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 | ADMINISTRATIVE DIRECTIVE |  
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TRANSMITTAL: 92 ADM-47

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: November 23, 1992

SUBJECT: HEAP and Eligibility for the Food Stamp Standard Utility  
 Allowances (SUA's)

SUGGESTED  
 DISTRIBUTION:

Food Stamp Staff  
 Public Assistance Staff  
 Staff Development Coordinators

CONTACT  
 PERSON:

Food Stamp County Representative  
 at 1-800-342-3715, extension 4-9225

ATTACHMENTS:

Attachment I - WMS Shelter Type Codes Rest-of-State -  
 available on-line  
 Attachment II - WMS Shelter Type Codes NYC -  
 available on-line

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		387.1	CFR	FSSB	ABEL Trans.
		387.12(e)(3)	273.9(d)(6)	X-D-2	92-1, 92-3,
		(v)(a)(b)		thru X-D-4	92-4, and
		and (c)		XI-D-All	FS-B-92-2.
				V-E-1	GIS 92
				v. 3.1 to	IM/DC004
				3.4	

I. PURPOSE

The purpose of this directive is to inform social services districts of a change in policy regarding the entitlement of Food Stamp households to the heating/cooling Standard Utility Allowance (SUA). It is also to introduce a restructuring of the SUA amounts for heating/cooling, utilities and telephone.

II. BACKGROUND

Previous Food Stamp policy specified that a household which incurred a cost for heating and/or cooling separate and apart from rent was entitled to include that cost as part of the household's Food Stamp shelter expense. A household could choose to use the actual amount paid out-of-pocket or the State established heating/cooling SUA as the amount of the cost.

Entitlement to a SUA was not affected by receipt of a Home Energy Assistance Program (HEAP) payment which was used to pay all or part of the household's heating/cooling cost. A Food Stamp household which also received a HEAP payment was entitled to claim the actual out-of-pocket expense or the heating/air conditioning SUA as a Food Stamp shelter cost, if the household incurred a heating and/or cooling cost separate and apart from rent cost.

Many households which have heat and/or cooling included in rent costs receive HEAP payments. These households, however, were not permitted to claim an actual or SUA heating/cooling cost as a Food Stamp shelter expense because the cost was not incurred separate and apart from rent.

The United States Department of Agriculture (USDA) recently clarified the policy regarding Food Stamp households entitled to receive HEAP benefits. The policy is that Food Stamp households which receive HEAP benefits are deemed to have incurred out-of-pocket energy expenses and are, therefore, eligible for the heating/cooling SUA, even if the cost of heating and/or cooling is included in the cost of rent.

As part of the process of defining and implementing this new policy, other States were contacted regarding their SUA policy and procedures. Information acquired during these contacts resulted in the decision to revise the current three-tiered SUA standards.

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III. PROGRAM IMPLICATIONS

A. Eligibility for Heating/Cooling SUA

The policy requires workers to determine if a Food Stamp household, which does not incur heating or cooling costs separate from rent, is eligible for a heating/cooling SUA based on the household's eligibility for a HEAP payment. However, usually it will not be necessary to determine if the household actually received a HEAP payment during the last HEAP payment season. All Public Assistance and Non Public Assistance Food Stamp households which reside in a HEAP-eligible living situation are deemed eligible for the heating/cooling SUA based on presumptive eligibility for the HEAP benefit which will be paid during the next HEAP season. For example, a household which resides in a HEAP-eligible living situation begins receiving Food Stamp benefits in July 1992. The household is eligible for a heating/cooling SUA, even if it did not receive a 1992 HEAP payment. This is because the household is presumptively eligible for the 1993 HEAP benefit which will be paid after October 1992.

This change in eligibility for the heating/cooling SUA was very beneficial for the New York State Food Stamp Program. Benefits increased to households previously ineligible for the SUA. Payment errors will decrease because a majority of all FS households will automatically be entitled to the heating/cooling SUA based on their living situation. Case processing was simplified.

B. Restructured SUA's

The restructuring of the SUA's for heating/cooling, utilities, and telephone also increased benefits, decreased case processing work and decreased payment errors. There are still three SUA's. However, each SUA has been increased to include the other type expenses which are associated with the household's energy related shelter costs.

