



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 DIRECTIVE #08-16-ELI *(This Policy Directive Replaces PD #02-35-ELI)*

CONTINUING CASH ASSISTANCE FOR INDIVIDUALS TEMPORARILY ABSENT FROM THE HOME

Date: April 16, 2008	Subtopic(s): Cash Assistance
AUDIENCE	The instructions in this policy directive are for JOS/Workers at the Job Centers and informational for other staff.
REVISIONS TO THE ORIGINAL PROCEDURE	This policy directive has been revised to clarify information about individuals who are temporarily absent from the home due to military service or who are absent from the home due to incarceration.
POLICY	An individual currently in receipt of Cash Assistance (CA) who is temporarily absent from the household due to illness or other good cause and intends to return to the household, is entitled to a continued CA grant.
Revised	This policy does not apply to individuals who are temporarily absent due to incarceration. Individuals incarcerated more than two weeks are not eligible to receive cash assistance.
BACKGROUND	<p>Social Service rules and regulations allow for the continuation of a CA grant on behalf of a participant who is temporarily absent from the household due to illness or other reasons if the participant:</p> <ul style="list-style-type: none"> • does not leave the United States (US); • establishes the intent to return to the household; and • complies with all agency requirements.

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*

Revised

Refer to [PB #01-92-ELI](#)

Note: Individuals in military service are considered temporarily absent, since US military bases are considered US soil. Workers must consider in full, the needs, income and resources of the temporarily absent household member serving in the military.

The CA grant can continue indefinitely as long as the temporarily absent participant is reasonably expected to return to the home and the conditions listed above continue to exist. An example of this is a minor who is attending a school in another state or district.

Revised

Temporarily absent individuals are budgeted as if they are physically in the household and are eligible for the basic allowance plus energy, shelter, fuel and any other additional allowances.

However, if the temporary absence extends beyond a six-month period, the absent person must submit affirmative evidence of his/her continuing intention to return to the home and that he/she is prevented from returning because of illness or other good cause.

In addition, the temporarily absent participant must continue to be financially eligible for CA in the same or different amount and have continuing contact with the Agency through correspondence or through use of the services of another social services agency located within or outside the state.

Filing unit rules continue to apply to temporarily absent individuals.

Special Temporary
Absence Situations

There are three instances in which the temporarily absent participant will only be eligible for continued shelter and fuel allowance. They are as follows:

- An individual who is temporarily absent from the home, such as a Residential Treatment Center (RTC) who is living in a situation that requires a Personal Needs Allowance (PNA) for Substance Abuse (SA). The PNA is authorized in lieu of his/her share of the basic allowance, energy allowance and fuel;
- A minor who is removed from a CA case and placed into foster care where the needs of the child are provided for by the foster care payments and, the plan is to have the child returned to the home;

- An individual who is in a medical facility and is reasonably expected to return home can be issued an allowance for household expenses for up to 180 days if it is essential to retain the housing and to maintain the home. These payments cannot continue beyond 45 days, unless the Worker has reviewed the individual’s status within the first 45 days and it is expected that the participant will not remain in the facility for more than 180 days and is likely to return home.

REQUIRED ACTION

If the temporarily absent participant meets the criteria for the continuous receipt of Food, Rent and Other (FR&O) grant, the JOS/Worker must annotate the reason(s) for continuance in the POS comment section and ensure that all supporting documentation is properly scanned and indexed.

To continue the issuance of the shelter grant and fuel allowance only, the JOS/Worker must do the following in POS:

POS instructions for continuing shelter/fuel allowance only.

For adults in multi-person households

- Make changes required to close the individual line(s) on the POS TAD window.
- Select the number of adults temporarily absent from the home in the “Fuel (absent from home)” drop down window on the Household/Suffix Financial Needs budget screen.
- Create a “new” budget in the Budget window.
- Authorize the new budget on the TAD.
- Scan all non-POS generated forms and notices that are signed by the participant into the electronic case record.

