



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-01-OPE

REVISIONS TO THE GUIDE TO CASH ASSISTANCE BUDGETING (W-203K)

Date: January 6, 2009	Subtopic(s): Form																		
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Guide to Cash Assistance Budgeting (W-203K) form has been revised to include a new Fuel Type field entitled Semimonthly Fuel for Heating: Other than Natural Gas (Electric) with the following information:</p> <p>Semimonthly Fuel for Heating: Other than Natural Gas (Electric)</p> <table border="1"> <thead> <tr> <th>CA Family Size</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8 or More</th> </tr> </thead> <tbody> <tr> <td>S/M Amount</td> <td>\$45.00</td> <td>\$45.00</td> <td>\$45.00</td> <td>\$47.00</td> <td>\$49.50</td> <td>\$53.00</td> <td>\$56.50</td> <td>\$60.00</td> </tr> </tbody> </table> <p>Additional revisions are as follows:</p> <ul style="list-style-type: none"> • The title of the form has changed to read “Guide to Cash Assistance Budgeting” since this form is used for Cash Assistance only; • The field entitled Semimonthly Fuel for Heating: Other than Natural Gas includes the addition of the Welfare Management System (WMS) fuel type code and the following text: <ul style="list-style-type: none"> ▪ Code 2 (Oil, Kerosene, Propane) • The field entitled Semimonthly Fuel for Heating: Natural Gas includes the addition of the WMS fuel type codes and the following text: <ul style="list-style-type: none"> ▪ Code 1 = Natural Gas ▪ Code 4 = Coal ▪ Code 9 = Other 	CA Family Size	1	2	3	4	5	6	7	8 or More	S/M Amount	\$45.00	\$45.00	\$45.00	\$47.00	\$49.50	\$53.00	\$56.50	\$60.00
CA Family Size	1	2	3	4	5	6	7	8 or More											
S/M Amount	\$45.00	\$45.00	\$45.00	\$47.00	\$49.50	\$53.00	\$56.50	\$60.00											
Semimonthly Amount																			

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*

A new footnote was added that reads as follows:

- Enter the appropriate code in the **Fuel Type** field on the Household screen (**NSBL02**) of the budget in the WMS.

Job Center Directors must ensure that all previous versions of form **W-203K** are removed from circulation and recycled.

A sample of the revised form is attached.

Effective Immediately

Reference:


[TA Source Book – Schedules 6A, 6B, and 6C](#)

Related Item:

[PD #04-31-ELI](#)

Attachment:

W-203K Guide to Cash Assistance Budgeting (Rev. 1/6/09)

 Please use Print on Demand to obtain copies of forms.

Guide to Cash Assistance Budgeting (Effective June 1, 2008)

Schedule of Semimonthly (S/M) Preadded Allowance (1/1/90)

CA Family Size	1	2	3	4	5	6	Each Additional Person
Amount	\$56.00	\$89.50	\$119.00	\$153.50	\$189.50	\$219.00	\$30.00

Special Situations

1. Single persons residing in public shelters can receive a Cash Assistance personal needs allowance of \$22.50 semimonthly.
2. Homeless persons who refuse placement in a shelter can receive the preadded, energy and restaurant allowance.
3. For family members joining the household for limited periods (e.g., weekends) authorize \$4.00 per day, per person.
4. All participants who are billed for rent are entitled to a shelter allowance equal to the rent or the maximum shelter allowance for family size, whichever is less.
5. Persons with HIV/AIDS can receive a shelter allowance of up to \$480 per month and up to \$330 per month for each additional person on the case.

Schedule 1 Maximum S/M Shelter Allowance with Children[†] (effective 11/1/03)

CA Family Size	1	2	3	4	5	6	7 or More
S/M Amount	\$138.50	\$141.50	\$200.00	\$225.00	\$250.50	\$262.00	\$273.00

Schedule 2 Maximum S/M Shelter Allowance without Children

CA Family Size	1	2	3	4	5	6	7	8 or More
S/M Amount	\$107.50	\$125.00	\$143.00	\$156.00	\$168.50	\$174.50	\$201.50	\$210.50

S/M Energy Grants

CA Family Size	1	2	3	4	5	6	Each Additional Person
S/M Amount	\$12.55	\$19.75	\$26.50	\$34.35	\$42.35	\$48.60	\$6.25

S/M Fuel for Heating: Other than Natural Gas Fuel Type (Oil, Kerosene, Propane) (Code 2)**

CA Family Size	1	2	3	4	5	6	7	8 or More
S/M Amount	\$35.00	\$35.00	\$35.00	\$36.50	\$38.50	\$41.00	\$44.00	\$46.50

S/M Fuel for Heating: Natural Gas Fuel Type (Code 1), Coal (Code 4), Other Code (Code 9)**

CA Family Size	1	2	3	4	5	6	7	8 or More
S/M Amount	\$28.00	\$28.00	\$28.00	\$29.00	\$30.50	\$32.50	\$34.50	\$37.00

S/M Fuel for Heating: Other than Natural Gas Fuel Type (Electric) (Code 3)**

CA Family Size	1	2	3	4	5	6	7	8 or More
S/M Amount	\$45.00	\$45.00	\$45.00	\$47.00	\$49.50	\$53.00	\$56.50	\$60.00

Expenses Incident to Employment

Item of Expense	Allowance
Standard Semimonthly Work Reduction	\$45.00
Income Disregard	50% of net earned income

Expenses Incident to Approved Training

Carfare	Public transportation expense
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Schedule of Semimonthly Restaurant Allowance (Includes Sales Tax)

	Dinner	Lunch and Dinner	All Meals
Amount per Person	\$14.50	\$23.50	\$32.00
Pregnant Women, Persons under 18 Years of Age and Full-Time Students Who Will Graduate before 19th Birthday	\$32.50	\$41.50	\$50.00

Schedule of Emergency Assistance Grants for All Cases

Daily Rate		
CA Family Size	Preadded and Energy Allowance	*Preadded, Energy and Restaurant Allowance
1	\$4.50	\$6.60
2	\$7.50	\$11.40
3	\$9.55	\$15.90
4	\$12.35	\$20.75
5	\$15.10	\$25.60
6	\$17.60	\$30.20
7	\$20.00	\$34.70
8	\$22.35	\$39.20
9	\$24.75	\$43.70
10	\$27.15	\$48.20
Each Additional Person	\$2.40	\$4.50

[†] Includes pregnant women

*Add \$1.20 per individual, if entitled, to the \$ 50.00 semimonthly restaurant allowances.

Enter the appropriate code in the fuel type field on the household screen (NSBLO2**) of the budget in the WMS.