



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

## POLICY BULLETIN #23-58-ELI

(This Policy Bulletin Replaces PB #19-62-ELI)

### REVISIONS TO THE TEMPORARY HOUSING FACILITIES (W-145UU) FORM

<b>Date:</b> October 5, 2023	<b>Subtopic(s):</b> Forms
	<p><b>Revisions to the Original Policy Bulletin</b></p> <p>This policy bulletin has been revised to update the daily rates information on the Temporary Housing Facilities (<b>W-145UU</b>) form.</p> <p><u>A reminder to staff:</u> shelter addresses are confidential and the <b>W-145UU</b> must not be distributed to applicants/participants or to any other third party. To help ensure that the <b>W-145UU</b> is not made public, it will not be attached to the policy bulletin announcing updates. Staff can find the <b>W-145UU</b> on eDocs as well as in the Paperless Office System (POS).</p> <p><b>Purpose</b></p> <p>The purpose of this policy bulletin is to inform all Benefits Access Center (BAC) and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that Form <b>W-145UU</b> has been updated to provide current information on temporary housing facilities, domestic violence shelters, and hotels affiliated with the Department of Homeless Services (DHS) for individuals/families that are in need of temporary accommodations. Also included are instructions on how to utilize the <b>W-145UU</b> with POS for Cash Assistance (CA) and SNAP.</p> <p>Form <b>W-145UU</b> provides the most up-to-date information on daily rates, addresses, telephone numbers, and contact persons, as well as a brief description of temporary housing facilities located within the five boroughs of New York City. These facilities include:</p> <ul style="list-style-type: none"> <li>• Temporary Housing for Families with Children.</li> <li>• Temporary Housing for Adults.</li> </ul>

**HAVE QUESTIONS ABOUT THIS PROCEDURE?**

Request a Clearance in [Service NOW](#), or send an e-mail to [fiacallcenter2@dss.nyc.gov](mailto:fiacallcenter2@dss.nyc.gov), or Call 718-557-1313 then press 3 at the prompt followed by 1 or fax to: (917) 639-0298

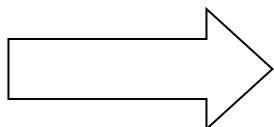
Calculating a CA or SNAP budget in POS

JOS/Workers should use Form **W-145UU** to complete the Rent/Shelter Expense and Temporary Housing Drill Down windows in POS for homeless applicants/participants residing in temporary facilities:

- Click “Yes” for the question **Do You (Or Anyone Who Lives With You) Have a Rent, Mortgage or Other Shelter Expenses?** in the **Shelter (Housing) Expenses** window;

	Yes	No
<b>Do You (Or Anyone Who Lives With You) Have A Rent, Mortgage Or Other Shelter Expenses?</b>	<input checked="" type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have A Heat Bill Separate From Your Rent Or Shelter Expense?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have An Electricity And/Or Gas Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Air Conditioning Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Other Utilities (Water, ETC.) Bill Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>
Does Any Person, Group Or Organization Outside The Household Pay Any Of The Household Expenses?	<input type="radio"/>	<input type="radio"/>
Does Any Person Living In The Household Who Is Not Applying, Pay Any Of Your Household Expenses?	<input checked="" type="radio"/>	<input type="radio"/>
Are There Rent Arrears?	<input type="radio"/>	<input type="radio"/>
Do You (Or Anyone Who Lives With You) Have Utility/Telephone Installation Fees Separate From Your Rent Or Mortgage?	<input type="radio"/>	<input type="radio"/>

- In the Rent/Shelter Expense window, select “Temporary Housing” in the **Shelter Type** menu. If “Temporary Housing” was already selected, click on the button labeled “Click to View/Update Details of the Current Shelter Type”. To change the value in the **Shelter Type** menu from another type of housing to “Temporary Housing”, click “Yes” for the question **Change shelter type?**



**Response to Question**

**Shelter Information**

Shelter Type: **Temporary Housing...** Shelter Code: 06 Change Shelter type?  Yes  No Actual amount charged for Rent/Mortgage: Frequency: Verified:  Yes  No

Click to View/Update Details of the Current Shelter Type Housing Advantage Indicator(HAI): Rent Charged To Secondary Tenant: Frequency:

**Landlord Information**

Landlord Type: SSN/Tax Number: Name: Phone: House/PO Box Number: Apt/Suite Number: Street Dir: Street Name: Street Type: City: State: Zip:

**Restriction Information**

Has The Household Requested A Rent Restriction Exemption?  Yes  No Rent Restriction Type: PA Shelter Amount: \$101.00 Is the restriction information the Same As The Landlord Information?  Yes  No Name: House Number or PO Box: Apt/Suite: Street Dir: Street Name: Street Type: City: State: Zip:

Excess Rent: Monthly Excess Rent: Document... Scan: Routing Number: Comment...

