

# CHANGE NOTICE FOR MANUAL NO. 24-05, MAIL-IN APPLICATION SIGN FOR DSS LOBBY

**DATE: SEPTEMBER 16, 2005**

**Manual:** Family and Children's Medicaid  
**Change No:** 24-05  
**To:** County Directors of Social Services  
**Effective:** October 1, 2005

## **I. CONTENT OF CHANGE**

MA-3200, Initial Contact, Figure 7A, is revised to provide the sample language that is required to be included on the sign posted in the local DSS lobbies that opt to provide Adult Mail-In Applications available in the lobby. A Spanish version revision of this form will be provided once translation is complete. This was inadvertently overlooked when completing the changes contained in Family and Children's Change Notice No. 22-05.

## **II. EFFECTIVE DATE AND IMPLEMENTATION**

This change is effective October 1, 2005.

## **III. MAINTENANCE OF MANUAL**

**A. Remove:** MA-3200, Figure 7A

**B. Insert:** [MA-3200, Figure 7A](#)

If you have any questions, please contact your Medicaid Program Representative.

L. Allen Dobson, Jr., M.D., Assistant Secretary  
for Health Policy and Medical Assistance

(This material was researched and written by Charlotte Gibbons, Policy Consultant, Medicaid Eligibility Unit.)