The SUA for heating and cooling has been increased to include costs for utilities and phone. All households which pay for heating and/or cooling or which are presumptively eligible for a HEAP payment are entitled to the new heating/cooling SUA. Costs for the operation of devices used to air condition (i.e. to filter air and regulate its humidity and temperature) are considered cooling expenses for purposes of this SUA. Costs for the operation of a fan are not considered cooling expenses for purposes of this SUA. No separate inquiry regarding whether the household incurs utility and/or telephone expenses is required.

The SUA for utilities has been increased to include the cost of a telephone. Households which do not incur a cost for heating and/or cooling separate and apart from rent and which are not

presumptively eligible for a HEAP payment, are entitled to this standard if a cost for utilities, separate and apart from rent is incurred. No separate inquiry regarding whether the household incurs a cost for telephone is required.

Households which do not pay for heating and/or cooling or utilities separate and apart from rent and are not presumptively eligible for HEAP may use the SUA for telephone if a cost for a telephone, separate and apart from rent, is incurred.

A list of the current SUA amounts for each county is included as an attachment to this release.

IV. REQUIRED ACTION

A. Determining HEAP Eligible Households

As of the 1992 HEAP heating season, all PA and NPA Food Stamp households which incur a heating cost directly as a bill from a heating vendor or indirectly because heating is included in the rent cost, are eligible for a HEAP benefit, with two exceptions. Households residing in public or subsidized housing are eligible for HEAP only if they incur a heating cost directly as a bill from a heating vendor. Public or subsidized housing households whose rent includes heat or who pay a set excess heating charge to the landlord are not eligible for HEAP. Also, households in any type housing which incur a direct cost for heating but have that cost paid by a third party living outside the household are not eligible for HEAP.

PA and NPA Food Stamp households are considered to be paying a direct or indirect cost for heat and therefore entitled to a HEAP benefit if they own their own home, pay rent to a private landlord, pay rent for public or subsidized housing where heat is not included in the rent, live in a hotel/motel on a permanent basis, live in a commercial rooming house or receive public assistance rent supplement payments (WMS Shelter Type Code 20). PA and NPA Food Stamp households are not eligible for HEAP if they are undomiciled, pay rent for public or subsidized housing where heat is included in the rent, live in a hotel/motel on a temporary basis, or live in a migrant labor camp, a congregate care facility, a drug or alcohol residential treatment center, a homeless shelter or a domestic violence shelter.

A PA or NPA FS household which pays "room only" to a private individual (WMS shelter type code 11) is not eligible for HEAP but is entitled to a prorated share of the heating/air conditioning SUA if someone else in the dwelling unit received a HEAP payment during the most recent HEAP heating season while living in the dwelling unit or is a PA or NPA FS recipient who is presumptively eligible for a HEAP payment. (See FSSB Section IV.E. regarding proration).

Listings of all WMS shelter type codes for both New York City and social services districts outside New York City arranged by HEAP eligible and ineligible, are included as an attachment to this release. These lists include living situations in which persons are not eligible for Food Stamps (e.g. room and board).

The criteria for HEAP eligibility is established each year and, therefore, may change in the future. If changes to HEAP eligibility which effect Food Stamp SUA policy are made, a food stamp policy directive will be issued. However, it is recommended that Food Stamp program managers also keep up-to-date on HEAP program and policy directives.

B. Including a Heating/Cooling SUA in the Food Stamp Budget

In the past, workers needed to indicate on the ABEL budget if the household was entitled to a heating/cooling SUA. With this change in policy, a heating/cooling SUA is automatically generated on ABEL budgets for households residing in their own homes, paying private rent, living permanently in a hotel/motel, living in a commercial rooming house or receiving a rent supplement.

There is no change to the type of information PA workers statewide and NPA/FS workers in New York City will have to collect regarding shelter type for WMS case processing and ABEL budgeting. NPA/FS workers in counties outside New York City must now begin collecting and coding into WMS information regarding shelter type. All NPA/FS workers must now begin using the WMS fuel type codes.