OK Cancel

- The Temporary Housing Drill-down Window will appear.
- Select the shelter type in the **Temporary Housing** menu, enter the daily rate in the **Amount** field, and select “Per Night” in the **Frequency** field.

**Drill Down Window**

**Temporary Housing**

Homeless Shelter - Tier 1 or 2 < 3 Meals - Code 33  
 Homeless Shelter - Tier 2 -- 3 Meals - Code 34  
 Homeless Shelter - Non Tier 1 or 2 - Code 35  
 Homeless Shelter - Tier 1 - Code 23  
 Hotel/Motel Temporary  
 Scatter Site - Non Tier 1 or 2 < 3 Meals - Code 30

[List of Temporary Housing Facilities](#)

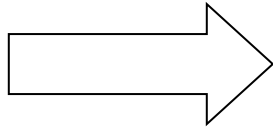
Amount: \$101.00 Frequency: Per Night

Amount for First Person per Night: Amount for Additional Person per Night:

OK Cancel

The entries made in this window will carry over to the POS **Budget Household** window and will be used by the system to calculate the Welfare Management System (WMS) budget. POS will leave the **SHLT: AMT** field blank and will enter code **06** in the **SHLT: PER** field. POS will also multiply the daily rate by 30 to get the monthly CA shelter amount and will place this amount in the **CA SHEL**T field on the WMS budget.

- If the shelter does not provide meals three times per day or lacks facilities to prepare meals, the applicant/participant is entitled to a Restaurant Allowance. The JOS/Worker must access the **Other Expenses** window and click “No” for the question **Are You Able to Prepare Meals At Home?**



Version 13.3 - Paperless Office System - [OTHER EXPENSES] 12:49:30 PM Wednesday, November 25, 2009

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INDICATE IF YOU OR ANYONE WHO LIVES WITH YOU WHO IS APPLYING:		Yes	No
Has Child Or Dependent Care Expenses?		<input type="radio"/>	<input type="radio"/>
<b>Are You Able to Prepare Meals At Home ?</b>		<input checked="" type="radio"/>	<input type="radio"/>
Has Additional Expenses?, Specify.		<input type="radio"/>	<input type="radio"/>
Pays Tuition and/or Fees?		<input type="radio"/>	<input type="radio"/>
Pays Child Support?		<input type="radio"/>	<input type="radio"/>
Pays Alimony?		<input type="radio"/>	<input type="radio"/>
Owes At Least Four Months' Court-Ordered Support For A Child Under 18?		<input type="radio"/>	<input type="radio"/>
Buys Or Plans To Buy Meals From A Home Delivery Or Communal Dining Service?		<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

- The **Restaurant Allowance** window will appear.
- Select each individual eligible for a restaurant allowance, enter the reason for the allowance, and select type of meals needed in the “Meals Needed” menu. Click **OK** to save the entries made in the window.
- The entries made in this window will carry over to the POS **Budget Individual Income and Needs** window and will be used by the system to calculate the WMS budget.

Response to Question

Who	Reason for unable to prepare meals at Home, or Specify	Verified	What meals do You Need
Mmao Mdsaonmd	Emergency housing/no cooking facilities	<input checked="" type="radio"/> Yes <input type="radio"/> No	All meals

