

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN 05-157-OPE

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

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Date: December 30, 2005	Subtopic(s): Shelter, Budgeting, Forms
☐ This procedure can now be accessed on the FIAweb.	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.
	The SUA has three levels:
	Level 1
	 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.
	The Level 1 SUA includes the following costs:
	 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 <u>one or more</u> 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:

□ Please use Print on Demand to obtain copies of forms.

W-205HH

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



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

Level 1 - 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. Level 2 - if H/H does not receive a PA shelter allowance and does not pays separately for heating and/or air conditioning but pays for utilities, an entry of "x" in the FSUT: IND field is not pay separately for heating and/or air conditioning but pays for utilities, an entry of "x" in the FSUT: IND field is nequired. Level 3 - if H/H does not receive a PA shelter allowance and does not pays for utilities, an entry of "x" in the FSUT: IND field is required. Level 1 - if H/H does not receive a PA shelter allowance and does not pays separately for heating and/or air-conditioning, and an introduction. - if H/H does not receive a PA shelter allowance and does not pays fellephone allowance is automatically provided (no entries of the H/H does not pay separately for heating and/or air-conditioning, and an introduction and the fell interval 3 - if H/H does not receive a pay separately for heating and/or air-conditioning, and an introduction and an interval 3 - if H/H does not receive a pay separately for heating and/or air-conditioning, and an interval 3 - if H/H does not required. - if H/H does not receive a pay separately for heating and/or air-conditioning, and the pays separately for heating and/or air-conditioning, and an interval 3 - if H/H does not required. -	Shelter Code	Shelter Type	SUA Levels	Verification Required
Own Home (Includes Trailer) Emergency Rental Supplement Program (EARP) Rental Private Home Rented R	04	Unfurnished Room or Apartment	Level 1	Level 1
Emergency Rental Supplement Program (EARP) Rented Private Home Subsidized Housing – Shallow Subsidy – Section 236/Section 202 If Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air conditioning but pays for utilities, a neutry of Y in the FSUT: IND field is required. Level 3 If Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air conditioning or utilities, a leiphone allowance is automatically provided (no entries a payment I may for utilities in conditioning or utilities.) Room and Board Room and Board Rossidential Programs for Vucifine of Dongstic Violence – Iess than 3 meals per day when the payment is automatically granted (no entries). Section 236/Section 202 I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hevel 1 Hill does not receipt 3 PA shelter allowance and does not pay separately for heating and/or air-conditioning. I Hill does not receipt 3 PA shelter allowance and does not pay sep	03	Own Home (Includes Trailer)	 Automatically granted if H/H incurs a shelter expense; or If H/H does not receive a PA shalter allowance but nave 	Proof of rent expense; or Droof of current booting and for oir
Furnished Apartment	20	Emergency Rental Supplement Program (EARP)	separately for heating and/or air-conditioning, when	conditioning bill
Furmished Apartment Level 2 Subsidized Housing – Shallow Subsidy – Level 2 Section 236/Section 202 If HM does not receive a PA shelter allowance and does on the pay separately for healing and/or air conditioning but pays for utilities, an entry of "x" in the FSUT: IND field is updayed a required. Level 3 If HM does not receive a PA shelter allowance and does on the PSUT: IND field is pays for utilities, an entry of "x" in the FSUT: IND field is pays for utilities, an entry of "x" in the FSUT: IND field is pays for utilities, and the properties of the properties of the phone allowance and does not be pays for utilities, and the properties of the phone allowance is automatically granted (no entries pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field is pays for an entry of "x" in the FSUT: IND field in entries and the pays for an entry of "x" in the FSUT: IND field in entries and entrie	25	Rented Private Home	calculating the budget in WMS an entry of "x" in the FSUA: IND field or a numeric entry in the FSUA: TYPE field is	
Subsidized Housing – Shallow Subsidy – Section 236/Section 226/Section 2205 Limit Section 8 Voucher – 30% Limit Section 9 Voucher – 30% Limit Section 8 Voucher – 30% Limit Section 9 Voucher – 30% Limit Section 8 Voucher – 30% Limit Section 8 Voucher – 30 Massau, Suffick, Westchester – 30 Massau, Suffick, Messau, Suffick, Me	26	Furnished Apartment	required in order for the Level 1 SUA to be applied.	
Section 8 Youcher – 30% Limit pays for utilities. Included NYCHA Apartment – Utilities Included Room and Board Room and Board Room Chy Residential Programs for Vultims of Domestic Violence – 3 meals per day Congregate Care Level I – New York City, Nassau, Surfuk, Westchester Section 8 Youcher – 30% Limit pays of partial production of the Figure and of the Figure an	39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202	• If H/H does not receive a PA shelter allowance and does	Level 2 • Current utility bill
