



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-114-ELI

(This Policy Bulletin Replaces Policy Bulletin #02-58-ELI)

PERSONAL NEEDS ALLOWANCE (PNA) FOR PARTICIPANTS IN RESIDENTIAL TREATMENT PROGRAMS

Date: August 15, 2006	Subtopic(s): Substance Abuse
<p> This procedure can now be accessed on the FIAweb</p> <p>Revised</p>	<p>Revisions to the Original Directive:</p> <p>This policy bulletin is being revised to reflect additional information on the intended uses of PNA and an increase in PNA for Level II Residential Treatment Facilities from \$61 to \$67.50.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform all staff of revisions made to information regarding the use and amount of PNAs allocated to participants residing in residential treatment programs.</p> <p>Participants residing in residential treatment programs are eligible for food stamps and a PNA. PNAs are provided to participants in various living situations and are intended for personal needs items such as clothing, personal hygiene and other incidental needs not included in the facilities' operational expenses for housing/services. Other examples of personal needs items include a winter coat, carfare for public transportation, voluntary Medicaid medical or prescription copayments, telephone calls, reading material, taxi fare and dry cleaning costs.</p>

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*

📖 See PD #00-33R regarding the Residential Treatment Service Center for more details.

Revised

Revised

The final accounting for PNAs is contingent upon the outcome of the program (completed or not) and on whether any balance is left in the allowance or an overpayment is owed to HRA.

Accumulated PNAs retained by the facility are considered overpayments and must be returned to the Agency if the participant voluntarily leaves the treatment facility.

The amount of the PNA is system-generated, based on the shelter type code as follows:

- **27 Residential Treatment Facility – Non-Level II** – (Rate negotiated by facility): Generates a semimonthly PNA of \$22.50.
- **31 Residential Treatment Facility – Level II** – (NYC, Nassau, Suffolk and Westchester Counties): Generates a semimonthly PNA of \$67.50.
- **32 Residential Treatment Facility – Level II** – (Rest of State): Generates a semimonthly PNA of \$67.50.

PNAs are restricted and conditional payments to the residential treatment facility on behalf of the participant. The facility staff retains the responsibility of administering the funds to the participant. Any balance is paid to the recipient only upon the recipient's completion of a residential alcohol and substance abuse treatment program certified by the Office of Alcohol and Substance Abuse Services (OASAS).

If the participant voluntarily leaves the treatment facility prior to completion of the program, any accumulated PNA retained by the facility is considered an overpayment and the facility is responsible for returning the excess PNA to the Agency rather than to the participant. If the facility has already administered the full PNA to the participant, the participant is required to repay the period of overpayment. If the participant completes the treatment, any unused PNA balance is returned by the facility to the participant.

Effective Immediately

Reference:

06-ADM-03