERVICES DISTRICTS TO APPROVE ADOPTION SUBSIDIES
TA	98 ADM-12	07/28/98	RECOVERY OF OVERPAYMENTS: MODIFICATION OF PA THRESHOLD
TA	98 ADM-13	08/03/98	PERFORMANCE AWARDS TO SOCIAL SERVICES DISTRICTS BASED UPON DISTRICTS' ACHIEVEMENT OF PERFORMANCE GOALS

ADMINISTRATIVE DIRECTIVES ISSUED DURING 1998

DIVISION	TRANS #	TRANS DATE	SUBJECT
CSE	98 ADM-14	12/24/98	PROCEDURES FOR COST OF LIVING ADJUSTMENTS (COLA) AND ONE-TIME REVIEW AND ADJUSTMENTS OF CHILD SUPPORT ORDERS
SP&PD	98 OCFS ADM-1	10/01/98	PROVISIONS, PROCEDURES AND MECHANISMS FOR COMPLYING WITH CERTAIN FEDERAL CHILD ABUSE PREVENTION AND TREATMENT ACT REQUIREMENTS

ADMINISTRATIVE DIRECTIVES
Program Specific

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 ADM-1	02/03/98	<p>LOCAL FLEXIBILITY INCENTIVE PILOT PROGRAMS</p> <p>To advises social services districts of the availability of the local flexibility incentive pilot program (LFIPP)</p>
98 ADM-2	03/04/98	<p>CHANGE OF PAYEE POLICY & PROCEDURE FOR CHILD SUPPORT ENFORCEMENT</p> <p>To transmit the policy, procedures, and forms for implementing change of payee procedures</p>
98 ADM-3	03/13/98	<p>DOMESTIC VIOLENCE: FAMILY VIOLENCE OPTION UNDER THE WELFARE REFORM ACT OF 1997</p> <p>To advise social services districts of the new requirements to implement the Family Violence Option.</p>
98 ADM-4	03/19/98	<p>FOOD ASSISTANCE PROGRAM (FAP)</p> <p>To advises social services districts regarding their option to provide state and locally funded food stamp benefits to certain legal aliens under the New York State Food Assistance Program (FAP)</p>
98 ADM-5	04/24/98	<p>MERIT INCENTIVE AWARDS FOR CHILDREN IN RECEIPT OF TANF FUNDED PUBLIC ASSISTANCE</p> <p>To advises local districts of the availability of funds dedicated to providing periodic incentives for excellence in academic achievement or community service to children who are recipients of Temporary Assistance to Needy Families (TANF) funded public assistance in grades seven through nine</p>
98 ADM-7	05/14/98	<p>LEARNFARE</p> <p>To promote school attendance of public assistance (PA) children enrolled in grades one to six. To advise social services districts (SSDs) of a change to social services law 131-y regarding the phased-in implementation of Learnfare.</p>

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 ADM-8	05/29/98	<p>THE AUTOMATED FINGER IMAGING SYSTEM (AFIS) FOR PA, FS, FAP, EAF, ESNA, AND PICA</p> <p>To inform social services districts (SSDs) about:</p> <p>changes to the Automated Finger Imaging System (AFIS); additional program requirements for AFIS for PA, FS, FAP, EAF, ESNA and Public Institutional Care for Adults (PICA, and expansion of the AFIS requirement to Non-Public Assistance Food Stamps (NPA/FS) households and to applicants and recipients of the FAP who are not also receiving Public Assistance benefits</p>
98 ADM-9	06/02/98	<p>PUBLIC ASSISTANCE ELIGIBILITY: TIME LIMIT FOR INITIAL INTERVIEW</p> <p>To advise social services districts (SSDs) of an amendment to 350.3(c) of Department regulations</p>
98 ADM-10	06/04/98	<p>PA BUDGETING: CHANGES TO THE EARNED INCOME DISREGARD AND THE POVERTY LEVEL INCOME TEST</p> <p>To advise social services districts (SSDs) of a change in the percentage of earned income which is disregarded during the public assistance budgeting process</p>
98 ADM-12	07/28/98	<p>RECOVERY OF OVERPAYMENTS: MODIFICATION OF PA THRESHOLD</p> <p>Notifies social services districts (SSDs) of an increase from \$35 to \$125 in the threshold for required collection for nonfraud overpayments from former recipients of Public Assistance</p>

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 ADM-13	08/03/98	PERFORMANCE AWARDS TO SOCIAL SERVICES DISTRICTS BASED UPON DISTRICTS' ACHIEVEMENT OF PERFORMANCE GOALS To advise social services districts of the availability of performance awards for the achievement of performance goals. It also defines the procedure for negotiating awards and calculating goal achievement