Revised

For minors

- On the Absent LRR window, click on the “Yes” radio button for the question: “Is Any Child Temporarily Absent from the Home?”
- On the response to the question window that appears, choose the appropriate reason from the “Place of Relocation” drop down.
- Make changes required to close the individual line on the POS TAD window.
- Create a “new” budget in the budget window.
- Authorize the new budget on the TAD.
- Scan all non-POS generated forms and notices that are signed by the participant into the electronic case record.

If POS is unavailable, the Worker must do a manual budget as follows:

For multi-person households

- Calculate a new budget as follows:
 - Enter the number of absent individual(s) in the fuel field of the **NSBLO2** screen.
 - Reduce the number of CA and FS participants by the number entered in the fuel field. **Do not** adjust the shelter amount.
 - Enter the line number of the individual to be removed and transmit to access the individual line screen (**NSLB06**).
 - Enter **CL** in the CA and FS status field of the individual's line and transmit.
- Annotate the TAD to remove the temporarily absent participant from the case.

Note: If removing more than one person, you must access the **NSBL06** screen for each and change the CA and FS status appropriately.

For single person households

- Place the case in a single issuance (SI) status and issue a monthly rent payment via a direct vendor single issuance grant, using code **09**.
- Evaluate the absent participant status every 45 days before continuing payments. At the point the participant returns to the household, the CA case must be activated (AC) immediately.
- if a Safety Net participant who is in a medical facility remains absent beyond the sixth month of absence (180 days), cease the rent payments and close the case using the appropriate code.

**PROGRAM
IMPLICATIONS**

Food Stamp
Implications

Eligibility for Food Stamps (FS) is based on the household composition. Temporarily absent household members must reside in the house at least a majority of the month to be included in the FS household. However, the individual cannot be considered a member of the household during the months he/she is not physically there (e.g., a minor away at boarding school who is having the majority of his/her meals at school cannot remain eligible for FS on his/her parent's/guardian's FS case).

Individuals residing in non-medical RTCs qualify for FS. If the individual is already part of an active CA, FS or NCA case she/he must be removed from the existing case prior to establishment of the RTSC FS case. When the RTSC FS case is established, the individual's FS benefit will be sent directly to the RTC.

Refer to [PB #01-51-ELI](#)

Military households in receipt of Family Subsistence Supplemental Allowance Payments (FSSA) must have that income included in the household's FS calculation as unearned income. This may cause a reduction in or discontinuance of FS benefits.

Medicaid
Implications

There are no Medicaid implications.

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

For Limited English Speaking (LESA) participants, make sure to obtain appropriate interpreter services in accordance with [PD #06-12-OPE](#). For hearing-impaired participants, make sure to obtain appropriate interpreter services in accordance with [PD #06-13-OPE](#).

**FAIR HEARING
IMPLICATIONS**

Avoidance/
Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. To avoid inappropriate adverse actions, review the case record, documentation and WMS to ensure that all information is correct. In addition, applicants/participants must receive adequate and timely notification of all actions taken on their case.

Conferences	<p>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/AJOS I. If the applicant/participant calls the JOS/Worker directly, the JOS/Worker must tell the applicant/participant to call the FH&C unit.</p> <p>The FH&C Supervisor I/AJOS I will listen to and evaluate the applicant's/participant's complaint. 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.</p> <p>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.</p>
Evidence Packets	<p>All complete and relevant evidence packets must include a detailed history, copies of relevant WMS screen printouts and either a detailed History Sheet (W-25) or copies of "Case Notes" screens from NYCWAY in addition to any other information to support the action.</p>

REFERENCES

[18 NYCRR 349.4\(a\)\(2\)](#)
[18 NYCRR 352.30\(a\)](#)
[Temporary Assistance Source Book](#), Chapter 29, pp. 531-532
[Food Stamp Source Book](#), p.108
[00 INF-15](#)
[01 INF-25](#)
[01 TA/DCO42](#)

RELATED ITEMS

[PD #01-51-ELI](#)
[PB #01-92-ELI](#)
[PD #00-33R](#)