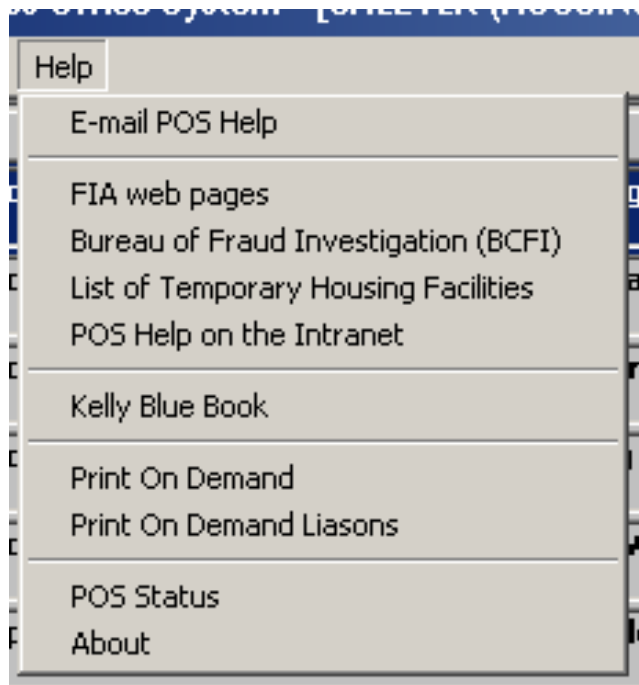
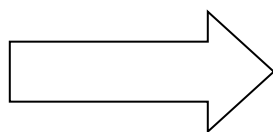
Document... Scan

Phone Call to Facility/Listed in W145UU Temporary Housing Chart

Comment...

OK Cancel

Form **W-145UU** is available in the **Temporary Housing** Drill Down window in CA and SNAP POS, and is accessible by clicking on the **Help** button and selecting the **List of Temporary Housing Facilities**.



Shelter addresses are considered confidential and as such, the **W-145UU** must not be shared with applicants/participants or any third parties.

#### BAC Manual CA Budget Calculation

JOS/Workers should also use Form **W-145UU** when manually calculating a budget for applicants/participants residing in temporary housing as follows:

- On the **Household/Suffix Financial Data** screen (**NSBL02**), do not enter an amount in the **SHLT: AMT** field. Enter Code **06** in the **SHLT: PER** field to indicate that the shelter expense is paid monthly.
- The daily rate indicated on the **W-145UU** form must be converted to a monthly rate and entered in the **CA SHEL**T field on the **NSBL02** screen.

Example: Multiply the daily rate by 30 to get the monthly CA shelter amount. If the daily rate is \$101 per day, the monthly rate is \$3,030 ( $\$101 \times 30 = \$3,030$ ). 303000 is the amount to enter in the **CA SHEL**T field.

- If the shelter does not provide meals three times per day or lacks facilities to prepare meals, enter the appropriate Restaurant Allowance code in the **SPEC NDS: TY** field on the **Individual Income Needs** screen (**NSBL06**) of the budget.

Refer to **Appendix D** in the [Public Assistance Budgeting Manual](#)

Manually calculating a CA budget

30 days per month is used as the standard.

NCA SNAP Center Manual Budget Calculation

Eligibility Specialists should use Form **W-145UU** when manually calculating a budget for applicants/participants residing in temporary housing as follows:

Refer to **Appendix D** in the [NPA SNAP \(FS\) Budgeting Manual](#)

Manually calculating a SNAP budget

30 days per month is used as the standard.

- The daily rate must be converted to a monthly rate and entered in the **SHLT: AMT** field on the **NSBL02** screen. Enter Code **06** in the **SHLT: PER** field to indicate that the shelter expense is paid monthly.

Example: Multiply the daily rate by 30 to get the monthly shelter amount. If the daily rate is \$101 per day, the monthly rate is \$3,030 ( $\$101 \times 30 = \$3,030$ ). 303000 is the amount to enter in the **SHLT: AMT** field.

BAC Directors and NCA SNAP Center Directors must ensure that all previous versions of Form **W-145UU** are removed from circulation and recycled.

Temporary Housing Facilities that are not listed on the **W-145UU**.

Individuals in privately run temporary facilities, or facilities run by city agencies other than DHS, were either self-placed or referred to these facilities by a non-DHS/non-HRA entity. These facilities must be individually evaluated for shelter code and restaurant allowance eligibility.

The form is available on eDocs and in POS as described above in this policy bulletin.

*Effective Immediately*

**References:**

[Temporary Assistance Source Book](#), Chapters 16 and 30  
[Public Assistance Budgeting Manual](#), Appendix D  
[NPA SNAP \(FS\) Budgeting Manual](#), Appendix D