

**TO:** Local District Commissioners; Income Maintenance Directors;  
CAP Coordinators; Staff Development  
Coordinators; CAP Coordinators  
**FROM:** Patricia A. Stevens, Deputy Commissioner, Division of Temporary  
Assistance  
**SUBJECT:** Change to the Timeframe for Scheduling a Personal Interview  
for PA Applicants

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Region I (518) 473-0332; Region II (518) 474-9344;  
Region III (518) 474-9307; Region IV (518) 474-9300;  
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Medicaid: Shari Neidbalec (518) 473-5503

This is to notify you that an amendment to 350.3(c) of Department regulations was filed on March 27, 1997 and became effective April 16, 1997. This amendment increased the time period within which a social services district must schedule a personal interview for public assistance applicants from five (5) to seven (7) working days after receipt of an application. This means that districts now have up to seven working days from the date of filing to schedule and conduct a certification interview.

It is essential that in conjunction with this change, local districts must continue to accept PA applications upon submission in accordance with regulations 350.3(a) and 350.3(b). All other aspects of the eligibility process are unchanged by this modification, including the provision of any emergency assistance and the timeframe within which eligibility must be determined.

Districts were notified in GIS Message 96MA015 that the five day timeframe for Medicaid interviews was eliminated. That message further advised districts of a change relating to timeframes for completing Medicaid determinations.

More details will be forthcoming in an ADM.