FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #06-162-SYS

AUTOMATED RENT ADJUSTMENTS FOR NYCHA, NYCHA/SECTION 8 AND HPD/SECTION 8 PROGRAMS

Date: December 14, 2006	**Subtopic(s):** WMS Budgeting

🖳 This procedure can now be accessed on the FIAweb.

The purpose of the policy bulletin is to inform Job Center and Non-Public Assistance Food Stamp (NPA/FS) Office staff of an ongoing Welfare Management System (WMS) interface that determines New York City Housing Authority (NYCHA) and New York City Department of Housing Preservation and Development (HPD) rent increases/decreases and automatically processes corresponding public assistance (PA) and NPA/FS rent adjustments.

This ongoing automated interface currently processes PA and NPA/FS rent adjustments for NYCHA and NYCHA/Section 8 participants and will now also process rent adjustments for HPD Section 8 participants.

Each month, Management Information Systems (MIS) sends a file to WMS of those cases needing rent adjustments. The WMS process runs on the fourth of each month, with the rent adjustment effective for the A cycle of the following month. The file will include the new shelter amounts.

Note: The shelter amount reported by NYCHA is the tenant's actual share of rent (not including the subsidy) and is budgeted as the Food Stamp shelter amount.

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*

Distribution: X

Only cases with the following WMS Shelter Type codes will qualify for automated processing:

Program	Shelter Code	Description
NYCHA	**02**	NYCHA Apartment – Utilities Included
	24	NYCHA Apartment – Utilities Not Included
HPD/ Section 8	**38**	Subsidized Housing – Deep Subsidy – Voucher Program/Project-Based Section 8
	39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202
NYCHA/ Section 8	**40**	Section 8 Voucher – 30% Limit

The Exception report is sent from MIS to Family Independence Administration Operations.

If a case does not have one of the five shelter codes in the table or if there is not an exact match between the Shelter Type in the input file and the code in WMS, the case will appear on an Exception report. In addition, the following cases are excluded from this automated process and will also appear on the Exception report:

- Cases with a bottom-line budget (BLB);
- Cases where the **LRR** field is greater than two;
- Cases where the **Water Amount** field is greater than zero;
- Cases where **Additional Needs** is equal to:

  - **42** (HSP Shelter Supplement)
  - **43** (LTSP Recurring Rent Supplement)
  - **44** (EIHP Recurring Rent Supplement)
  - **47** (FEPS)
  - **48** (Shelter Supplement for Adults)

- Cases where the PA Shelter Amount in the input file is greater than zero <u>and</u> the PA Shelter Amount in WMS is zero, or the Proration Indicator is equal to **O** ([Letter O] Budgets a Zero PA Shelter Allowance for Single Suffix Cases or Multi-Suffix Cases with Only One Active Suffix);
- Cases with Shelter Types **38**, **39** and **40** that are assigned a NYCHA project number and account number.

Workers must perform a manual rent adjustment for all cases on the Exception report as follows:

Refer to Section 2.1 of the Worker's Guide to Codes for a listing of Shelter Type codes.

- Verify that the participants still reside in NYCHA or HPD apartments;
- Adjust the PA or NPA/FS budget based on the NYCHA, NYCHA Section 8 or HPD Section 8 actual rent indicated on the Exception Report;
- Correct the Shelter Type code if necessary.

Effective Immediately