



# FAMILY INDEPENDENCE ADMINISTRATION

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### POLICY BULLETIN #07-46-OPE

*(This Policy Bulletin Replaces PB #06-12-OPE and PB #06-50-OPE)*

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

Date: April 17, 2007	Subtopic(s): Shelter, Budgeting, Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>The <b>W-205HH</b> was developed to assist Workers in determining the SUA level to which the household is entitled. A sample of the <b>W-205HH</b> is attached.</p> <p>Supplemental heating</p>	<p><b>Purpose:</b></p> <p>The purpose of this policy bulletin is to remind Job Center and Non-Public Assistance (NPA) Food Stamp (FS) Office staff that every Public Assistance (PA)/FS and NPA FS case must be evaluated to determine the household's Standard Utility Allowance (SUA) Level. These cases must be evaluated at application and every recertification. Staff should use the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (<b>W-205HH</b>) for help in determining and evaluating the appropriate SUA level.</p> <p>The SUA has three levels:</p> <p><u>Level I</u></p> <p>The Level I SUA covers heating and air conditioning, utilities and telephone costs. It is available to households:</p> <ul style="list-style-type: none"> <li>• that are regularly billed separately from their rent or mortgage for heating and/or air conditioning;</li> <li>• for which heat is included in their rent;</li> <li>• that have received a Home Energy Assistance Program (HEAP) payment within the past 12 months; or</li> <li>• whose application for and receipt of HEAP is reasonably anticipated within 12 months.</li> </ul> <p><b>Note:</b> 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. The cost of an electric blower for an oil or gas furnace also <u>does not qualify</u> a household for the SUA.</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*

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 FS shelter expense will automatically receive a Level I SUA when the budget is calculated in Welfare Management System (WMS):

- **01** (Unfurnished Room or Apartment)
- **03** (Own Home – Includes Trailer)
- **20** (Emergency Rental Supplement Program)
- **25** (Rented Private Home)
- **26** (Furnished Apartment)
- **39** (Subsidized Housing – Shallow Subsidy – Section 202/236)
- **41** (Jiggetts – Approved Excess Shelter)

Shelter types may be eligible for a Level I SUA when a FS Shelter expense is blank or zero on the **NSBL02** screen.

The above Shelter Types (except Shelter Type **41**) that do not incur a shelter expense can receive a Level I SUA if they meet at least one criteria listed on the W-205HH (e.g., incur an air conditioning expense or pays separately for heat.) In these instances an entry is required in the appropriate field on the **NSBLO2** screen of the budget.

This applies to PA cases only.

- If the FS Shelter and PA Shelter amounts both equal zero, then an **X** must be entered in the FSUA field;
- If the FS Shelter amount is greater than zero and the PA Shelter amount equals zero (no entry in FSUA indicator field), an **O** must be entered in the Proration Indicator field.

See the Public Assistance Budgeting Manual or [NPA FS Budgeting Manual](#) for details on zero shelter cases.

Level I SUA not granted automatically

Households with the following shelter type codes are not granted a level I SUA automatically but may receive a level I SUA if an air conditioning or heating expense is incurred and **H** (Fuel included in Shelter [System Generated]) is not entered as the HEAT:TYPE on the Budget History Actual Needs and Suffix Summary screen (**NQBU05**):

- **02** (NYCHA – Utilities Included)
- **24** (NYCHA – Utilities Not Included)
- **38** (Section 8)
- **40** (Section 8 – Voucher)
- **44** (Supportive Housing)

The following shelter types may receive a level I SUA if they incur a heating/cooling expense separate from their rent. Enter **X** in the FSUA:IND field or a numeric value in the FSUA:TYPE field:

- **42** (Congregate Care Level III – Adult Homes and DOH Enriched Housing)
- **43** (Congregate Care Level II – OMH/OMRDD Supervised/Supportive Apartments)
- **11** (Room Only) – see note on next page

If this is a primary tenant/secondary tenant situation, give the shelter type the primary tenant would have receive if s/he were applying for or in receipt of Food Stamp benefits.  
(See [PB #06-149-ELI](#))

**Note:** If an applicant/participant indicates s/he is renting a room, before coding the Shelter Type as **11**, determine whether or not the applicant/participant would be eligible for a Level I or II SUA because s/he meets at least one criteria listed on page 1 of this procedure. If the applicant/participant would be eligible for a Level I or II SUA, **DO NOT** use Shelter Type **11**. Ensure that the case is given a shelter type code that grants the SUA level to which they are entitled. Use of Shelter Type **11** will only generate a Level III SUA.

