



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #04-27-ELI

### NEW BUDGETING RULES FOR PA MIXED HOUSEHOLDS WHEN THE FAMILY INCLUDES AN SSI MEMBER

<b>Date:</b> August 12, 2004	<b>Subtopic(s):</b> PA Budgeting
<b>AUDIENCE</b>	The instructions in this policy directive are for all Job Center staff and informational for others.
<b>POLICY</b>	The needs of a recipient of Supplemental Security Income (SSI) who would otherwise be required to be included in the filing unit of a Public Assistance (PA) household must be included when determining the standard of need for the PA household. Once the standard of need is determined, it is then reduced by the SSI recipient's proportionate share of needs.
<b>BACKGROUND</b>	As of July 7, 2004, the needs of an adult or child family member(s) who would otherwise be a mandatory filing unit member if s/he was not in receipt of SSI must be included when determining the standard of need for Family Assistance (FA) households. A similar policy has been in effect since 1994 for Safety Net Assistance (SNA) households that included a legally responsible relative in receipt of SSI under the Rice budgeting methodology.
Refer to Public Assistance Budgeting Manual, pp. 140–143 for more information on Rice budgeting	
For a complete definition of the Filing Unit rules, refer to the Temporary Assistance Source Book (TASB), Chapter 13, p. 15	A mandatory filing unit member is an individual who must be included in the PA household and case count when a minor dependent child applies for PA assistance. When a minor dependent child applies for PA assistance, his/her natural (whether or not they are legally married) or adoptive parents and blood-related or adoptive brothers and sisters (who are also minor dependent children) must also apply for PA and have their income and resources applied toward the PA household if they reside in the same dwelling unit as the applying minor dependent child.

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

Although the needs of the SSI individual must be considered according to this policy, the SSI income is not budgeted as income against the PA family member's needs.

Exemptions to the policy    The following cases are exempt from this policy:

- Households requesting and found eligible to receive an emergency shelter allowance for HIV/AIDS cases, whether the household receives enhanced rent or not.
- Cases that are receiving court-ordered shelter supplements such as Jiggetts, and temporary shelter supplements such as those issued under the Employment Incentive Housing Program (EIHP) and the Long Term Stayers Rent Supplement Program (LTSP).
- Emergency Assistance to Families (EAF) or Adults (EAA) or Emergency Safety Net Assistance cases.
- Level II residents in drug and alcohol treatment facilities (handled by Center 52). However, if the resident is a temporary absent individual from a household that is affected by this policy, Worker must consult PD #03-64-OPE and PD #02-35-ELI.

Examples    The following examples show how this policy affects different types of households:

**Example 1:**

A mother resides with her two children. The mother and one child are on the PA case. The second child is in receipt of SSI and is only part of the FS case. Before July 7, 2004 the mother and child would have received a full PA benefit based on the standard of needs for two people (as shown below) and the child that is in receipt of SSI would be invisible for PA budgeting. As a result of the new policy, the PA mother and child will receive a PA benefit equal to two-thirds of the standard of needs for a family of three. The PA grant is reduced by one-third (the SSI child's share of the needs), as shown below on next page.

Semimonthly (S/M) PA budget prior to change in policy for two people:

Pre-added food and other allowance	89.50
Shelter allowance with children	141.50
Energy grant	<u>+19.75</u>
 Total needs for H/H of two	 <u>250.50</u> S/M (rounded down)

Semimonthly PA budget after change in policy for three people including SSI individual:

Pre-added food and other allowance	119.00
Shelter allowance with children	200.00
Energy grant	+ <u>26.50</u>
Total needs for this H/H of three	345.50 S/M
Each person's pro rata share	$345.50 / 3 = 115.00$ S/M (rounded down)
Total needs	345.50 S/M
Less SSI recipient's share	<u>-115.00</u> S/M
New PA grant for this H/H	<u>230.50</u> S/M

**Example 2:**

An SSI grandmother receives FA for her two grandchildren. Since the SSI grandmother is not a legally responsible relative and is not otherwise part of the required filing unit, this policy does not apply. The children's PA is based on the full standard of need for two people.