Level 3 I Hill 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). NYCHA Apartment – Utilities Included NYCHA Apartment – Utilities Included NYCHA Apartment – Utilities Included Room and Board Room and Board Room Only Residential Programs for Virgins of Domestic Violence – 3 meals per day Congregate Care Level I – New York City, Nassau, Sulfolk, Westchester Congregate Care Level II – State Certified – New York City, Nassau, Congregate Care Level II – State Certified – New York City, Nassau, Congregate Care Level II – State Certified – New York City, Nassau, Congregate Care Level II – State Certified – New York City, Nassau, Congregate Care Level II – State Certified – New York City, Nassau, Congregate Care Level II – State Certified – New York City, Nassau,	40	Section 8 Voucher – 30% Limit	pays for utilities, an entry of "x" in the FSUT: IND field is	
NYCHA Apartment – Utilities Included Room and Board Room Only Residential Programs for Victims of Domestic Violence – Jess than 3 meals per day Congregate Care Level I – State Certified – New York City, Nassau, Suffolk, Westchester	41	Jiggetts - Approved Excess Shelter	required.	Level 3
NYCHA Apartment – Utilities Included NYCHA Apartment – Utilities Included I Level 1 I Hit pays separately for heating and/or air-conditioning, another included Normand Board Room and Bo				• None
NYCHA Apartment – Utilities Included I Level 1 I Hill-bays separately for heating and/or air-conditioning, an entry in the FSUA: IND field or a numeric en			required).	
Residential Programs for Victims of Domestic Congregate Care Level I – State Certified – New York City, Nassau, Suffick Nestchester Congregate Care Level II – State Certified – New York City, Nestchester Congregate Care Level II – State Certified – New York City, Nestchester Congregate Care Level II – State Certified – New York City, Nestchester	05	NYCHA Apartment – Utilities Included	Level 1	Level 1
Room and Board Room and Board Room Only Residential Programs for Victims of Domestic Violence — 1 sest than 3 meals per day Violence — 3 meals per day Congregate Care Level II — New York City, Nassau, Suffolk, Westchester Congregate Care Level II — State Certified — New York City, Nestchester Congregate Care Level II — State Certified — New York City, Nestchester			an entry of "The ESDA: IND field or a numeric entry in the ESUA" YPE field is required.	Learneacht nom NYCHA Veniying heating and/or air-conditioning expense
Room and Board Hotel/Motel Temporary Residential Programs for Victims of Domestic Violence — less than 3 meals per day Congregate Care Level I — State Certified — New York City, Nassau, Suffolk, Westchester Congregate Care Level I — State Certified — New York City, Nassau, Suffolk Westchester Room and Board Hotel/Motel Temporary Room and Board Hotel/Motel Temporary Room and Board Nor City Nassau, Suffolk Westchester Room and Board Nor City Nassau, Suffolk Westchester Congregate Care Level II — State Certified — New York City, Nassau, Suffolk Westchester				Level 3
Room and Board Hotel/Motel Temporary Room Only Residential Programs for Victims of Domestic Violence — less than 3 meals per day Congregate Care Level II — State Certified — New York City, Nassau, Suffolk, Westchester Congregate Care Level II — State Certified — New York City, Nassau, Suffolk, Westchester			The first does not pay separately for heating and/or air-conditioning the telephone allowance is automatically provided (notentials required).	
Residential Programs for Victims of Domestic Violence — less than 3 meals per day Congregate Care Level 1 — State Certified — New York City, Nassau, Suffolk Westchester Congregate Care Level II — State Certified — New York City, Nassau, Suffolk Westchester Congregate Care Level II — State Certified — New York City, Nassau, Suffolk Westchester	04	Room and Board	No Es SUA	None
Residential Programs for Victims of Domestic Violence – less than 3 meals per day Congregate Care Level II – State Certified – New York City, Nassau, Suffolk Westchester Congregate Care Level II – State Certified – New York City, Nassau, Suffolk Westchester	90		Not eligible for SUA Level 1 or 2.	
Residential Programs for Victims of Domestice Violence — less than 3 meals per day Residential Programs for Victims of Domestic Violence — 3 meals per day Congregate Care Level I — New York City, Nassau, Suffolk Westchester Congregate Care Level II — State Certified — New York City, Nassau, Suffolk Westchester	7		্ঞ	Level 3
	13	Residential Programs for Victims of Domestic Violence – less than 3 meals per day	 A telephone allowance is automatically granted (no entries required). 	• None
	14	Residential Programs for Victims of Domestic Violence – 3 meals per day		,
Congregate Care Level II – York City, Nassau, Suffolk	15	Congregate Care Level I – New York City, Nassau, Suffolk, Westchester		
	16			

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	Level 1 • If H/H pays separately for heating and/or air-conditioning, an entry of "x" in the FSIIA: IND field or a numeric entry in	Level 1 • Proof of heating and/or air-conditioning
38	Subsidized Housing – Deep Subsidy – Voucher Program/Project-Based Section 8	the FSUA: TYPE field is required.	כמפים
		• 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 reguired.	Level 2 • Current utility bill
		Level 3 • If H/H does not pay separately for heating/air conditioning or utilities costs at the phone allowance is automatically provided (no entries required):	Level 3 None
27	Residential Treatment Center Non-Level II	Notificial falls UA Level 1.	1999
28	Congregate Care Level I - Rest of State	Level 3.	Level 3
29	St	end disphone allowance is automatically provided (no buties required).	• None
31	Residential Treatment Center – Level II Facility – NYC, Nassau, Suffolk, Westchester		
32	Residential Treatment Center – Level II Facility		
33	Homeless Shelter – Tier I or Tier II – less tran 945		
34	Homeless Shelter – Tier II – 3 meals per day		
35	Homeless Shelter – Non–Tier I or II		
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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.