



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #09-09-ELI

BUDGETING TEAP OR PARKS PROGRAM CASES WITH A FOOD STAMP INELIGIBLE ALIEN

Date: January 21, 2009	Subtopic(s): Budgeting
<p> This procedure can now be accessed on the FIAweb.</p> <p>Participants Residing in Transitional Housing</p>	<p>The purpose of this policy bulletin is to inform Parks Unit staff and the Administrative Assistant (AA) to the Director (who is responsible for budgeting the income for the Training and Employment Assistance Program [TEAP] Grant Diversion cases) of the procedure for budgeting a multisuffix TEAP/PARKS Program case when there is a Food Stamp (FS) ineligible alien on the case. Please note that budgeting rules vary according to the household's housing arrangements (transitional or permanent housing).</p> <p>Transitional housing includes the following shelter codes:</p> <ul style="list-style-type: none"> • 06 (Hotel/Motel Temporary) • 13 (Residential Programs for Victims of Domestic Violence – less than three meals daily) • 14 (Residential Programs for Victims of Domestic Violence – three meals daily) • 30 (Scatter Site Homeless Housing Non-Tier I/Non-Tier II – less than three meals daily) • 33 (Homeless Shelter Tier I or Tier II – less than three meals daily) • 34 (Homeless Shelter Tier II – three meals daily) • 35 (Homeless Shelter Non-Tier I/Non-Tier II) <p>When a multisuffix case includes a FS ineligible alien in transitional housing:</p> <ul style="list-style-type: none"> • Merge the Family Assistance (FA) and Safety Net Cash Assistance (SNCA) suffixes into a single SNCA case for as long as the FS ineligible alien participates in the TEAP/PARKS Program.

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*

The FS status for the ineligible alien remains **RJ**.

- Calculate and save a new budget as follows:
 - On the Household Needs screen (**NSBLO2**), enter **E500** (TEAP) in the **RTG** field.
 - On the Individual Income/Needs screen (**NSBLO6**) of the FS ineligible alien, enter:
 - **Y** (Individual resides in the household) in the **INV** field
 - **37** (Income from TEAP) in the **SRC** field
 - The amount of the earned income in the **GROSS** field
 - **W** (Weekly) in the **FREQ** field

Example

Mary Smith and her two U.S. born children are in receipt of Cash Assistance (CA). Mary entered the U.S. in 2005 as a Lawful Permanent Resident (LPR) and is therefore not eligible for FS until 2010. Her children are eligible for FS. As a result, Mary is receiving CA in the Safety Net Assistance (SNA) category as suffix one and her two children receive CA in the FA category as suffix two. Mary currently participates in the TEAP/PARKS Program. In order to properly budget the income, the case must be changed from two suffixes to one suffix. Also, because Mary is not eligible for Temporary Assistance to Needy Family (TANF) benefits, the suffix must be SNCA instead of FA.

Participants Residing in Permanent Housing

Permanent housing includes the following shelter codes:

- **01** Unfurnished Room or Apartment (For PA SI Codes **40** and **41** this code is defined as "M3E indicator is signed)
- **02** NYCHA Apartment – Utilities included (For PA SI Codes **40** and **41** this code is defined as "M3E indicator is signed)
- **03** Own Home (Includes Trailer)
- **04** Room and Board
- **11** Room Only
- **20** Rental Supplement
- **24** NYCHA Utilities Not Included (Rent Public)
- **25** Rented Private Home
- **26** Furnished Room or Apartment
- **38** Subsidized Housing - Deep Subsidy - Voucher Program/Project Based Section 8/Section 236
- **39** Subsidized Housing - Shallow Subsidy - Section 236/Section 202)
- **40** Section 8 Voucher - 30% Limit
- **41** Jiggetts-Approved Excess Shelter
- **44** Supportive/Specialized Housing

When a multisuffix case includes a FS ineligible alien in permanent housing:

- Merge the FA and SNCA suffixes into a single SNCA suffix for as long as the FS ineligible alien participates in the TEAP/PARKS Program.
- Calculate and save a new budget as follows:
 - On the Household Needs screen (**NSBL02**), enter **E500** in the **RTG** field.
 - On the Individual Income/Needs screen (**NSBL06**) of the FS ineligible individual's line, enter:
 - **Y** in the **INV** field
 - **92** (FS Ineligible Alien-Contributes to Shelter Costs) in the **SRC** field
 - **37** in the **SRC** field, and enter:
 - the amount of the earned income in the **GROSS** field
 - **W** in the **FREQ** field
 - **B** (Both PA and FS) in the **PROG** field

When the TEAP/PARKS Program period has expired, split the single suffix SNCA case into a multisuffix case, making the FS ineligible household member the SNCA suffix and the children the FA suffix. If the FS ineligible alien becomes eligible for FS (for example, five-year ban has expired) do not split the SNCA suffix into two suffixes, instead, change the case category to FA, if appropriate.

Effective Immediately

The FS status for the ineligible alien remains **RJ**.