Level II

The Level II SUA includes all utility costs other than heating or air conditioning. It includes telephone, electricity, washer/dryer, freezer, cooking fuel, sewage, trash collection, water fees, fuel for heating hot water and the rental fee for a propane tank. It is available to households:

Washer or dryer expense can qualify for Level II SUA

- billed separately from rent or mortgage for one or more of these utilities; and
- that do not incur a cost for heating and/or air conditioning separate and apart from their rent or mortgage; and
- that have not received and do not reasonably anticipate receiving a HEAP payment within 12 months. No separate inquiry regarding whether the household incurs a cost for a telephone is required.

Zero Shelter cases

To issue a level II SUA to households which do not incur a shelter expense the JOS/Worker must enter an "X" in the **FSUT:IND** field on the **NSBL02** screen of the budget.

Level III

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 types that do not meet the criteria for Level I or II, with the exception of the following:

Shelter type codes **04**, **19**, and **23** are not eligible for a Level I, II or III SUA

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

Shelter Type Codes **04** and **19** are used on PA-only budgets where SUA eligibility is not applicable.

Shelter Type **23** (Undomiciled) is not eligible for an SUA because the applicant/participant has no residence.

Shelter types eligible for Level III SUA only

The following shelter types are only eligible for level III SUA:

- **06** (Hotel/Motel Temporary)
- **11** (Room Only) – [See note on page 2]
- **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)
- **15** (Congregate Care Level I – New York, Nassau, Suffolk, Westchester)
- **16** (Congregate Care Level II – State Certified – New York, Nassau, Suffolk, Westchester)
- **17** (Congregate Care Level II – State Operated)
- **27** (Residential Treatment Center – Non-Level II)
- **28** (Congregate Care Level I – Rest of State)
- **29** (Congregate Care Level II – State Certified – Rest of State)
- **30** (Scatter Site Homeless Housing – Non-Tier I/Non-Tier II)
- **31** (Residential Treatment Center Level II Facility – NYC, Nassau, Suffolk, Westchester)
- **32** (Residential Treatment Center Level II Facility – Rest of State)
- **33** (Homeless Shelter – Tier I or Tier II – Less than 3 Meals per Day)
- **34** (Homeless Shelter – Tier III – 3 Meals per Day)
- **35** (Homeless Shelter – Non-Tier I or 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 Food Stamps, the secondary tenant is entitled to the same SUA Level the primary tenant would have received if s/he received Food Stamp benefits.

Center Directors and Office Site Managers must ensure that previous versions of the **W-205HH** are removed from circulation and recycled.

*Effective Immediately*

**References:**

[18 NYCRR 387.12](#) (f) (3) (v)

[Food Stamp Source Book](#): Section 11, pages 258–262

[Budgeting Manual Public Assistance](#) Program: A-1

[Budgeting Manual NPA Food Stamp Program](#): A-1

[02 ADM 07](#)

[00 INF 18](#)


[03 INF 10](#)

**Related Item:**

[PB #06-149-ELI](#)

**Attachment:**

**W-205HH** Shelter Type Codes/Standard Utility Allowance (SUA)  
Levels Desk Guide (Rev. 4/17/07)

 Please use Print on Demand to obtain copies of forms.

