

FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner Office of Procedures

POLICY BULLETIN #05-160-OPE

REVISIONS TO REPAYMENT WORKSHEET (W-147G)

Date: December 30, 2005	Subtopic(s): Forms				
☐ This procedure can now be accessed on the FIAweb.	This policy bulletin is to inform Job Center staff that the Repayment Worksheet (W-147G) has been revised to correct information regarding the Emergency Safety Net (ESN) current gross income test guidelines. The following changes have been made to the W-147G :				
	Shelter Arrears				
Refer to CD #00-07 for additional information.	 Page 1, Section D – The Federal Poverty Guidelines Gross Income Test percentage was changed from 200 percent to 125 percent to reflect the current formula utilized in determining eligibility for the Emergency Safety Net program. Page 1, Section E – For the "No" response, "Call the Rental Assistance Unit at (212) 331-5533 before you reject the case" has been deleted. The Worker must prepare the Rental Assistance Unit Case Documentation Transmittal (W-153P). 				
	Utility Arrears				
	 Page 2, Section E – For the "No" response, "Repayment Agreement [W-147X] is not required" was added. For the "Yes" response, "Repayment Agreement [W-147X] is required" has been added. Page 2 – Section F was deleted from the form because there is no 185-percent Gross Income Test for the repayment agreement. The gross income must exceed the Temporary Assistance (TA) standard of need for the applying household. 				

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to FIA Call Center

The **W-147G** must be prepared by the Worker to determine if the applicant is required to sign a repayment agreement for a one-time shelter/utility arrears payment under the ESN program.

A sample of the form is attached.

Center Directors must ensure that all previous versions of the **W-147G** are removed from circulation and recycled.

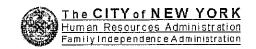
Effective Immediately

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

Attachments:

W-147G Repayment Worksheet (Rev. 12/30/05)

Form W-147G (page 1) Rev. 12/30/05



Repayment Worksheet (Use Only for One-Time ESN Shelter Arrears)

Complete this side to determine if applicant is eligible for a one-time shelter arrears payment under the Emergency Safety Net (ESN) program.

A. Ident	ifying Information								
Name	e (first, last):		_ Job Center No.:	Job Center No.:					
Addre	ess:				_				
		,			_				
	City		State	Zip Code	_				
Case	No.:	Social Security	y No.:	·	Telephone No.:	· · · · · · · · · · · · · · · · · · ·			
Cale	gory: ESN <u>only</u>	Shelter arrears	s owed: \$						
B. Hous	se hold Size (include a	II persons residing in	applicant's house	or apartment):	·				
	sehold's monthly inco				ant's house or apartme	ent.)			
,	II individuals with inco		oo tor an porootio :	columny in applica	ant o nodeo or aparime	,			
	(1) Name		(2) Lienship	(3) SSN	(4) Type/Verification	(5) Monthly Gross	(6) Monthly Net		
•									
	The same	4 4					<u> </u>		
					Total	\$	\$		
	one in the household	the officer and		information bel	ow:				
	ess:			na addina	Telephone No.: _				
					_				
	City		State	Zip Code	_				
D. Is ho for fa	usehold's gross moi imily size?	nthly income (Secti	on C, Column [5]) greater than 1	25% of the current Fo	ederal poverty	/ guidelines		
<u></u>		Household is ineligit ransmittal (W-153P).		ars assistance. F	Prepare Rental Assista	nce Unit Case			
	No. Continue filling of	ut worksheet.							
E. Add	monthly rent: \$	plus 1/	12 sheiter arrear	s equals \$	•	•			
is ho	usehold's net monthly	Income (Section C,	Column [6]) equal	to or greater than	n the amount entered o	on line E?			
Yes. Issue shelter arrears grant for \$and prepare Repayment Agreement (W-147H) for the issued. The applicant (and spouse, if applicable) and all household members whose names appear on the least those legally responsible for them, must sign the Repayment Agreement.									
t	No. Household is ineligible for shelter arrears assistance. Prepare Rental Assistance Unit Case Documentation Transmit (W-153P).								
Worker	s Signature				 Date				

Repayment Worksheet (Use Only for One-Time ESN/EAF Utility Arrears)

Complete this side to determine if applicant is required to sign a repayment agreement for a one-time utility arrears payment under the Emergency Safety Net (ESN) or Emergency Assistance to Families (EAF) programs.

A. Identifying Information					
Name (first, last):				Job Center No.:	
Address:					
				<u> </u>	
City	3-54		Zip Cade		
Case No.:	Social Security I	No.:		Telephone No.:	
Category: ESN ES	AF Utility arrears ov	ved: \$			
B. Household Size: (include a	l persons residing in	applicant's hous	e or apartment):		
C. Household's semimonthly (All income from all sources	gross income (mon for all persons residir	th of application	n): \$ house or apartme	ent.)	
List all individuals with incom	re:				
(1) Name	(2 Relatio) nshìp	(3) SSN	(4) Type/Verification	(5) Semimonthly Gross
and the same	anent senn		a samaderioums		DESCRIBE UNICUPO
A PARTIE OF THE		à á			
1229 123					
				Total	\$
If anyone in the household is		**************************************	information belo	ow:	
Name:					
	Navianisk Marion		40.000		And the state of t
			-uu-u-u-u	_	
City		State	Zip Code		
D. Semimonthly (s/m) public apartment):	; assistance needs	for household	size (include	all persons residing in app	olicant's house o
Pre-added allowance	\$				
Energy allowance	\$				
Rent (maximum for family or actual rent, whichever	/ size is less) \$				
or actual rent, willenever	Total \$				
	ι οια: ψ				
E. Is household's s/m gross i	income (Section C,	Column [5]) gre	ater than the tol	tal needs (D)?	
No. Issue utility arre	ars grant for \$	Agreement [W-147X] is not	required.)		
Yes. Continue filling of	out worksheet. (Rer	oavment Agree	ment IW-147X	is required.)	
			<u>.</u>		
Worker's Signature				Date	