OFFICE OF CHILD SUPPORT ENFORCEMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 ADM-6	05/05/98	<p>PROCEDURES FOR ESTABLISHING PATERNITY WITH ACKNOWLEDGMENTS AND ADMINISTRATIVE ORDERS FOR GENETIC AND/OR DNA TESTS</p> <p>To advises social services districts of the procedures and forms for establishing paternity</p>
98 ADM-14	12/24/98	<p>PROCEDURES FOR COST OF LIVING ADJUSTMENTS (COLA) AND ONE-TIME REVIEW AND ADJUSTMENTS OF CHILD SUPPORT ORDERS</p> <p>To provide social services districts with procedures and forms for conducting the review and adjustment of child support orders by applying a cost of living adjustment (COLA). The directive also discusses application of existing procedures for one-time review and adjustment of child support orders which were issued prior to September 15, 1989, the date of the enactment of the Child Support Standards Act (CSSA)</p>

OFFICE OF CHILDREN & FAMILY SERVICES
STRATEGIC PLANNING AND POLICY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 ADM-11	06/22/98	<p>AUTHORIZATION FOR SOCIAL SERVICES DISTRICTS TO APPROVE ADOPTION SUBSIDIES</p> <p>To advise of changes in Department regulation and policy implementing the provision in Social Services Law that permits the Office of Children and Family Services (OCFS) to authorize a social services district to approve adoption subsidy agreements</p>
98 OCFS ADM-1	10/01/98	<p>PROVISIONS, PROCEDURES AND MECHANISMS FOR COMPLYING WITH CERTAIN FEDERAL CHILD ABUSE PREVENTION AND TREATMENT ACT REQUIREMENTS</p> <p>To advise social services districts of two requirements contained in the (federal) Child Abuse Prevention and Treatment Act (CAPTA) and to provide guidance for complying with such requirements</p>

Attachment III

**INFORMATIONAL LETTERS
Numerical Listing**

INFORMATIONAL LETTERS ISSUED DURING 1998

DIVISION	TRANS #	TRANS DATE	SUBJECT
COMM	98 INF-1	01/06/98	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES AND INFORMATIONAL LETTERS
TA	98 INF-2	01/06/98	REVISED REQUEST FOR VOLUNTARY RESTRICTION FORM (DSS-4580 REV. 12/97)
TA	98 INF-3	02/13/98	FOOD STAMP PROGRAM: RECORD RETENTION
SP&PD	98 INF-4	02/27/98	CONSOLIDATED SERVICES PLAN: 1998 INCOME ELIGIBILITY STANDARDS
TA	98 INF-5	03/11/98	ALIEN STATUS DESK GUIDE (LDSS-4579) (REV. 2/98)
TA	98 INF-6	03/13/98	CHILD ASSISTANCE PROGRAM (CAP): QUESTIONS AND ANSWERS ON CHANGES DUE TO THE WELFARE REFORM ACT OF 1997
TA	98 INF-7	03/30/98	REVISIONS TO THE FOOD STAMP BUDGET WORKSHEETS (DSS-31144 AND DSS-3115) (REV. 3/98)
SPPD	98 INF-8	04/22/98	MULTIETHNIC/INTERETHNIC ADOPTION PROVISIONS
DPS	98 INF-9	06/19/98	FAMILY-TYPE HOMES FOR ADULTS: OPERATORS REQUIRED TO PROVE WORKERS' COMPENSATION AND DISABILITY BENEFITS INSURANCE COVERAGE FOR SUBSTITUTE CARETAKERS
SPPD	98 INF-10	06/24/98	MULTIETHNIC/INTERETHNIC ADOPTION PROVISIONS
TA	98 INF-11	08/14/98	REVISION OF PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) REV. 12/97)
OLA	98 INF-12	09/02/98	DIGEST OF LAWS OF 1998 RELATING TO PROGRAMS OF THE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

