



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 #06-50-OPE

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

Date: April 4, 2006	Subtopic(s): Shelter, Budgeting, Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff at Job Centers and Non-Public Assistance (NPA) Food Stamp (FS) Offices that the Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (W-205HH) has been revised. The following are the revisions to the W-205HH.</p> <ul style="list-style-type: none"> • Shelter Type Codes 04 (Room and Board) and 19 (Approved Medical Facilities – Non-Hospital) were removed because they are budgeted as Public Assistance–only cases. Food Stamp budgets are not calculated for these cases. • Shelter Type Codes 17 (Congregate Care Level II – State Operated) and 30 (Scatter Site Homeless Housing – Non–Tier I/Non–Tier II) were added to the Desk Guide. These households are not eligible for SUA Levels 1 or 2 and automatically receive a Level 3 SUA. • A footnote was added to the Desk Guide to indicate that Shelter Type codes 94–99 were not included because they are for Medical Insurance and Community Services Administration (MICSA) cases only. <p>A sample of the revised Desk Guide is attached.</p> <p>Center Directors and Office Site Managers must ensure that all previous versions of the W-205HH are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></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*

 Please use Print on Demand to obtain copies of forms.

Attachment:

W-205HH Shelter Type Codes/Standard Utility Allowance (SUA)
Levels Desk Guide (Rev. 4/04/06)



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

Code	Shelter Type	SUA Levels	Verification Required for SUA ¹
01	Unfurnished Room or Apartment	<p>Level 1</p> <ul style="list-style-type: none"> Automatically granted if H/H incurs a shelter expense; or If H/H does <u>not</u> incur a shelter expense but pays separately for heating and/or air-conditioning, when calculating the budget in WMS an entry of "x" in the FSUA:IND field or a numeric entry in the FSUA:TYPE field is required in order for the Level 1 SUA to be applied.² <p>Level 2</p> <ul style="list-style-type: none"> If H/H does not incur a shelter expense and does not pay separately for heating and/or air conditioning but pays for utilities, an entry in the FSUA:IND field is required. <p>Level 3</p> <ul style="list-style-type: none"> If H/H does not incur a shelter expense and does not pay separately for heating and/or air conditioning, a telephone allowance is automatically provided (no entries required). 	<p>Level 1</p> <ul style="list-style-type: none"> Proof of shelter expense; or Proof of current heating and/or air conditioning bill <p>Level 2</p> <ul style="list-style-type: none"> Current utility bill <p>Level 3</p> <ul style="list-style-type: none"> None
03	Own Home (Includes Trailer)		
20	Emergency Rental Supplement Program (EARP)		
25	Rented Private Home		
26	Furnished Apartment		
39	Subsidized Housing – Shallow Subsidy – Section 236/Section 202		
41	Jiggetts – Approved Excess Shelter		
42	Congregate Care Level III – Adult Homes and DOH Enriched Housing	<p>Level 1</p> <ul style="list-style-type: none"> If H/H pays separately for heating and/or air-conditioning, an entry of "x" in the FSUA:IND field or a numeric entry in the FSUA:TYPE field is required. 	<p>Level 1</p> <ul style="list-style-type: none"> Letter verifying air-conditioning expense <p>Level 3</p> <ul style="list-style-type: none"> None
43	Congregate Care Level II – OMH/OMRDD Supervised/Supportive Apartments	<p>Level 3</p> <ul style="list-style-type: none"> If H/H does <u>not</u> pay separately for heating and/or air-conditioning, a telephone allowance is automatically provided (no entries required). 	
06	Hotel/Motel Temporary	Not eligible for SUA Level 1 or 2 .	
11	Room Only	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	<p>Level 3</p> <ul style="list-style-type: none"> None
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 City, Nassau, Suffolk, Westchester		
16	Congregate Care Level II – State Certified – New York City, Nassau, Suffolk, Westchester		

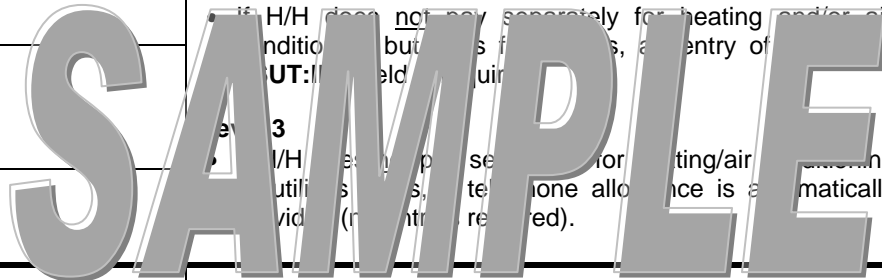
SAMPLE

¹Secondary tenants that incur a shelter expense are entitled to the same SUA level as the primary tenant. A secondary tenant in a public or subsidized housing rent situation may verify the heat, air conditioning and/or utility expense by a statement from the primary tenant and proof that the primary tenant would qualify for the SUA.

²Due to current systems issues, a Level 1 SUA cannot be generated in WMS for households that do not incur a shelter expense. Please see PB #06-12-OPE for details on how to budget these cases.

Shelter Type Codes 94–99 were not included because they are for Medical Insurance and Community Services Administration (MICSA) cases only.

Code	Shelter Type	SUA Levels	Verification Required for SUA ¹
23	Undomiciled	No FS SUA – Not eligible for SUA Level 1, 2 or 3 . A homeless shelter deduction will be added to the standard deduction in the budget.	None
02	NYCHA Apartment – Utilities Included ³	<p>Level 1</p> <ul style="list-style-type: none"> If H/H pays separately for heating and/or air-conditioning, an entry of “x” in the FSUA:IND field or a numeric entry in the FSUA:TYPE field is required. <p>Level 2</p> <ul style="list-style-type: none"> If H/H does not pay separately for heating and/or air conditioning but pays for utilities, an entry of “x” in the FSUA:IND field is required. <p>Level 3</p> <ul style="list-style-type: none"> If H/H does not pay separately for heating/air conditioning but pays for utilities, a telephone allowance is automatically granted (no entries required). 	<p>Level 1</p> <ul style="list-style-type: none"> Proof of heating and/or air-conditioning costs <p>Level 2</p> <ul style="list-style-type: none"> Current utility bill <p>Level 3</p> <ul style="list-style-type: none"> None
24	NYCHA Apartment – Utilities Not Included		
38	Subsidized Housing – Deep Subsidy – Voucher Program/Project-Based Section 8		
40	Section 8 Voucher – 30% limit		
44	Supportive/Specialized Housing		
17	Congregate Care Level II – State Operated	Not eligible for SUA Level 1 or Level 2 .	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required).
27	Residential Treatment Center – Non–Level II	<p>Level 3</p> <ul style="list-style-type: none"> A telephone allowance is automatically granted (no entries required). 	
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 II – 3 meals per day		
35	Homeless Shelter – Non–Tier I or II		



¹Secondary tenants that incur a shelter expense are entitled to the same SUA level as the primary tenant. A secondary tenant in a public or subsidized housing rent situation may verify the heat, air conditioning and/or utility expense by a statement from the primary tenant and proof that the primary tenant would qualify for the SUA.

³Shelter type code **02** can only receive an SUA Level 2 if an additional cost for a washer and/or dryer is incurred. Refer to the Public Assistance Budgeting Manual or the NPA FS Budgeting Manual for detailed information on SUA budgeting.