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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 91 INF-8

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: February 6, 1991

SUBJECT: SSI: Budgeting of Income of Persons Living with ADC  
 Households

SUGGESTED

DISTRIBUTION: Directors of Income Maintenance  
 Public Assistance Staff  
 Food Stamp Staff  
 Medical Assistance Staff  
 Staff Development Coordinators

CONTACT PERSON: Dorothy O'Brien, Bureau of Income Support Programs  
 at 1-800-342-3715, extension 4-6853.

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
90 ADM-8	90 INF-22	352.30	131-a	PASB	
82 ADM-75		372	350-j	Section	
81 ADM-61				XII-H-1	
90 INF-22				thru H-4	
88 INF-59				XIII-D-5.1	
				thru	
				D-8.19	
				X-All	
				FSSB	
				XII-G-3	

I. PURPOSE

1. To clarify the correct budgeting procedures to follow when an SSI recipient is living with an Aid to Dependent Children (ADC) household and the SSI recipient is applying for supplemental PG-ADC (HR-PG in NYC) or EAF.
2. To stress the importance of exploring the use of EAF for those SSI recipients eligible for a supplemental payment.
3. To clarify that supplemental payments should be made to the landlord by voucher, whenever possible.
4. To advise local districts about the proper treatment of the supplemental payment when calculating the household's food stamp benefit.

This informational letter replaces and cancels 90 INF-22.

II. PROCEDURES

As a result of a number of court suits, it has been the Department's policy that an ADC grant cannot be reduced due to the presence of an SSI recipient in the household. Therefore, when an SSI recipient applies for Home Relief, PG-ADC, HR-PG or EAF, incremental budgeting (rather than proration) is used to determine the needs of the SSI individual. This most often occurs in temporary housing situations. This budgeting maximizes ADC funding for these households and assures that the ADC grant is not reduced. Persons with AIDS or HIV-related illnesses, who are in permanent housing and request emergency shelter allowances, continue to be budgeted according to the methodology described in 90 ADM-8.

If the SSI recipient is entitled to a PG-ADC/HR-PG or EAF supplement, the supplemental payment should, whenever possible, be made by voucher to the landlord or shelter provider.

A. Budgeting Methodology

The following is a list of steps the worker should use to budget cases whenever an SSI recipient is living with an ADC household and application is made for supplemental HR, PG-ADC/HR-PG, or EAF in order to meet the SSI recipient's needs:

1. First, the worker determines the needs of the household with the SSI recipient included.
2. Next, the worker determines the needs of the ADC household alone.

When calculating the shelter needs in the first two steps, the needs of the SSI recipient are to be considered last.

Example 1

Three ADC recipients live with an SSI recipient and the household is in temporary housing. The hotel charges \$16.00 per day for the first person and \$11.00 per day for each additional person. When calculating the shelter needs, the SSI recipient's needs are considered last, i.e., \$11.00 per day.

Example 2

Another family is in temporary housing. There are three members of this household, two are on ADC and one is on SSI. This temporary shelter charges the same for two people as it does for three. The SSI recipient's needs are considered last. Therefore, there is no shelter need for the SSI recipient.

Note: When the worker cannot determine the specific shelter costs for each household member, the worker can prorate the shelter costs to each household member.

3. The difference between the needs with the SSI recipient in the household and the ADC household alone are considered to be the needs of the SSI recipient.

Example 3

A family of four is residing in a hotel; the mother and two of the children are on ADC, while one child is on SSI.

The total needs of the family in the hotel are as follows:

	<u>4 People</u>
Basic Allowance	\$ 307.00
Home Energy Allowance	38.70
Supplemental Home Energy Allowance	30.00
Restaurant Allowance (extra allowance for 3 children)	364.00
Hotel Charge (\$16/\$11/\$11/\$11 per day multiplied by 30 days)	<u>1,470.00</u>
Total Needs (rounded down)	\$2,209.00

In budgeting this case, the worker next determines the needs of the ADC household alone. These needs are:

	<u>3 People</u>
Basic Allowance	\$ 238.00
Home Energy Allowance	30.00
Supplemental Home Energy Allowance	23.00
Restaurant Allowance (extra allowance for 2 children)	264.00
Hotel Charge	<u>1,140.00</u>
Total Needs (rounded down)	\$1,695.00

The needs of the SSI recipient are the incremental difference between the needs of the ADC recipients and the total household needs, as follows:

Household Needs (Includes SSI recipient)	\$2,209.00
Needs of ADC Recipients	<u>-1,695.00</u>
SSI Recipient's Incremental Need	\$ 514.00

Since the needs of the SSI recipient are more than the SSI live with others rate of \$409.00, the SSI recipient is eligible for supplemental benefits of \$105.00 per month (\$514.00 - \$409.00).

Note: If the needs of the SSI recipient are less than or equal to the amount of the SSI check, the SSI recipient is not eligible for supplemental HR or PG-ADC (or, for an SSI recipient under age 21, EAF).

The worker must then examine if the child is eligible for EAF. If the child is not, the supplemental benefit will be paid under PG-ADC (or HR-PG in NYC).

B. Food Stamps

The supplemental payment made by a local district for an SSI recipient residing in temporary housing is excluded as income for food stamps if the payment is made to a third party.

C. WMS

1. Upstate

If EAF is used on a recurring basis in a hotel/motel, public assistance budgeting procedures as described in II.A must be used. When this occurs the SSI person should be classified as case type PG-ADC (case type 14) and payment lines authorized on the DSS-3209 and claimed as EAF by using special claiming category code F.

2. NYC

Modifications will be requested for WMS for the creation of additional need-type codes for supplemental HR-PG and supplemental EAF. HRA will be notified via ABEL transmittal when these values are available in the production environment.

D. Additional Information

When there is a child under age 21 in a case in a temporary housing situation (i.e., homeless in a hotel/motel), eligibility for EAF must be explored whenever ADC eligibility does not exist. This includes situations in which the child under age 21 is an SSI recipient.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance