



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #13-38-OPE

(This Policy Bulletin Replaces PB #08-140-OPE)

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

Date: April 19, 2013	Subtopic(s): Shelter, Budgeting, Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PD #13-04-SYS for the change in SUA for Shelter Type Code 11 in WMS.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to advise staff that households with Shelter Type Code 11 (Room Only) are no longer automatically eligible to receive a Level I Standard Utility Allowance (SUA) based solely on the household incurring a shelter expense.</p> <p>Shelter Type Code 11 households will be eligible for a Level I SUA if the household incurs a heating/air conditioning expense, a Level II SUA if the household does not incur a heating/air conditioning expense but incurs a utility expense, and a Level III SUA if the household does not incur a heating/air conditioning expense or a utility expense.</p> <p>The Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (W-205HH) has been revised to reflect the change in SUA eligibility for households with Shelter Type Code 11.</p> <p>In addition to the change listed above, the following revisions have been made to Form W-205HH:</p> <ul style="list-style-type: none"> • Shelter Type Codes 20 (Emergency Rental Supplement Program) and 41 (Jiggetts – Approved Excess Shelter) have been removed because they are no longer in use; and • The descriptions of the Shelter Type Codes have been updated to match the language used in the Public Assistance Budgeting Manual and the NPA SNAP Budgeting Manual.

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*

Form **W-205HH** has been revised.

Purpose:

The purpose of this policy bulletin is to remind Job Center and Non Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Center staff that every Cash Assistance (CA)/SNAP and NCA SNAP case must be evaluated to determine the household's Standard Utility Allowance (SUA) Level. These cases must be evaluated at application and recertification. Staff should use the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (**W-205HH**) for help in determining the correct SUA level.

The SUA has three levels:

Level I SUA

The Level I SUA covers heating and air conditioning, utilities and telephone costs. It is available to households:

- that are regularly billed separately from their rent or mortgage for heating and/or air conditioning;
- for which heat is included in their rent;
- that have received a Home Energy Assistance Program (HEAP) payment within the past 12 months; or
- whose application for and receipt of HEAP is reasonably anticipated within 12 months.

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. Also, the cost of an electric blower for an oil or gas furnace does not qualify a household for the SUA.

Shelter Type codes automatically eligible for a Level I SUA when a FS Shelter expense is entered on the **NSBL02** screen.

Households with the following Shelter Type Codes that incur a shelter expense will automatically receive a Level I SUA when the budget is calculated in the Welfare Management System (WMS):

- **01** Unfurnished Apartment or Room
- **02** NYCHA Apartment – Utilities Included
- **03** Own Home (Includes Trailer)
- **15** Congregate Care Level 1 (NYC/Nassau/Suffolk/Westchester/Rockland)
- **16** Congregate Care Level 2 – State Certified (NYC/Nassau/Suffolk/Westchester/Rockland)
- **17** Congregate Care Level 2 – State Operated
- **24** NYCHA Apartment - Utilities Not Included
- **25** Rented Private Home

- **26** Furnished Apartment
- **27** Residential Treatment Facility - Non-Level 2
- **28** Congregate Care Level 1 – (Rest of the State)
- **29** Congregate Care Level 2 - State Certified – (Rest of the State)
- **30** Scatter Site Homeless Housing Non-Tier I/Non-Tier II (Less Than 3 Meals Per Day)
- **31** Residential Treatment Facility - Level 2 Facility – (NYC, Nassau, Suffolk, Westchester, and Rockland)
- **32** Residential Treatment Facility - Level 2 Facility – (Rest of the State)
- **38** Subsidized Housing - Deep Subsidy - Voucher Program/ Project Based Section 8
- **39** Subsidized Housing - Shallow Subsidy - Section 236/Section 202
- **40** Section 8 Voucher - 30% Limit
- **42** Congregate Care Level 3 - Adult Homes and DOH Enriched Housing
- **43** Congregate Care Level 2 - OMH/OMRDD Supervised/Supportive Apartments
- **44** Supportive/Specialized Housing

If a household with a Shelter Type Code listed above does not incur a shelter expense, the household can still receive a Level I SUA if it incurs an air conditioning expense or pays separately for heat. In these instances, an entry is required in the appropriate field on the **NSBL02** screen of the budget.

See Appendix A of the PA Budgeting Manual and the NPA SNAP Budgeting Manual.

To issue a Level I SUA to households, the Job Opportunity Specialist (JOS)/Worker must enter an “X” in the **FSUA:IND** field or make a numeric entry in the **TYPE** (Fuel Type) field on the **NSBL02** screen of the budget.

New information

Households with Shelter Type Code **11** (Room Only) are eligible for a Level I SUA if the household incurs a heating/air conditioning expense. These households do not receive an automatic Level I SUA based on incurring a shelter expense.

Note: A SNAP household should not be budgeted with Shelter Type Code **11**, unless there is a statement from the primary tenant or the homeowner that no portion of the rent paid by the SNAP household goes toward utility expenses.

A washer or dryer expense can qualify for Level II SUA

Level II SUA

The Level II SUA includes all utility costs other than heating or air conditioning. It includes telephone, electricity, washer/dryer, freezer, cooking fuel, trash collection, water fees, fuel for heating water and the rental fee for a propane tank. Households that do not meet the criteria for a Level I SUA and are billed separately for at least one of these utilities (other than telephone) are eligible for a Level II SUA.

To issue a Level II SUA to households, the JOS/Worker must enter an "X" in the **FSUT:IND** field on the **NSBL02** screen of the budget.

New information

Households with Shelter Type Code **11** are eligible for a Level II SUA if the household does not incur a heating/air conditioning expense but incurs a utility expense.

Level III SUA

The Level III SUA covers the cost of basic service plus tax for one telephone. WMS will automatically provide a Level III SUA for all Shelter Type Codes that do not meet the criteria for a Level I or II SUA, with the exception of the following:

- **04** Room and Board
- **19** Approved Medical Facilities – Non Hospital
- **23** Undomiciled

Shelter Type Codes **04** and **19** are used on CA-only budgets where SUA eligibility is not applicable. Shelter Type Code **23** (undomicilled) cases are budgeted with a standard homeless shelter deduction.

The following Shelter Type Codes are only eligible for a Level III SUA:

Shelter Type Codes eligible for Level III SUA only

- **06** Hotel/Motel Temporary
- **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)
- **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 Non Tier II

Secondary tenants are entitled to the same SUA Level as the primary tenant. If the primary tenant is not applying for or in receipt of SNAP benefits, the secondary tenant is entitled to the same SUA Level that the primary tenant would have received if he/she received SNAP benefits.

A sample of the revised form is attached.

Job Center Directors and NCA SNAP Center Directors must ensure that all previous versions of Form **W-205HH** are removed from circulation and recycled.

Effective Immediately

References:

ABEL Transmittal 08-2 Information # 2: SUA Maximization Changes
18 NYCRR 387.12 (f) (3) (v)
SNAP Source Book, Section 11, pages 258 - 262
Budgeting Manual Public Assistance Program (Appendix A)
Budgeting Manual NPA SNAP (Appendix A)

Related Item:

[PD #13-04-SYS](#)

Attachment:

W-205HH Shelter Type Codes/Standard Utility Allowance
(SUA) Levels Desk Guide (Rev. 4/19/13)

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

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

Shelter Type Code	Description	Does household incur a shelter expense? (1)	Does household incur an air conditioning expense? (2)	Does household pay separately for heat? (3)	Has household received a HEAP grant within the last 12 months or is it expecting one within the next 12 months? (4)	Does household pay separately for utilities? (5)
01	Unfurnished Apartment or Room	<p style="text-align: center; font-size: 4em; color: blue; opacity: 0.5;">SAMPLE</p> <p>If Yes, Level I SUA is given automatically.</p> <p>If No, go to column 2.</p>	<p>If Yes, give Level I SUA – Enter an X in the FSUA:IND field.</p> <p>If No, go to column 3.</p>	<p>If Yes, give Level I SUA – Enter an X in the FSUA:IND field or a numeric Heat Type code.</p> <p>If No, go to column 4.</p>	<p>If Yes, give Level I SUA – Enter an X in the FSUA:IND field or a numeric Heat Type code.</p> <p>If No, the household is not eligible for Level I SUA; go to column 5.</p>	<p>If Yes, give Level II SUA – Enter an X in the FSUT:IND field see note 2 below.</p> <p>If No, Level III SUA will be granted automatically.</p>
02	NYCHA Apartment – Utilities Included					
03	Own Home (Includes Trailer)					
24	NYCHA Apartment – Utilities Not Included					
25	Rented Private Home					
26	Furnished Apartment					
38	Subsidized Housing – Deep Subsidy – Voucher Program/Project Based Section 8					
39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202					
40	Section 8 Voucher – 30% Limit					
44	Supportive/Specialized Housing					
11	Room Only	N/A, go to column 2				

Reminders:

- Secondary tenants are entitled to the same SUA level as the primary tenant.
- If household incurs a nonheating/cooling expense such as washer/dryer or freezer and is not eligible for Level I SUA, give Level II SUA.

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

Shelter Type Code	Description	Does household incur a shelter expense?
17	Congregate Care Level 2 – State Operated	These shelter types will automatically receive a Level I SUA if they incur a shelter expense, or a Level III SUA if they do not incur a shelter expense. They are not eligible for a Level II SUA.
27	Residential Treatment Facility – Non-Level 2	
15	Congregate Care Level 1 (NYC/Nassau/Suffolk/Westchester/Rockland)	<div style="font-size: 4em; color: blue; opacity: 0.5; position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); pointer-events: none;">SAMPLE</div> <p style="margin-top: 100px;">These shelter types will automatically receive a Level I SUA.</p>
16	Congregate Care Level 2 – State Certified (NYC/Nassau/Suffolk/Westchester/Rockland)	
28	Congregate Care Level 1 – (Rest of the State)	
29	Congregate Care Level 2 – State Certified – (Rest of the State)	
30	Scatter Site Homeless Housing Non-Tier I/Non-Tier II (Less Than 3 Meals Per Day)	
31	Residential Treatment Facility – Level 2 Facility– (NYC, Nassau, Suffolk, Westchester, and Rockland)	
32	Residential Treatment Facility – Level 2 Facility– (Rest of the State)	
42	Congregate Care Level 3 – Adult Homes and DOH Enriched Housing	
43	Congregate Care Level 2 – OMH/OMRDD Supervised/Supportive Apartments	
06	Hotel/Motel Temporary	
13	Residential Programs For Victims Of Domestic Violence (Less Than 3 Meals Per Day)	These shelter types will automatically receive a Level III SUA.
14	Residential Programs For Victims Of Domestic Violence (3 Meals Per Day)	
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/Non-Tier II	

Reminders:

- Shelter Type codes **04** and **19** are used on CA only budgets in which SUA eligibility is not applicable.
- Shelter Type code **23** cases are budgeted with a standard homeless shelter deduction and are not eligible for any SUA.