C. Households Not Eligible for HEAP

The worker must still obtain information about incurring utilities or telephone expenses to determine eligibility for the utility SUA or the telephone SUA for households which do not pay heating and/or cooling separate and apart from rent and which are not eligible for HEAP. See the Food Stamp Source Book (FSSB) V-E-1 and XI-D regarding case processing and verification for these types of households. The worker will need to indicate on the ABEL budget that the utility or telephone SUA is applicable to the case. It is particularly important to review households residing in public or subsidized housing where heat is included in rent to determine if utility or telephone costs are incurred to determine eligibility for the utility or telephone SUA.

It is also important to review households not eligible for HEAP to determine if they incur a cooling cost, other than a landlord excess charge (see FSSB section IV.F.). Households not eligible for HEAP but which pay for cooling are entitled to use the heating/cooling SUA. This situation most frequently occurs in public/subsidized rent situations where the cost of heating but not utilities is included in the rent.

There is another situation in which a household not eligible for HEAP may be eligible for a heating/cooling SUA. Persons who reside in an OMH/OMRDD support/supervised apartment are entitled to use this SUA if costs for heating or air conditioning are incurred. These households are not eligible for HEAP. There are very few of these type households in the state.

D. Actual Costs

The policy regarding using actual costs, if they exceed the SUA, has not changed. Any household which pays actual costs that are higher than the SUA may use the actual cost(s) as the shelter expense. However, since the components of the SUA's have changed, there is a difference in how actual costs must be determined.

Actual costs for a household which is eligible for a heating/cooling SUA now include the actual amounts paid for heating and/or cooling, all utility related expenses and telephone. The actual costs for a household eligible for a utility SUA now include all utility related expenses and telephone. See FSSB section XI-D-1 regarding expenses which are considered utility related expenses.

Food Stamp households must be informed of the option to use actual costs. However, the worker is not required to document and calculate actual costs for Food Stamp shelter expense purposes unless requested by the applicant.

E. Separate Households Living Together (Proration)

Proration of SUA's is a very error prone procedure. The HEAP/SUA policy could increase this type of error because more Food Stamp households will be entitled to the heating/cooling SUA. It is important that workers and supervisors carefully review household living circumstances to determine if any SUA should be prorated. It is also important to understand and correctly use ABEL proration procedures.

1. Households in HEAP-eligible living situations

The new HEAP/SUA policy has implications regarding entitlement to and proration of the heating/cooling SUA when more than one household is living together in the same dwelling. HEAP payments are intended to cover expenses for the entire dwelling unit. Therefore, each Food Stamp household which resides in a HEAP eligible dwelling unit is considered to be presumptively eligible for HEAP and, entitled to a prorated share of the heating/cooling SUA. Each Food Stamp household in the dwelling unit is entitled to this prorated share even if the HEAP payment is made to or on behalf of another Food Stamp or non-Food Stamp household residing in the dwelling unit. Further, in HEAP

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eligible living situations where a direct cost for heating/cooling is incurred separate and apart from rent, it is no longer necessary to determine if each Food Stamp household residing in the dwelling unit is contributing toward the heating and or cooling cost. Each Food Stamp household, even those not contributing toward the actual cost, is entitled to a prorated heating cooling SUA because of eligibility for HEAP.

2. Households not eligible for HEAP

The procedure for prorating SUA's for households which are not eligible for HEAP but which incur an actual cost for heating and or cooling, utilities or telephone separate and apart from rent has not changed. In this situation, each household which pays some part of the actual incurred cost is entitled to a prorated share of the appropriate SUA. It is not necessary to determine the actual amount a household pays toward the incurred cost. It is only necessary to determine that a household contributes some amount toward the payment.

3. Proration When Persons Not Receiving FS Are in the Household

When Food Stamp recipients reside with persons not receiving food stamps, other than ineligible individuals as defined in FSSB X-D-2 thru X-D-4, all persons not receiving Food Stamps are to be considered one household. Any SUA's for which the FS household is eligible are then prorated by the number of households. For example, three people live together, one person receives food stamps as a household of one. Neither of the other two persons receive Food Stamps. For proration purposes, there are two households in the dwelling unit. The proration factor is  $\frac{1}{2}$ .

FSSB sections X-D-2 through X-D-4 discuss ineligible individuals and proration within a Food Stamp household. These policies are not changed.

4. Costs in Excess of Prorated Amount

Households which can document payment of costs in excess of a prorated SUA amount may use actual costs as a shelter deduction. Any other household in the dwelling remains entitled to the prorated SUA.

5. Roomers (WMS Shelter Type 11)

WMS Shelter Type Code 11 "Roomer" is used to indicate that someone is a roomer in a private home. Roomers in a commercial rooming house are coded "01" Private Rent. Roomers in private homes are not eligible for HEAP; roomers

in commercial rooming houses are eligible for HEAP. Please note that Public Assistance rules prohibit any one being designated as a roomer when two separate PA households live together. The only exception is when there are no lines of legal responsibility between two households and each household has a separate agreement with the landlord. These situations are extremely unusual, however.

Although not eligible for HEAP, a roomer household in a private home is entitled to a prorated share of the heating/cooling SUA if someone else in the dwelling unit is presumptively eligible for HEAP (i.e. receives Public Assistance and/or Food Stamps and the dwelling unit is a HEAP eligible living type) or received HEAP during the last heating season while residing in the dwelling unit. This is easily determined by using WMS inquiry. The situation where no one in the dwelling unit is receiving Public Assistance and/or Food Stamps except the members of the roomer household is the one instance where the worker has to determine if a HEAP payment was actually made for the dwelling unit in the past. If a HEAP payment was not made in the past and there is no presumptive eligibility for HEAP in the dwelling unit, the roomer households case should be reassessed after the next HEAP payment period to determine if the non-roomers in the dwelling unit applied for and received HEAP. If this happens the roomer household's budget must be adjusted to include a prorated heating/cooling SUA.

When two households live together, it is very important to make an accurate assessment regarding whether the households are in a shared expenses or a roomer living situation. This distinction is important to assure that entitlement to HEAP payments is accurately determined and a Food Stamp household receive a heating/cooling SUA to which it is entitled. Households which pay amounts that are specified to be for heating and/or utilities should not be classified as roomers. This includes situations when the household makes a single payment for rent with heat and/or utilities included. Roomer designation should only be used when a single amount is paid for room only and no part of the payment is specifically designated to be for heating and/or utilities.

Workers need to be aware that the way in which questions are phrased or the type of documentation requested can significantly effect the households response about how payment of expenses is handled within the dwelling unit. If the PA or NPA household indicates it is a roomer household, the worker has the responsibility to make sure the household understands the difference between shared living expenses and roomer living arrangements. Local

district managers should review local procedures and documentation forms to make sure all workers obtain standardized and complete information. Reasons for the worker's decision regarding living type should be completely and accurately recorded in the case record to prevent a disagreement if the case is reviewed as part of the Quality Control sample.

F. Heating and Utility Costs Charged by Landlord (Excess Charges)

Previous policy specified that a household was entitled to use a SUA only if incurred expenses for the dwelling unit were determined by a separate meter or other individual method. In situations where a landlord charged a set fee, sometimes called excess charges or surcharges, for heating and/or cooling, utilities, or telephone, the household was permitted to use only the actual cost charged by the landlord.

Landlord charges may be on-going and required to be paid at regular intervals. They may also be occasional or one-time only charges.

The HEAP/SUA policy changes this for HEAP eligible households which pay a landlord charge for heating. Households residing in HEAP-eligible living situations now may use the heating/cooling SUA or the landlord charge combined with utility and phone actual costs, whichever is higher, as a shelter cost. Households not eligible for HEAP which pay a set amount to a landlord for heating/cooling, utilities and/or phone may still use only the actual cost charged by the landlord as an expense. Please note that households residing in public or subsidized housing which pay a landlord charge for heating are not eligible for HEAP. Also note that a household could be entitled to a utility or telephone SUA and also a deduction for a landlord heat and/or cooling charge cost.

