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POLICY BULLETIN 05-157-OPE

**INTRODUCTION OF THE SHELTER TYPE CODES/
STANDARD UTILITY ALLOWANCE (SUA) LEVELS DESK GUIDE (W-205HH)**

<p>Date: December 30, 2005</p>	<p>Subtopic(s): Shelter, Budgeting, Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to remind staff that every Public Assistance/Food Stamp (PA/FS) and Non-Public Assistance Food Stamp (NPA FS) case must be evaluated to determine if the household is entitled to a Standard Utility Allowance (SUA). These cases must be evaluated at application and at every recertification.</p> <p>The SUA has three levels:</p> <p><u>Level 1</u></p> <ul style="list-style-type: none"> The level 1 SUA covers heating and air conditioning, utilities and telephone costs. It is available to households that have received a Home Energy Assistance Program (HEAP) payment within the past 12 months, households whose application for and receipt of HEAP is reasonably anticipated within 12 months, and households that are regularly billed separately from their rent or mortgage for heating and/or air conditioning their residence. <p>The Level 1 SUA includes the following costs:</p> <ul style="list-style-type: none"> Wood for Heating – Households that incur a cost for wood as their primary heat source are entitled to the heat/air conditioning SUA. However, such cost must be incurred for the wood itself, not for the cost of processing the wood. In other words, a household which heats primarily by wood that it receives free is not entitled to the heat/air conditioning SUA, even if it incurs costs for such expenses as a power saw, a cutting permit or transporting the wood. Such charges are also not allowable as separate FS shelter costs.

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- Air Conditioning Cost – The operation of devices used to air condition (i.e., to filter air and regulate its humidity and temperature) are considered cooling expenses for the purposes of the SUA.
- Supplemental Heating Costs – Utility costs for the operation of a space heater, electric blanket, heat lamp, cooking stove and the like when used as a supplemental heating source do not qualify a household for the SUA. The cost of an electric blower for an oil or gas furnace also does not qualify a household for the SUA.

See Budgeting Manual for details on zero shelter cases and shelter proration indicators.

Households with shelter type **01** (Unfurnished Room or Apartment), **03** (Own Home – including trailer), **20** (Emergency Rental Supplement Program [EARP]), **25** (Rented Private Home), **26** (Furnished Apartment), **39** (Subsidized Housing – shallow subsidy – section 202/236), **40** (Section 8 Voucher – 30% limit), and **41** (Jiggetts – approved excess shelter) that incur a FS shelter expense will automatically receive a level 1 SUA. If the amount in the FS shelter expense field and the PA shelter allowance field of the budget are both equal to zero, to provide a Level 1 SUA, a numeric indicator must be entered in the **FSUA:TYPE** field of the WMS budget's Household/Suffix Financial Data screen (**NSBL02**).

Level 2

- The Level 2 SUA includes all utility costs other than heating/air conditioning. It includes telephone, electricity, cooking fuel, sewage, trash collection, water fees, fuel for heating hot water and the rental fee for a propane tank. It is available to households:
 - Billed separately from rent or mortgage for one or more of these utilities; and
 - Which do not incur a cost for heating and/or air conditioning separate and apart from their rent or mortgage; and
 - Which have not received and do not reasonably anticipate receiving a HEAP payment within 12 months. No separate inquiry regarding whether the household incurs a cost for a telephone is required.

If the amount in the FS shelter expense field and the PA shelter allowance field of the budget are both equal to zero, to provide a Level 2 SUA an **X** must be entered in the **FSUT:IND** field of the WMS budget's Household/Suffix Financial Data screen (**NSBL02**).

Level 3

- The Level 3 SUA covers the cost of basic service plus tax for one telephone.
 - With the exception of shelter codes **04** (room and board), **19** (approved medical facilities non hospital), and **23** (undomiciled), households which do not pay for heating/air conditioning and/or utilities separate and apart from rent and are not eligible for HEAP will automatically receive SUA level 3 for telephone expenses whether or not the expense is actually incurred.

If there the amount in the FS shelter expense field and the PA shelter allowance field of the budget are both equal to zero, and no other entries are made, the system will automatically provide a SUA level 3 except for shelter types **04**, **19**, and **23**.

The Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (**W-205HH**) has been created to assist in determining what level of SUA will be automatically assigned by the Welfare Management System (WMS), as well as what level of SUA the Worker should assign when manually calculating a budget in WMS.

Note: Secondary tenants are entitled to the same SUA level as the primary tenant.

A sample of the **W-205HH** is attached.


Effective Immediately

References:

Food Stamp Source Book: Section 11, Pages 16–20
 Budgeting Manual Public Assistance Program: Chapter 2, Page 5
 02 ADM 07
 00 INF 18

Attachments:

W-205HH Shelter Type Codes/Standard Utility Allowance (SUA)
 Levels Desk Guide

 Please use Print on Demand to obtain copies of forms.

Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide

Shelter Code	Shelter Type	SUA Levels	Verification Required
01	Unfurnished Room or Apartment	<p>Level 1</p> <ul style="list-style-type: none"> Automatically granted if H/H incurs a shelter expense; or If H/H does not receive a PA shelter allowance but pays separately for heating and/or air-conditioning, when calculating the budget in WMS an entry of "x" in the FSUA: IND field or a numeric entry in the FSUA: TYPE field is required in order for the Level 1 SUA to be applied. <p>Level 2</p> <ul style="list-style-type: none"> If H/H does not receive a PA shelter allowance and does not pay separately for heating and/or air conditioning but pays for utilities, an entry of "x" in the FSUT: IND field is required. <p>Level 3</p> <ul style="list-style-type: none"> If H/H does not receive a PA shelter allowance and does not pay separately for heating, air conditioning or utilities, a telephone allowance is automatically provided (no entries required). 	<p>Level 1</p> <ul style="list-style-type: none"> Proof of rent expense; or Proof of current heating and/or air conditioning bill <p>Level 2</p> <ul style="list-style-type: none"> Current utility bill <p>Level 3</p> <ul style="list-style-type: none"> None
03	Own Home (Includes Trailer)		
20	Emergency Rental Supplement Program (EARP)		
25	Rented Private Home		
26	Furnished Apartment		
39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202		
40	Section 8 Voucher – 30% Limit		
41	Jiggetts – Approved Excess Shelter		
02	NYCHA Apartment – Utilities Included	<p>Level 1</p> <ul style="list-style-type: none"> If H/H pays separately for heating and/or air-conditioning, an entry of "x" in the FSUA: IND field or a numeric entry in the FSUA: TYPE field is required. <p>Level 3</p> <ul style="list-style-type: none"> If H/H does not pay separately for heating and/or air-conditioning, a telephone allowance is automatically provided (no entries required). <p>Not FS SUA</p> <p>Not eligible for SUA Level 1 or 2.</p> <p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	<p>Level 1</p> <ul style="list-style-type: none"> Letter/receipt from NYCHA verifying heating and/or air-conditioning expense <p>Level 3</p> <ul style="list-style-type: none"> None <p>None</p> <p>Level 3</p> <ul style="list-style-type: none"> None
04	Room and Board		
06	Hotel/Motel Temporary		
11	Room Only		
13	Residential Programs for Victims of Domestic Violence – less than 3 meals per day		
14	Residential Programs for Victims of Domestic Violence – 3 meals per day		
15	Congregate Care Level I – New York City, Nassau, Suffolk, Westchester		
16	Congregate Care Level II – State Certified – New York City, Nassau, Suffolk, Westchester		

Shelter Code	Shelter Type	SUA Levels	Verification Required
19	Approved Medical Facilities – Non-Hospital	None	None
23	Undomiciled	No FS SUA. Not eligible for SUA Level 1, 2 or 3. A homeless shelter deduction will be added to the standard deduction in the budget.	None
24	NYCHA Apartment – Utilities Not Included	<p>Level 1</p> <ul style="list-style-type: none"> If H/H pays separately for heating and/or air-conditioning, an entry of "x" in the FSUA: IND field or a numeric entry in the FSUA: TYPE field is required. <p>Level 2</p> <ul style="list-style-type: none"> If H/H does not pay separately for heating and/or air conditioning but pays for utilities, an entry of "x" in the FSUT: IND field is required. <p>Level 3</p> <ul style="list-style-type: none"> If H/H does not pay separately for heating/air conditioning or utilities costs, a telephone allowance is automatically provided (no entries required). 	<p>Level 1</p> <ul style="list-style-type: none"> Proof of heating and/or air-conditioning costs <p>Level 2</p> <ul style="list-style-type: none"> Current utility bill <p>Level 3</p> <ul style="list-style-type: none"> None
27	Residential Treatment Center – Non-Level II	Not eligible for SUA Level 1 or Level 2.	
28	Congregate Care Level I – Rest of State	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically provided (no entries required). 	<p>Level 3</p> <ul style="list-style-type: none"> None
29	Congregate Care Level II – State Certified – Rest of State		
31	Residential Treatment Center – Level II Facility – NYC, Nassau, Suffolk, Westchester		
32	Residential Treatment Center – Level II Facility – Rest of State		
33	Homeless Shelter – Tier I or Tier II – less than 3 meals per day		
34	Homeless Shelter – Tier II – 3 meals per day		
35	Homeless Shelter – Non-Tier I or II		

Secondary tenants are entitled to the same SUA level as the primary tenant.

Refer to the **Public Assistance Budgeting Manual** or the **NPA FS Budgeting Manual** for detailed information on the SUA budgeting.