**Example 3:**

A couple and their three minor children reside in temporary housing. The husband is in receipt of SSI of \$587.00 monthly. Due to the cost of temporary housing, the family's standard of need is very high. The needs for a household of five are prorated to determine the four PA members' share of the standard of needs. If the husband's share of the needs (one-fifth) is more than his SSI benefit, supplemental SNA must be provided to the husband when he applies for PA. The wife and three children will receive their proportionate share (four-fifths) of FA, if all other eligibility criteria are met.

Semimonthly PA budget prior to change in policy for wife and three children (four people):

Pre-added food and other allowance	153.50 S/M
Temporary housing allowance (\$72.23 daily rate per family)	1119.50 S/M
Energy grant	+ <u>34.35</u> S/M
Total needs for H/H of four	<u>1307.00</u> S/M (rounded down)

Semimonthly PA budget after change in policy for five people including SSI individual:

Pre-added food and other allowance	189.50 S/M
Temporary housing allowance (\$72.23 daily rate)	1119.50 S/M
Energy grant	+ <u>42.35 S/M</u>

Total needs for H/H	1351.00 S/M (rounded down)
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Each person's pro rata share	$1351.00 / 5 = 270.00$ S/M (rounded down)
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Wife and three children's pro rata share  
and PA grant after change in policy:  $270.00 \times 4 = \underline{1080.00}$  S/M

Husband will not receive supplemental SNA because his monthly pro rata share of the family's needs (\$540.00 monthly) is not more than his monthly SSI income of \$587.00.

**Example 4:**

A participant in receipt of FA resides with his child by a previous marriage. Also in the household is his wife who is an SSI recipient. Based on the filing unit exception rules, the wife is not required to be included in the filing unit because she is a stepparent and has no child(ren) in common with her husband. Therefore, this policy does not apply to this household. The PA father and child will continue to receive PA based on the full standard of needs for two people.

**Example 5:**

A husband receives SNA and his wife receives SSI. The husband will receive a recurring PA grant based on one-half the standard of need for two people.

Refer to the Filing Unit  
Exceptions in the TASB,  
Chapter 13, p. 16

Mass rebudgeting of  
active cases scheduled  
for the end of the year

Although this policy became effective on July 7, 2004, the Office of Temporary and Disability Assistance (OTDA) will be revising the budgeting methodology for these cases and conducting a mass rebudgeting at the end of the year for active PA cases affected by this policy. However, if prior to the mass rebudgeting, an action requiring a budget is done on a PA case affected by this policy, the JOS/Worker must evaluate and rebudget the case appropriately, according to the directions in the "Required Action" section of this directive. In addition, if after rebudgeting the case there is a decrease in the PA grant, no overpayment must be calculated and recouped.

New and reapplying applicant cases containing a SSI individual must be evaluated based on the new policy when eligibility is being determined.

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## REQUIRED ACTION

The JOS/Worker must calculate a budget for new, reapplying or active cases with individual(s) in receipt of SSI who are affected by this policy as follows:

POS Centers

In the POS system, JOS/Workers must:

