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POLICY BULLETIN #06-12-OPE

(This Policy Bulletin Replaces PB #05-157-OPE)

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

<p>Date: February 3, 2006</p>	<p>Subtopic(s): Shelter, Budgeting, Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to Original Policy Bulletin:</p> <p>This policy bulletin is being revised to:</p> <ul style="list-style-type: none"> • Remove the paragraph regarding allowing wood for heating to be used to qualify for a Level 1 SUA since this is not allowed in New York City. • Inform all Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that due to current systems issues a Level 1 SUA cannot be generated in the Welfare Management System (WMS) for households that do not incur a shelter expense but incur a heating and/or air conditioning expense. Information on how to ensure that these households receive the correct amount of food stamps is contained in this policy bulletin. • Inform staff that the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (W-205HH) has been revised to reflect the following changes: <ul style="list-style-type: none"> ▪ Language in the "SUA Levels" column that addressed households that do not "receive a PA shelter allowance" was changed to households that do not "incur a shelter expense" since the receipt of a public assistance shelter allowance does not affect the SUA level determination. ▪ Households with Shelter Type Code 40 are not automatically entitled to a Level 1 SUA if they incur a shelter expense. The SUA Level 1 can be applied only if a household incurs heating and/or air-conditioning expenses.

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 send an e-mail to *FIA Call Center*

- Shelter Type Codes **42** (Congregate Care Level 3), **43** (Congregate Care Level 2) and **44** (Supportive/Specialized Housing) were added to the **W-205HH**.
- SUA Level 2 was added for Shelter Type Code **02**. This level is granted if the household incurs an additional cost for the use of a washer/dryer.

Purpose:

The purpose of this policy bulletin is to remind Job Center and NPA FS Office staff that every PA/FS and NPA FS case must be evaluated to determine if the household is entitled to an SUA. These cases must be evaluated at application and 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.

Supplemental heating

Note: 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 the Public Assistance Budgeting Manual or NPA FS Budgeting Manual for details on zero shelter cases.

Households with Shelter Type Code **01** (Unfurnished Room or Apartment), **03** (Own Home – Including Trailer), **20** (Emergency Rental Supplement Program), **25** (Rented Private Home), **26** (Furnished Apartment), **39** (Subsidized Housing – Shallow Subsidy – Section 202/236) and **41** (Jiggetts – Approved Excess Shelter) that incur a FS shelter expense will automatically receive a Level 1 SUA when the budget is calculated in WMS.

If the households do not incur a shelter expense but are responsible for heating or air conditioning costs, these households are still eligible for a Level 1 SUA, but not automatically. In these instances an entry must be made in the **FSUA** field (as indicated in the **W-205HH**) when calculating the budget in WMS. However, in these instances, due to current systems issues, a Level 1 SUA cannot be generated in WMS.

New information

Therefore, and until further notice, Workers must proceed as follows in order to ensure these households receive the Level 1 SUA and the correct FS benefit.

If the amount in the **FS Shelter Expense** field and the **PA Shelter Allowance** field of the budget are both equal to zero and the household incurs a heating/cooling expense, calculate the WMS budget with a Level 2 SUA by entering an "x" in the **FSUT:TYPE** field on the WMS budget Household/Suffix Financial Data screen (**NSBL02**). Next, calculate a manual FS budget for the household using a Level 1 SUA to determine the correct amount of benefits. If the manual budget calculation using a Level 1 SUA results in a higher amount of FS benefits, the difference between the two calculations must be provided as a monthly FS supplement until WMS can generate the correct SUA level.

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 **NSBL02** screen.

Level 3

The Level 3 SUA covers the cost of basic service plus tax for one telephone. With the exception of Shelter Type 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 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, WMS will automatically provide a Level 3 SUA except for Shelter Type Codes **04, 19** and **23**.

The **W-205HH** was developed to assist Workers in determining what level of SUA will be automatically assigned by WMS and to ensure that the correct level of SUA is chosen by Workers 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.

Center Directors and Office Site Managers must ensure that previous versions of the **W-205HH** are removed from circulation and recycled.