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



<b>SUA LEVELS</b>							
Shelter Code	Description	Does H/H incur a shelter expense?	Does H/H incur an air conditioning expense?	Does H/H pay separately for heat?	Is heat included in rent?	Has H/H received a HEAP grant within the last 12 months or is it expecting one within the next 12 months?	Does H/H pay for utilities?
		(1)	(2)	(3)	(4)	(5)	(6)
01	Unfurnished Room or Apartment	If yes, Level I SUA is given automatically.  If no, go to column 2.	If yes, give Level I SUA – an entry of <b>X</b> is required in the <b>FSUA:IND</b> field or a numeric value in the <b>FSUA:TYPE</b> field.  If no, go to column 3.	If yes, give Level I SUA – an entry of <b>X</b> is required in the <b>FSUA:IND</b> field or a numeric value in the <b>FSUA:TYPE</b> field.  If no, go to column 4.	If yes, give Level I SUA – an entry of <b>X</b> is required in the <b>FSUA:IND</b> field or a numeric value in the <b>FSUA:TYPE</b> field. This does not apply to shelter types <b>02, 24, 38, 40</b> and <b>44</b> .  If no, go to column 5.	If yes, give Level I SUA – an entry of <b>X</b> is required in the <b>FSUA:IND</b> field or a numeric value in the <b>FSUA:TYPE</b> field.  If no, H/H is not eligible for Level I SUA; go to column 6.	If yes, give Level II SUA. An entry of <b>X</b> is required in the <b>FSUT:IND</b> field of the budget; see note <b>3</b> below.  If no, Level III SUA will be granted automatically.
03	Own Home (Includes Trailer)						
20	Emergency Rental Supplement Program						
25	Rented Private Home						
26	Furnished Apartment						
39	Subsidized Housing – Shallow Subsidy						
41	Jiggets						
02	NYCHA – Utilities Included	It does not matter if these households incur a shelter expense, they must incur a cooling or heating expense in order to qualify for Level I SUA.  Go to column 2.	If yes, give Level I SUA – an entry of <b>X</b> is required in the <b>FSUA:IND</b> field or a numeric value in the <b>FSUA:TYPE</b> field.  <b>HEAT:TYPE</b> cannot equal <b>H</b> (Fuel included in Shelter [System Generated])  If no, go to column 3.	If no, go to column 4.	If no, go to column 5.	If no, H/H is not eligible for Level I SUA; go to column 6.	If no, Level III SUA will be granted automatically.
24	NYCHA – Utilities Not Included						
38	Section 8						
40	Section 8 – Voucher						
44	Supportive Housing						
42	Congregate Care Level III – Adult Homes and DOH Enriched Housing	NA	If yes, give Level I SUA.		NA	These households are not eligible for HEAP.	NA
43	Congregate Care Level II – OMH/OMRDD Supervised/Supportive Apartments	NA	If no, Level III SUA will be given automatically.		NA	These households are not eligible for HEAP.	NA

**Reminders:**

- Secondary tenants are entitled to the same SUA level as the primary tenant.
- Households residing in government subsidized apartments must pay separately for heating/cooling to qualify for Level I SUA. If heat is included in the rent and the H/H does not incur a separate cooling expense, the H/H is not eligible for Level I SUA.
- If H/H 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

<b>Anyone Not Eligible for SUA Level I or II, with the Exception of Shelter Types 04, 19 and 23, Is Automatically Eligible for SUA LEVEL III.</b>								
Shelter Code	Description	Does H/H incur a shelter expense?	Does H/H incur an air conditioning expense?	Does H/H pay separately for heat?	Is heat included in rent?	Has H/H received a HEAP grant within the last 12 months or is it expecting one within the next 12 months?	Does H/H pay for utilities?	
		(1)	(2)	(3)	(4)	(5)	(6)	
06	Hotel/Motel Temporary	<div style="font-size: 4em; color: blue; font-family: sans-serif; letter-spacing: 0.5em;">SAMPLE</div> <p style="font-weight: bold; margin-top: 20px;">These shelter types do not qualify for Level I or Level II SUA.</p>						<p>SUA Level III is automatically granted. No entry is required in the <b>FSUA</b>, <b>FSUT</b> fields on the budget.</p>
11	Room Only							
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							
15	Congregate Care Level I – New York, Nassau, Suffolk, Westchester							
16	Congregate Care Level II – State Certified – New York, Nassau, Suffolk, Westchester							
17	Congregate Care Level II – State Operated							
27	Residential Treatment Center – Non-Level II							
28	Congregate Care Level I – Rest of State							
29	Congregate Care Level II – State Certified – Rest of State							
30	Scatter Site Homeless Housing – Non-Tier I/ Non-Tier II							
31	Residential Treatment Center Level II Facility – NYC, Nassau, Suffolk, Westchester							
32	Residential Treatment Center Level II Facility – Rest of State							
33	Homeless Shelter – Tier I or Tier II – Less than 3 Meals per Day							
34	Homeless Shelter – Tier III – 3 Meals per Day							
35	Homeless Shelter – Non-Tier I or II							

**Reminders:**

- Before coding H/H as Shelter Type 11, determine if H/H is eligible for Level I or II SUA. If so, do not use Shelter Type 11. Use a more appropriate shelter type to ensure the correct SUA level is given.
- Shelter type codes **04**, **19**, and **23** are not eligible for SUA Level I, II or III.