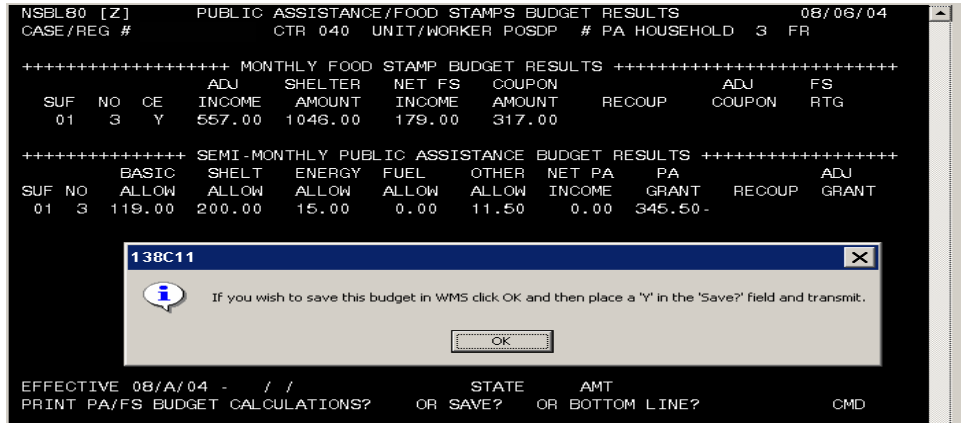
- Make entries in the interview questions as necessary, select **New Budget** in the **Existing Budgets** window.
- Enter the number of SSI individuals whose needs must be included in the budget calculations in the **No. LRR** field on the **Budget (Household/Suffix Financial Needs)** window.
  - Go to the **Budget (Individual Income/Needs)** window.
  - Select the first PA applicant/participant:
    - Select income source code **52** in the **Income Source** field and enter **M** in the **Frequency** field
    - Leave the **Gross** field empty
    - Enter **P** in the **Program** field
  - Click on the “Change Line No” button and select the individual with the SSI income.
    - Review if correct income source code **31** has been entered in the **Income Source** field for the SSI recipient from the SSI income question in the interview and
      - **M** is displayed in the **Frequency** field
      - SSI income in the **Gross** field
      - **F** in the **Program** field

(*Note: If information is not found or incorrect, return to the SSI income question to complete the required information before calculating the budget.*)

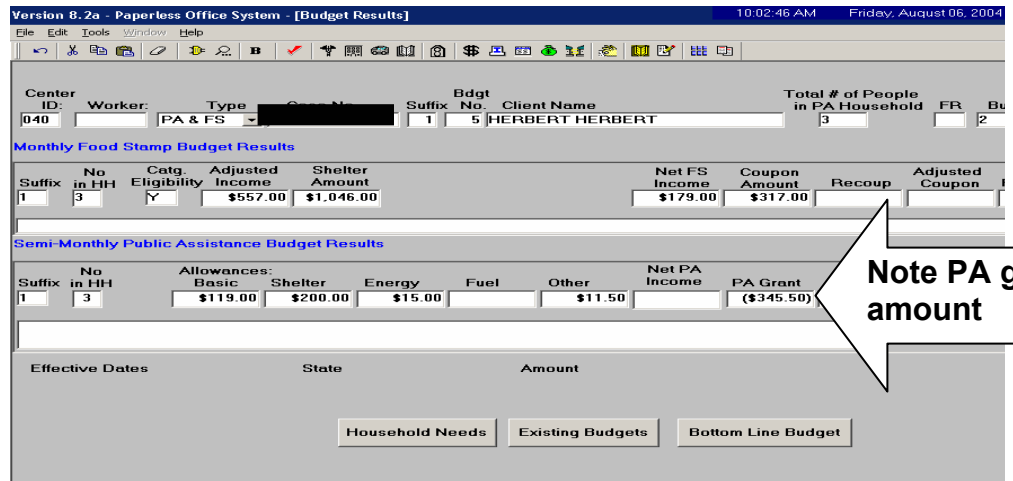
  - Click on the “Calculate/View Results” button.
  - When the prompt appears asking if you want to save the calculated budget, after clicking “OK,” select “N” in the “Save?” field. (*Note: This is for saving the WMS Budget. POS automatically saves every calculated budget whether or not it is saved in WMS.*)

The number of code **52s** entered must equal the number entered in the **LRR** field of the **NSBL02** screen.