INFORMATIONAL LETTERS ISSUED DURING 1998

DIVISION	TRANS #	TRANS DATE	SUBJECT
BFS	98 INF-13	09/14/98	STATE ASSUMPTION OF LOCAL DISTRICTS' SHARE OF SUPPLEMENTAL PAYMENTS
TA	98 INF-14	09/15/98	REVISED STATE VERSION OF FEDERAL FORM SS-5 "APPLICATION FOR A SOCIAL SECURITY CARD" (DSS-4000)
TA	98 INF-15	09/23/98	DEADLINE EXTENSION FOR LOCAL DISTRICT NEGOTIATED PERFORMANCE AWARD PLANS AND TRANSMITTAL OF BASELINE PERFORMANCE DATA ON JOB PLACEMENTS FOR 98 ADM-13
TA	98 INF-16	12/17/98	OBSOLETE FORM: DSS-2502: "ADC-U SCREENING CHECKLIST"
D&PS	98 OCFS INF-1	10/01/98	FAMILY TYPE HOMES FOR ADULTS: REVISED FORMS LDSS-2865 APPLICATION FOR APPROVAL, FAMILY-TYPE HOME FOR ADULTS AND TO OCFS-3122 MEDICAL EVALUATION (RESIDENT)
D&PS	98 OCFS INF-2	10/05/98	ADOPTION SUBSIDY OCFS/NYSAS REVIEW AND APPROVAL
SP&PD	98 OCFS INF-3	11/17/98	ADOPTION AND SAFE FAMILIES ACT: INFORMATION ON THE ACT'S IMPLEMENTATION TIMEFRAMES AND PRELIMINARY GUIDANCE CONCERNING ITS TERMINATION REQUIREMENTS
D&PS	98 OCFS INF-4	11/25/98	COLLABORATIVE EFFORTS FOR ASSISTING FAMILIES EXPERIENCING BOTH DOMESTIC VIOLENCE AND CHILD ABUSE/MALTREATMENT
D&PS	98 OCFS INF-5	12/01/98	PROTECTIVE SERVICES FOR ADULTS: MENTAL HEALTH EVALUATION REFERRAL INSTRUMENT

**INFORMATIONAL LETTERS
Program Specific**

OFFICE OF CHILDREN AND FAMILY SERVICES
OFFICE OF THE COMMISSIONER

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-01	01/06/98	ANNUAL INDEX OF ADMINISTRATIVE DIRECTIVES AND INFORMATIONAL LETTERS FOR 1998 Provides local district staff with a desk reference index to Administrative Directives and Informational Letters issued in 1998

OFFICE OF CHILDREN AND FAMILY SERVICES
STRATEGIC PLANNING AND POLICY DEVELOPMENT

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-4	02/27/98	<p>CONSOLIDATED SERVICES PLAN: 1998 INCOME ELIGIBILITY STANDARDS</p> <p>To transmit the 1998 income standards to be used in determining eligibility for services.</p>
98 INF-8	04/22/98	<p>MULTIETHNIC/INTERETHNIC ADOPTION PROVISIONS</p> <p>To advise of changes in federal law and policy on the use of race, color, or national origin as a consideration in foster care and adoptive placements and in the recruitment of foster and adoptive parents.</p>
98 INF-10	06/24/98	<p>MULTIETHNIC/INTERETHNIC ADOPTION PROVISIONS</p> <p>To inform that the U.S. Department of Health and Human Services had published an Information Memorandum on questions and answers related to the implementation of the Multiethnic Placement Act of 1994, as amended by the Interethnic Adoption Provisions of The Small Business Job Protection Act of 1996.</p>
98 OCFS INF-3	11/17/98	<p>ADOPTION AND SAFE FAMILIES ACT: INFORMATION ON THE ACT'S IMPLEMENTATION TIMEFRAMES AND PRELIMINARY GUIDANCE CONCERNING ITS TERMINATION REQUIREMENTS</p> <p>To inform of the date that the State had informed HHS that it will be in compliance with all the provisions of Public Law 105-89, the Adoption and Safe Families Act of 1997; to provide preliminary guidance about ASFA termination of parental rights requirements, including circumstances in which the case planner might conclude that there is a compelling reason not to file a termination petition and to remind of the importance of reviewing all long term foster care children to determine if a child has been in care for 15 of the most recent 22 months and whether or not filing a petition to terminate parental rights is warranted</p>

OFFICE OF CHILDREN AND FAMILY SERVICES
DEVELOPMENT AND PREVENTIVE SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-9	06/19/98	<p>FAMILY-TYPE HOMES FOR ADULTS: OPERATORS REQUIRED TO PROVE WORKERS' COMPENSATION AND DISABILITY BENEFITS INSURANCE COVERAGE FOR SUBSTITUTE CARETAKERS</p> <p>To advise social services districts that in order to obtain Family Type Homes for Adults certification, applicants and operators of Family Type Homes for Adults must prove that they have obtained Workers' Compensation and disability benefits coverage, or that such coverage is not required under New York State Workers's Compensation Law</p>
98 OCFS INF-1	10/01/98	<p>FAMILY TYPE HOMES FOR ADULTS: REVISED FORMS LDSS-2865 APPLICATION FOR APPROVAL, FAMILY-TYPE HOME FOR ADULTS AND TO OCFS-3122, MEDICAL EVALUATION (RESIDENT)</p> <p>To introduce the LDSS-2865 "APPLICATION FOR APPROVAL, FAMILY-TYPE HOME FOR ADULTS", (formerly DSS-2865), which has been updated to conform to requirements of the Workers' Compensation Law</p>
98 OCFS INF-2	10/05/98	<p>ADOPTION SUBSIDY OCFS/NYSAS REVIEW AND APPROVAL</p> <p>To inform of the changes The Office of Children and Family Services has made in reviewing and approving subsidy applications submitted to the New York State Adoption Services.</p>
98 OCFS INF-4	11/25/98	<p>COLLABORATIVE EFFORTS FOR ASSISTING FAMILIES EXPERIENCING BOTH DOMESTIC VIOLENCE AND CHILD ABUSE/MALTREATMENT</p> <p>To provide information a collaborative initiative for serving families experiencing both domestic violence and child abuse/maltreatment</p>