Effective Immediately

References:

Food Stamp Source Book: Section 11, pages 16–20
 Budgeting Manual Public Assistance Program: A-1
 Budgeting Manual NPA Food Stamp Program: A-1
 02 ADM 07
 00 INF 18

Attachments:

W-205HH Shelter Type Codes/Standard Utility Allowance (SUA)
 Levels Desk Guide (Rev. 2/3/06)

Please use Print on Demand to obtain copies of forms.



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

Code	Shelter Type	SUA Levels	Verification Required for SUA ¹
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 <u>not</u> incur a shelter expense 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.² <p>Level 2</p> <ul style="list-style-type: none"> If H/H does not incur a shelter expense 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 incur a shelter expense and does <u>not</u> 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 shelter 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		
41	Jiggetts – Approved Excess Shelter	<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"> None 	<p>Level 1</p> <ul style="list-style-type: none"> Letter verifying air-conditioning expense <p>Level 3</p> <ul style="list-style-type: none"> None
42	Congregate Care Level III – Adult Homes and DOH Enriched Housing		
43	Congregate Care Level II – OMH/OMRDD Supervised/Supportive Apartments		
06	Hotel/Motel Temporary	Not eligible for SUA Level 1 or 2.	<p>Level 3</p> <ul style="list-style-type: none"> None
11	Room Only	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	
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		

¹Secondary tenants that incur a shelter expense are entitled to the same SUA level as the primary tenant. A secondary tenant in a public or subsidized housing rent situation may verify the heat, air conditioning and/or utility expense by a statement from the primary tenant and proof that the primary tenant would qualify for the SUA.

²Due to current systems issues, a Level 1 SUA cannot be generated in WMS for households that do not incur a shelter expense. Please see PB #06-12-OPE for details on how to budget these cases.

Code	Shelter Type	SUA Levels	Verification Required for SUA ¹
04	Room and Board	No FS SUA – Not eligible for SUA Level 1, 2 or 3.	None
19	Approved Medical Facilities – Non-Hospital	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
23	Undomiciled	<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 <u>not</u> 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 <u>not</u> 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
02	NYCHA Apartment – Utilities Included ³	<p>Level 1</p> <ul style="list-style-type: none"> If H/H does <u>not</u> 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 2</p> <ul style="list-style-type: none"> If H/H does <u>not</u> pay separately for heating/air conditioning or utilities costs, a telephone allowance is automatically provided (no entries required). <p>Level 3</p> <ul style="list-style-type: none"> If H/H does <u>not</u> 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
24	NYCHA Apartment – Utilities Not Included		
38	Subsidized Housing – Deep Subsidy – Voucher Program/Project-Based Section 8	<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 <u>not</u> 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 <u>not</u> 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
40	Section 8 Voucher – 30% limit	<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 <u>not</u> 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 <u>not</u> 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
44	Supportive/Specialized Housing		
27	Residential Treatment Center – Non-Level II	Not eligible for SUA Level 1 or Level 2.	<p>Level 3</p> <ul style="list-style-type: none"> None
28	Congregate Care Level I – Rest of State	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	
29	Congregate Care Level II – State Certified – Rest of State	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	<p>Level 3</p> <ul style="list-style-type: none"> None
31	Residential Treatment Center – Level II Facility – NYC, Nassau, Suffolk, Westchester		
32	Residential Treatment Center – Level II Facility – Rest of State	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	<p>Level 3</p> <ul style="list-style-type: none"> None
33	Homeless Shelter – Tier I or Tier II – less than 3 meals per day		
34	Homeless Shelter – Tier II – 3 meals per day	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	<p>Level 3</p> <ul style="list-style-type: none"> None
35	Homeless Shelter – Non-Tier I or II		

¹Secondary tenants that incur a shelter expense are entitled to the same SUA level as the primary tenant. A secondary tenant in a public or subsidized housing rent situation may verify the heat, air conditioning and/or utility expense by a statement from the primary tenant and proof that the primary tenant would qualify for the SUA.

²Shelter type code 02 can only receive an SUA Level 2 if an additional cost for a washer and/or dryer is incurred. Refer to the Public Assistance Budgeting Manual or the NPA FS Budgeting Manual for detailed information on SUA budgeting.