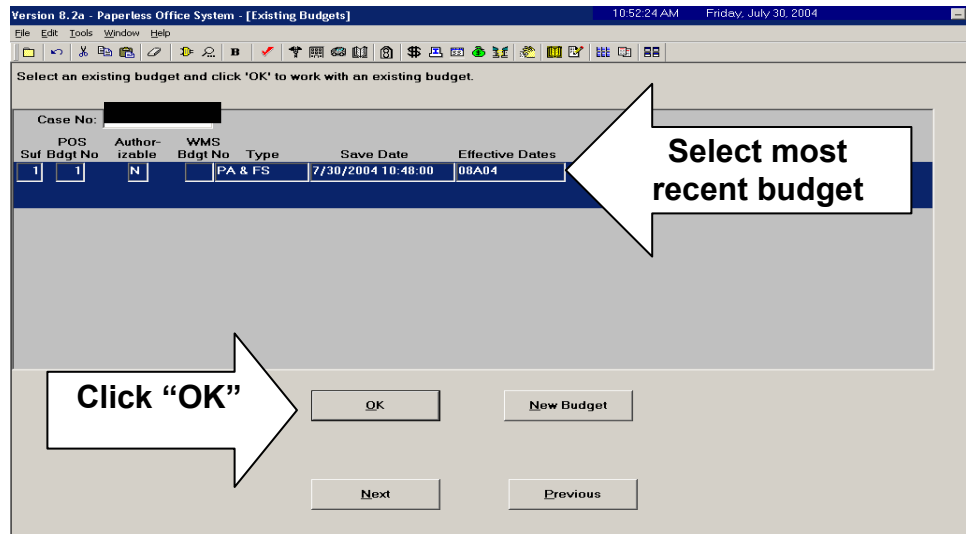
Until OTDA establishes the new budgeting methodology for cases affected by this policy, Workers must use income source code **52** for the SSI individual, regardless of whether or not s/he is a legally responsible relative.



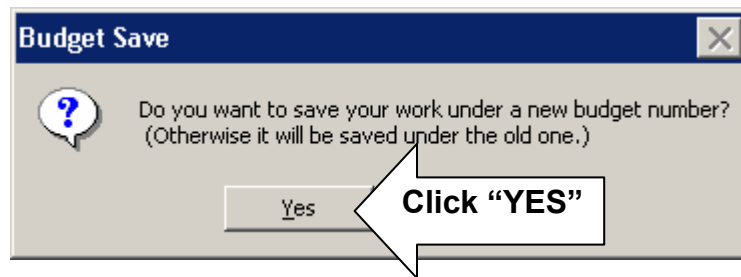
- The POS Budget Results window will appear



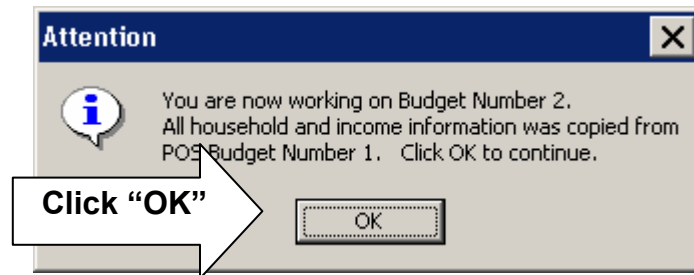
- Note the PA Grant amount and manually calculate the grant proration by dividing the amounts by the number of lines in the household as instructed in the non-POS Center instructions on page 8 of this directive.
- Return to the main POS **Existing Budget** window. POS will display the POS budget numbers of recently calculated budgets, with the most recent budget on the top.
- Select the most recent POS budget number (which has retained the data entered for the calculation just done) and click the “OK” button.




- Click “Yes” when asked if the new budget should be saved under a new POS budget number.



- Click “OK” on the next prompt to continue.



- Go to the first PA applicant/participant’s line and enter the SSI recipient’s share in the **Gross** field.
- Click on the “Calculate/View Results” button.
- Click “Y” in the **Save?** field in the WMS screen.
- Authorize this budget on the TAD.

- Enter a case comment for all actions performed on a case by clicking on the case comment icon  or pressing <ALT>M on the keyboard.
- Scan all non-POS-generated forms and forms signed by the individual into the electronic case record, except Domestic Violence-related documents.