OFFICE OF CHILDREN AND FAMILY SERVICES
DEVELOPMENT AND PREVENTIVE SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 OCFS INF-5	12/01/98	<p>PROTECTIVE SERVICES FOR ADULTS: MENTAL HEALTH EVALUATION REFERRAL INSTRUMENT</p> <p>To inform local districts of a mental health evaluation referral instrument which has been developed in order to assist Protective Services for Adults caseworkers in obtaining mental health evaluations for their clients</p>

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

OFFICE OF LEGAL AFFAIRS

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-12	09/02/98	DIGEST OF LAWS OF 1998 RELATING TO PROGRAMS OF THE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE To highlight provisions of the Laws of 1998 and to direct interested persons to the appropriate provisions of the law

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

BUREAU OF FINANCIAL SERVICES

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-13	09/14/98	STATE ASSUMPTION OF LOCAL DISTRICTS' SHARE OF SUPPLEMENTAL PAYMENTS To inform that Chapter 316 of the Laws of 1998 amended Section 212 of the Social Services Law to make the State permanently and fully responsible for the payment of the local districts' share of the Supplemental Security Income supplemental payments

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
 DIVISION OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-02	01/06/98	REVISED REQUEST FOR VOLUNTARY RESTRICTION FORM (DSS-4590 REV. 12/97) To inform local social services districts of revised language to be used for recipients to request voluntary restricted payments
98 INF-03	02/13/98	FOOD STAMP PROGRAM: RECORD RETENTION To remind local social services districts of the Food Stamp Program's state agency record retention requirements
98 INF-05	03/11/98	ALIEN STATUS DESK GUIDE (LDSS-4579) (REV. 2/98) To introduce the new LDSS-4579: "Alien Status Desk Guide" (Rev. 2/98)
98 INF-06	03/13/98	CHILD ASSISTANCE PROGRAM (CAP): QUESTIONS AND ANSWERS ON CHANGES DUE TO THE WELFARE REFORM ACT OF 1997 To share with social services districts questions and answers that have been raised regarding cap policy changes resulting from the Welfare Reform Act of 1997 (97 ADM-24)

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
 DIVISION OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-07	03/30/98	REVISIONS TO THE FOOD STAMP BUDGET WORKSHEETS (DSS-3114 AND DSS-3115) (REV. 3/98) To introduce revisions to the Food Stamp Budget Worksheets (DSS-3114 and DSS-3115)
98 INF-11	08/14/98	REVISION OF PUBLIC ASSISTANCE ABEL BUDGET NARRATIVES (DSS-3951, DSS-3952, DSS-3953, DSS-3954) (REV. 12/97) To introduce the revised (12/97) Public Assistance Budget Narratives
98 INF-14	09/15/98	REVISED STATE VERSION OF FEDERAL FORM SS-5 "APPLICATION FOR A SOCIAL SECURITY CARD" (DSS-4000) To introduce the Department's new carbonized version (DSS-4000) of the Federal SS-5 Form: "Application for a Social Security Number"

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
 DIVISION OF TEMPORARY AND DISABILITY ASSISTANCE

TRANS #	TRANS DATE	SUBJECT & PURPOSE
98 INF-15	09/23/98	<p>DEADLINE EXTENSION FOR LOCAL DISTRICT NEGOTIATED PERFORMANCE AWARD PLANS AND TRANSMITTAL OF BASELINE PERFORMANCE DATA ON JOB PLACEMENTS FOR 98 ADM-13</p> <p>To notify social services districts that the deadline for submitting negotiated performance goal plans under 98 ADM-13 has been extended and to transmit to SSDs baseline performance data on job placements which may be used in developing goal plans</p>
98 INF-16	12/17/98	<p>OBSOLETE FORM: DSS-2502: "ADC-U SCREENING CHECKLIST"</p> <p>To notify local social services districts that the DSS-2502 (Rev. 1/93) "ADC-U Screening Checklist form is obsolete</p>

Attachment V

RELEASES SUPERSEDED IN 1998

RELEASES SUPERSEDED IN 1998

CANCELLED RELEASES

96 ADM-4

AUTHORIZED BY

98 ADM-8