



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #12-52-SYS

### SHELTER TYPE CODE 40 FOR ALL NYCHA SECTION 8 RECIPIENTS

<p><b>Date:</b> July 3, 2012</p>	<p><b>Subtopic(s):</b> Welfare Management System (WMS)</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to <a href="#">PD #05-10-SYS</a> for detailed information on the use of shelter type code <b>40</b>.</p> <p>Refer to <a href="#">PB #12-43-SYS</a> for the POS release notes detailing the changes.</p>	<p>The purpose of this policy bulletin is to remind Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that shelter type code <b>40</b> (Section 8 Voucher – 30% Limit) should be used for <u>all</u> New York City Housing Authority (NYCHA) Section 8 recipients.</p> <p>As a result of miscoding, certain NYCHA Section 8 recipients have been receiving incorrect shelter allowances.</p> <p>To correct this error, on July 9, 2012, the New York State Office of Temporary and Disability Assistance (OTDA) will conduct a Mass Re-Budget (MRB) and change shelter type code <b>38</b> (Subsidized Housing - Deep Subsidy -Voucher Program/Project Based Section 8) to the correct shelter type code <b>40</b> for households identified as miscoded. The unique authorization number <b>20110514</b> will identify the actions resulting from this MRB in WMS.</p> <p>While the MRB will correctly code and budget most cases, there may be some records that cannot be properly matched and processed. If a participant submits documentation identifying them as a NYCHA Section 8 recipient, staff must check WMS to determine their current shelter type code. If the shelter type code <b>40</b> is not present, staff must authorize a new budget using shelter type code <b>40</b>.</p> <p>To prevent incorrect coding in the future, each month the Paperless Office System (POS) will receive a NYCHA file with updated information. Additionally, POS will restrict the worker from removing the Shelter type code <b>40</b> on cases in Single Issue (SI) or AC status. If POS does not find a Shelter approval activity coinciding with the case after the worker attempts to remove the shelter type code 40, the worker will receive the message below:</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

“Approval by an AJOS II or above is required to change the shelter type **40**. The AJOS II must enter a detailed case comment approving the shelter type change in POS and must then submit the case to the POS help desk to have MIS update the record with the approval.”

When a new budget has been processed, POS will determine if the shelter type code **40** is being removed from the case correctly. If not, POS will check for a shelter approval activity. If POS does not find any activity, the following message will be displayed:

“Approval by an AJOS II or above is required to change the shelter type **40**. The AJOS II must enter a detailed case comment approving the shelter type change in POS and must then submit the case to the POS help desk to have MIS update the record with the approval.”

In addition to the CNS notice that will be generated as a result of the shelter type code change and the MRB, affected households will also receive the Important Notice – Change to Shelter Allowance (**FIA-1074 [E-S]**) form prior to the CNS notice so that they will be prepared for the change when it occurs.

*Effective Immediately*


**Related Items:**

[PD #05-10-SYS](#)

[PB #12-43-SYS](#)

**Attachment:**

**FIA-1074 (E-S)** Important Notice – Change to Shelter Allowance

 Please use Print on Demand to obtain copies of forms.

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Center: \_\_\_\_\_

## IMPORTANT NOTICE

### Change to Shelter Allowance

Our review of your case indicates that your shelter amount needs to be re-budgeted. As a result of this re-budgeting, there will be a decrease in your Cash Assistance (CA) shelter allowance, and your landlord will be receiving a smaller rent subsidy payment from the Human Resources Administration (HRA). This re-budgeting may require you to contribute a larger share of the rent to your landlord in order to satisfy your tenant portion of the rent. **It is important that you pay your full portion of the rent.** Your rent portion is listed on your Voucher Change Notice (VCN) from the New York City Housing Authority (NYCHA).

A notice showing the new amount of your shelter allowance and the effective date of the change will be sent to you shortly. If you have any questions about this re-budgeting, please call us at **(718) 557-1399**.

SAMPLE

(Vea al dorso)

Fecha: \_\_\_\_\_  
Número de Caso: \_\_\_\_\_  
Nombre del Caso: \_\_\_\_\_  
Centro: \_\_\_\_\_

## AVISO IMPORTANTE

### Cambio de la Asignación de Albergue

Según nuestra revisión de su caso, la cantidad de su asignación de albergue tiene que ser recalculada. Por consiguiente, la cantidad de su asignación de albergue de Asistencia en Efectivo (CA) será reducida. Además, su casero recibirá un pago de subsidio de alquiler de menor cantidad de la Administración de Recursos Humanos (HRA). Este nuevo cálculo puede requerir que usted contribuya una mayor porción del alquiler a su casero para cumplir su parte como inquilino. **Es importante que usted pague su porción completa del alquiler.** Su porción del alquiler aparece en su Aviso de Cambio de Comprobante (Voucher Change Notice – VCN) de la Autoridad de Vivienda de la Ciudad de Nueva York (NYCHA).

Dentro de poco le enviaremos a usted un aviso que indicará la nueva cantidad de su asignación de albergue y la fecha de vigencia del cambio. Si usted tiene cualquier pregunta sobre este nuevo cálculo, favor de llamarnos al **(718) 557-1399**.

(See reverse)