



FAMILY INDEPENDENCE ADMINISTRATION
Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #05-50-OPE

CHANGE IN SHELTER ALLOWANCE AMOUNT LETTER (M-328k)

<p>Date: March 22, 2005</p>	<p>Subtopic(s): Mailing</p>
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p> <p><input type="checkbox"/> Please use Print on Demand to obtain copies of forms</p>	<p>The purpose of this policy bulletin is to provide Job Center staff with information regarding a new notice that will be sent to certain Public Assistance (PA) households.</p> <p>Recently, due to changes in state policy, the PA grant was decreased for PA households that contain individuals who are required to be included in the PA case but were excluded because they are in receipt of Supplemental Security Income (SSI), and for PA households participating in the New York City Housing Authority (NYCHA) Section 8 Housing Choice Voucher (HCV) program.</p> <p>In an effort to ensure that participants understand how the change in grant will affect his/her shelter grant, the Family Independence Administration (FIA) will be sending affected households a notice reminding them that it is their responsibility to pay the landlord the difference between the actual rental amount and the new shelter allowance amount.</p> <p><i>Effective Immediately</i></p> <p>Attachments:</p> <p>M-328k Change to Shelter Allowance Amount (3/22/05) M-328k (S) Change in Shelter Allowance Amount (Spanish) (3/22/05)</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*



Date: _____
Case Number: _____
Case Name: _____

Change to Shelter Allowance Amount

This letter is a follow-up to the notice you received from the New York State Office of Temporary and Disability Assistance (OTDA) informing you that the Public Assistance (PA) benefit amount for your household has changed due to:

SAMPLE

This letter is to remind you that it is your responsibility to pay your landlord the difference between the actual rent amount and the new monthly PA shelter allowance amount. You may contact your landlord so that he/she can inform you of the amount that you will be paying.



Fecha: _____

Número del Caso: _____

Nombre del Caso: _____

Cambio en la Cantidad de Asignación de Vivienda

La presente es un recordatorio respecto al aviso que usted recibió por parte de la Oficina de Asistencia Temporal y para Incapacitados del Estado de Nueva York (New York State Office of Temporary and Disability Assistance – OTDA) en el cual se le informa que la cantidad de su beneficio de Asistencia Pública ha cambiado debido a que:

SAMPLE

Esta carta le recuerda que usted tiene la responsabilidad de pagarle a su casero la diferencia entre la cantidad actual de alquiler y la nueva cantidad mensual de asignación de vivienda de Asistencia Pública. Usted puede comunicarse con su casero para que el/ella le informe de la cantidad que usted tendrá que pagar.