



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Administrative Directive

Section 1

Transmittal:	05-ADM-12
To:	Local District Commissioners
Issuing Division/Office:	Division of Employment and Transitional Supports Bureau of Shelter Services
Date:	June 27, 2005
Subject:	Reporting of Room & Board Arrangements
Suggested Distribution:	TA Directors Housing Administrators
Contact Person(s):	Bureau of Shelter Services John Barry 518-486-7738 or e-mail John.Barry@otda.state.ny.us
Attachments:	None
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
05 ADM-03 96 ADM-20 94 ADM-20 92 ADM-46 86 ADM 37		18NYCRR 352.8 18NYCRR Part 900			

Section 2

I. Summary

This directive announces new reporting requirements regarding room and/or room & board arrangements utilized by local districts to provide temporary or emergency housing. Districts will be required to notify OTDA whenever a single entity or organization has housed twenty or more homeless families through the use of a room & board arrangement during the previous three months. This information must be reported within thirty days of the date of this release and annually thereafter.

II. Purpose

OTDA 05-ADM-12
(Rev. 6/2005)

The purpose of this ADM is to inform local social services districts of a new regulatory amendment requiring districts to notify OTDA whenever a single entity or organization has continuously housed twenty or more homeless families in one or more residential structures throughout the previous three months. Notification for 2005 must be made within thirty (30) days from the issuing date of this release and annually on the 15th day of April thereafter, and need only be made if the social services district pays a room or room and board allowance to the entity or organization pursuant to 18NYCRR352.8 (b) (1). Social services districts are not required to notify the Office when seeking reimbursement for the use of hotel/motels to shelter families pursuant to Part 352.3 (e) of 18NYCRR, or for a facility that has been approved pursuant to Part 900 of 18NYCRR.

III. Background

Social services districts utilize a number of temporary housing settings to shelter homeless families. If the temporary housing is not a facility that has been approved pursuant to Part 900, the temporary housing is generally paid via a room or room and board arrangement pursuant to 18NYCRR 352.8 (b) (1). Families in temporary housing often require services to reduce the length of stay in such arrangements. This regulatory change will allow OTDA to better evaluate such room and room and board arrangements in terms of the cost effectiveness of the arrangement, the adequacy of services provided and the available temporary housing resources in the social services district.

IV. Program Implications

After reviewing the notification, the Office may require that the district submit an operational plan for such residential structure or structures pursuant to Part 900 of 18NYCRR. The operational plan information will be used to determine the appropriateness of the rate charged and to evaluate the services designed to reduce the length of homelessness of the families. After reviewing the operational plan, the Office may require that the residential structure or structures be operated in accordance with Part 900 of 18NYCRR.

A social services district may submit a request to the Office stating the reasons why it believes the requirement to submit an operational plan should be waived. A waiver request may be approved at the discretion of the Office for good cause shown including, but not limited to, the cost effectiveness of the current arrangement, the adequacy of services provided and the available temporary housing resources in the social services district. A waiver request approved by the Office will remain in effect only for so long as the Office determines it to be appropriate, based upon the continuation of the factors that led to the approval of the waiver.

V. Required Action

Notification for 2005 must be made within thirty days from the issuing date of this release and annually on the 15th day of April thereafter, and need only be made if the social services district pays a room or room and board allowance to the entity or organization pursuant to 18NYCRR352.8 (b) (1). Notification should cover the previous three months and must include the name and address of the entity or organization that the allowance is paid to, the number of families housed and the rate paid. Additionally, notification must include narrative regarding the arrangements for providing access to services and a description of the extent to which the Independent Living Plan (ILP) is being utilized. Social services districts are not required to notify the Office when seeking reimbursement for the use of hotel/motels to shelter families pursuant to Part 352.3 (e) of 18NYCRR or for a facility that has been approved pursuant to Part 900 of 18NYCRR.

Additionally, 05 ADM-3 “Establishing the Standard of Need and Budgeting Income for Persons not Residing in Their Own Homes (18NYCRR 352.8)”, issued on January 27, 2005, formerly required social services districts to notify the Division of Employment and Transitional Supports by March 31, 2005, and annually by March 31st each year thereafter, of all locally negotiated rates (room and room and board operated by a not-for-profit entity and maternity homes-if applicable). To prevent social services districts from having to submit information twice, 05-ADM-03 Reissued eliminates this requirement. The required information should now be submitted in accordance with this directive. Notification must also include all negotiated room and room and board provided to a not-for-profit entity regardless of the purpose or the number of people served, including singles shelters and maternity homes.

This information must be sent to:

Office of Temporary and Disability Assistance
Division of Temporary Assistance
Attention: Bureau of Shelter Services
40 North Pearl Street
9th Floor
Albany, New York 12243-0001
FAX (518) 474-7058

VI. Systems Implications

There are no systems changes associated with this Directive.

VII. Additional Information (Optional) The following are examples to clarify this directive:

Example #1

1 Provider, 1 Site:

January: 19 Families

February: 19 Families

March: 19 Families

No need to report. Does not exceed 20 families housed at any time during the reporting months

Example #2

1 Provider, 1 Site

January: 8 Families

February: 20 Families

March: 8 Families

Must Report. Exceeds 20 families housed at one time during reporting months

Example #3

1 Provider, Multiple Sites

January: 12 Families Site A and 13 Families Site B.
February: 9 Families at Site A and 10 Families at Site B
March: 9 Families at Site A

Must Report. Exceeds 20 families housed by a single provider at one time during reporting months

VIII. Effective Date 1/12/05

Issued By _____

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Division of Employment and Transitional Supports