



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-209-ELI

INTRODUCTION OF THE PUBLIC ASSISTANCE (PA) FILING UNIT FOR HOUSEHOLDS WITH DEPENDENT CHILDREN DESK AID (W-204Z)

Date: December 15, 2004	Subtopic(s): Forms, Eligibility
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform staff that the Public Assistance (PA) Filing Unit for Households with Dependent Children Desk Aid (W-204Z) has been created to assist Workers in determining which individuals must be included in the PA household and case count when a minor dependent child applies for assistance.</p> <p>Workers are reminded that filing unit rules differ for food stamp (FS) purposes. For more information on FS filing unit rules, Workers should consult Section 5 of the Food Stamp Source Book.</p> <p>A sample of the revised form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>W-204Z Public Assistance (PA) Filing Unit for Households with Dependent Children Desk Aid (12/15/04)</p> <p>Related Item:</p> <p>Food Stamp Source Book, Section 5</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*

PUBLIC ASSISTANCE (PA) FILING UNIT FOR HOUSEHOLDS WITH DEPENDENT CHILDREN DESK AID

"Filing Unit" refers to those individuals who must be included in the PA household (H/H) and case count when a minor dependent child applies for assistance. The terms "parent" and "dependent children" are understood to mean both biological and adoptive throughout. The natural and adoptive parent(s) and siblings of an applying minor dependent child must apply except as noted in Part B. For the purpose of the filing unit, a minor dependent child is a child under the age of 18.

**Part
A**

Situation	PA Filing Unit	Restrictions	Category	Special PA Budgeting Rules
One parent <u>and</u> minor dependent children	Parent <u>and</u> all minor dependent children	<p>If parent or any minor dependent child refuses to apply, ENTIRE CASE IS INELIGIBLE.</p> <p style="font-size: 2em; color: cyan; opacity: 0.5; transform: rotate(-45deg); display: inline-block;">SAMPLE</p> <p>If parent of any minor dependent child refuses to apply, ENTIRE CASE IS INELIGIBLE. (Stepparent is not part of filing unit and can refuse to apply for PA). If the stepparent chooses to apply, s/he must be included as an essential person.</p>	<p>If relationship between parent and child has been established:</p> <p>FA – For up to 60 months;</p> <p style="text-align: center;">or</p> <p>SNFP – For up to 60 months if parent/adult caretaker is in a mandated drug/alcohol treatment program or is non-cooperative with drug and alcohol screening, assessment or treatment requirements.</p> <p>SNNC – After 60 months of FA/SNFP has been exhausted and family does not meet time limit exemption criteria.</p>	<p>If mandated filing unit member is in receipt of SSI, see special budgeting rules for "SSI Recipient."</p>
Both parents <u>and</u> minor dependent children	Both parents <u>and</u> all minor dependent children		<p>If relationship between the parent and child cannot be established:</p> <p>SNCA for 24 months;</p> <p>SNNC after 24 months of SNCA has been exhausted and H/H does not meet exemption criteria.</p>	
Parent <u>and</u> stepparent (legal marriage) <u>and</u> minor dependent children (including at least one mutual child)	Both parents <u>and</u> all minor dependent children			
Natural parent <u>and</u> common-law parent <u>and</u> minor dependent children (including at least one mutual child)	Both parents <u>and</u> all minor dependent children			
Parent and stepparent (legal marriage) <u>and</u> minor dependent children (no mutual children)	Parent <u>and</u> all minor dependent children			

Part A

Situation	PA Filing Unit	Restrictions	Category	Special PA Budgeting Rules
Grandparent/caretaker relative applying for minor dependent child whose parent is not in H/H	Minor dependent child <u>and</u> all minor siblings	All minor siblings must apply or ENTIRE CASE IS INELIGIBLE.	If relationship to grandparent has been established and grandparent is part of the case, H/H may receive:	If mandated filing unit member is in receipt of SSI, see special budgeting rules for "SSI Recipient."
Grandparent applying for minor dependent child whose parent resides in H/H <u>and</u> is 17 years old or younger	Minor dependent child <u>and</u> all minor siblings <u>and</u> the minor parent	If parent or any minor dependent children or minor sibling refuse to apply, ENTIRE CASE IS INELIGIBLE.	FA for up to 60 months; <u>or</u> SNNC after 60 months of FA has been exhausted and H/H does not meet time limit exemption criteria. If there is no adult on the PA case, the case is exempt from the time limit count. If relationship cannot be established:	If mandated filing unit member is in receipt of SSI, see special budgeting rules for "SSI Recipient." The minor parent needs must be included when determining H/H standard of need. If the grandparent applies, his/her income is budgeted as per standard procedure. If grandparent chooses not to apply, determine his/her excess income, if any, and apply to entire PA H/H.
Grandparent applying for minor dependent child whose parent resides in H/H <u>and</u> is 18–20 years old	Minor dependent child <u>and</u> all minor siblings <u>and</u> the parent	If parent or any minor dependent children or minor sibling refuse to apply, ENTIRE CASE IS INELIGIBLE.	SNCA for 24 months; SNNC after 24 months of SNCA has been exhausted and H/H does not meet exemption time limit criteria.	If mandated filing unit member is in receipt of SSI, see special budgeting rules for "SSI Recipient." Parent's needs must be included when determining standard of need of H/H. Apply grandparent's excess income to parent's share of needs only.

Part B

Situation	PA Filing Unit	Special PA Budgeting Rules	Category
Parent or caretaker is an illegal alien	Exclude illegal alien from the filing unit	If illegal alien is a legally responsible relative and has income that is less than his/her pro rata share of the total household needs, the income is not counted in the budget and only the needs and income of the individuals actually applying for PA are considered. However, if income is more than his/her pro rata share, then the alien needs and income are counted as if s/he were applying. ¹	If relationship between parent and child has been established: FA for up to 60 months; <u>or</u> SNNC after 60 months of FA has been exhausted and H/H does not meet time limit exemption criteria.
SSI recipient	Exclude SSI recipient from the filing unit	When a household member is only excluded from the filing unit because s/he receives SSI, that household member must be included when determining the standard of need for the household. Once the standard of need for the H/H has been determined, it is then reduced by the SSI recipient's pro rata share. The SSI recipient's income must not be counted against the PA members' needs.	Note: If there is no adult on the FA case, the case is exempt from the time limit count. If relationship cannot be established: SNCA for 24 months; SNNC after 24 months of SNCA has been exhausted and H/H does not meet time limit exemption criteria.
H/H receives an adoption subsidy on behalf of a child	Exclude child who receives adoption subsidy from the filing unit	The child on whose behalf an adoption subsidy payment is being made cannot be included in the filing unit unless including the child and the adoption subsidy payment would increase the family's PA benefit. When the child is not included, the adoption subsidy payment is not included in the PA budget.	

¹Refer to the Temporary Assistance Source Book (TASB), Chapter 13, p. 14.