Non-Paperless Office System (POS) Centers

In the Welfare Management System (WMS) budgeting subsystem:

- Enter the number of SSI individuals whose needs must be included in the budget calculations in the **LRR** field on the **NSBL02** screen and transmit to the first Individual Screen (**NSBL06**) of the PA applicant/participant.
- On the **NSBL06** screen of the PA applicant/participant, enter:
  - Code **52** (Income from Legally Responsible Relative) in the **SRC** field.
  - Leave the **GROSS** field blank at this time;
  - Enter **1** (Once per Month) in the **FREQ** field;
  - Enter **P** (PA Only) in the **PROG** field; and
  - Transmit to the line of the SSI recipient(s).
- On the **NSBLO6** screen for the SSI recipient, enter:
  - Code “**31**” (SSI Benefit) in the **SRC** field;
  - The amount of SSI benefit in the **GROSS** field;
  - **1** in the **FREQ** field; and
  - **F** (FS Only) in the **PROG** field.
  - Transmit to the Budget Results screen (**NSBL80**) – **DO NOT SAVE THIS BUDGET**

Reminder: The number of code **52s** must equal the number entered in the **No. LRR** field.

Manually calculating the individual pro rata share from the total standard of need

Using the PA grant information on the **NSBL80** screen, the JOS/Worker must manually calculate each individual’s pro rata share of the standard of need. This is done by dividing the total standard of need for the family (which is the PA grant prior to any recoupment) by the number of individuals in the household including the SSI recipient(s).

For example, after computing a basic budget using the above steps for a household of four, which includes three children under 18 years old and an SSI recipient, it is determined the household’s total standard of need is \$412.50 semimonthly (rounded down). \$412.50 divided by 4 = 103.00 (each person’s semimonthly standard of need). Multiply the semimonthly amount by 2 to obtain the monthly standard of need for each person (\$103.00 x 2 = 206.00).

The monthly standard of need for each SSI recipient must then be applied as income towards the PA household’s total standard of need. This is done as follows:



- Transmit from the **NSBL80** screen back to the Budget Menu screen (**NSBL00**). On the **NSBL00** screen, choose option **08** (Recalculate) and enter the case number.
- Go to the **NSBL06** screen for the PA applicant/participant and enter the SSI recipient’s monthly pro rata share of the standard of need in the **GROSS** field for each income source code **52**. Transmit, save and authorize this budget.

Active cases will receive a CNS notice advising them of the change in benefits. Applying or reapplying household(s) will be informed of all financial determination actions on the Action Taken On Your Application: Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (**LDSS-4013A NYC**) or the Action Taken on Your Application: PART B Public Assistance, Food Stamp Benefits and Medical Assistance Coverage (NYC) (**LDSS-4013B NYC**).

**PROGRAM IMPLICATIONS**

Food Stamp Implications

There is no change in the current policy of including the SSI individual and his/her income in the FS budget. As a result of this new policy, the budgeting will in most cases cause a decrease in PA benefits and an increase in food stamps.

Medicaid Implications

There are no Medicaid implications.

**LIMITED ENGLISH SPEAKING ABILITY (LESA) IMPLICATIONS**

For Limited English Speaking Ability (LESA) applicants/participants, make sure to obtain appropriate interpreter services in accordance with Policy Directive #02-43-OPE.

**FAIR HEARING IMPLICATIONS**

Avoidance/Resolution

Applicants/participants whose benefits are reduced are entitled to request a Fair Hearing. Remember to give the individual an opportunity for a conference/resolution on the issue.

**Conferences** If the applicant/participant comes to the Job Center to request a conference, the Receptionist must alert the Fair Hearing and Conference (FH&C) unit that the applicant/participant needs to be seen by the FH&C Supervisor I/Associate Job Opportunity Specialist I (AJOS I). If the applicant/participant calls the Worker directly, the Worker must tell the applicant/participant to call the FH&C unit.

The FH&C Supervisor I/AJOS I will listen to and evaluate the applicant's/participant's complaint regarding the reduction of PA benefits. After reviewing the case record and discussing the issue with the Worker and Group Supervisor, the FH&C Supervisor I/AJOS I will make a decision. The FH&C Supervisor I/AJOS I is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

**Evidence Packets** All complete and relevant evidence packets must include a copy of the CNS Notice, **LDSS-4013A NYC** or the **LDSS-4013B NYC**, the Budget Results Screen and a detailed History Sheet (**W-25**) and any other information to support the action.

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**REFERENCES** 04 ADM 05  
TASB, Chapter 13, pp. 15–16

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**RELATED ITEMS** 94 ADM 10  
Public Assistance Budgeting Manual, pp. 140–143