In the past, misunderstanding of the policy regarding landlord charges has caused payment errors. The SUA/HEAP policy will eliminate many of these errors. However, this area is still error prone. Social Services district procedures should be reviewed to assure the following:

1. Landlord charge budgeting is used only if the fixed amount is paid to a person who does not reside in the dwelling unit. When two or more Food Stamp households reside together in the same dwelling unit and one household pays a share of costs for heating and/or cooling, utility or telephone to the other household, actual costs or SUA's are prorated based on the number of households.
2. Amounts of landlord heating and/or cooling, utility, or telephone charges should not be added to the household's rent amount. Since WMS will automatically generate a heating/cooling SUA amount for certain

shelter types, increasing the rent amount by the landlord excess charge could result in a total shelter cost that includes both an automatically generated SUA and an actually incurred landlord charge amount. ABEL procedures for indicating landlord charges in the appropriate expense field must be followed.

3. Budgeting for households residing in public or subsidized housing is particularly error prone in this area because there are many different types of rent and energy related payments made by or on behalf of these households. Payments made for heating, air conditioning, or utilities must be carefully reviewed to determine if they are a set-fee landlord charges or incurred costs entitling the household to an SUA.

G. Verification

1. Fuel Type

Public Assistance procedures regarding verification of fuel type have not changed. These procedures now also apply to the Food Stamp part of the case.

New verification procedures regarding fuel type are now required for NPA/Food Stamp households. In the past, before a household was entitled to use a heating/cooling SUA, it was required to verify if a cost for heating was incurred. The HEAP/SUA change eliminates the requirement to verify that a cost incurred. However, it introduces a requirement to verify the type of heat used if a household incurs a cost for heating separate and apart from rent and the household has the responsibility for paying the heat bill. This usually means that the bill is in the name of some one who lives in the household. However, the bill can be in the name of some one who does not live in the dwelling unit with some one in the household actually responsible for making the payments. Although documenting fuel type is a new requirement, the sources of verification are the same as were needed to verify the old requirement regarding incurring expenses.

In situations where more than one household lives in a dwelling unit, the household that is not responsible for paying the fuel bill is not required to verify fuel type. This is true even if the household responsible for the bill does not receive Public Assistance and/or Food Stamps. However, a fuel type still must be entered on the WMS budget for the NPA-Food Stamp household which is not responsible for paying the fuel bill. In this situation the code which most accurately reflects the household's statement regarding fuel type is used. If the household does not have any information about fuel type, Fuel Type Code "0" Heat Included in Shelter Costs should be used.

2. Public/Subsidized Housing - More Than One Household Living Together.

As previously explained, persons residing in public/subsidized housing are entitled to a heating/cooling SUA only if actual costs are incurred. This information must be verified.

This has special implications when more than one household resides in a dwelling unit. In this situation, each Food Stamp household must verify that costs are incurred. This may sometimes be difficult if the Food Stamp household does not contain the person responsible for paying the heating/cooling bill. The worker must assist the household in obtaining the necessary information. In many instances, the household responsible for the bill will be receiving Public Assistance and/or Food Stamps or will have received HEAP during the last payment period while residing in the same dwelling unit. The worker can obtain this information from WMS. Also, if the worker has knowledge that the specific public housing in question requires separate payment for heating, the workers statement in the case record is sufficient verification. When verification using these sources is not possible, the Food Stamp household will need to obtain verification from the household responsible for paying the fuel bill. Households which are unable to verify incurred costs, even after the worker provides assistance in attempting to obtain the verification, are not entitled to use the heating/cooling SUA.

H. Implementation

All households in social services districts outside New York City receiving Food Stamps which are presumptively eligible for HEAP but which are not receiving a heating/cooling SUA were mass rebudgeted in March to change benefits effective May 1, 1992. Households in New York City were mass rebudgeted in May to change benefits for June 1, 1992.

I. Correcting HEAP Ineligible Cases Which Were Mass Rebudgeted to Receive the SUA

The mass rebudgeting for NPA/FS households in social services districts outside New York City was done without any information regarding shelter type. Also, both in New York City and in districts outside of New York City, it was not possible to identify all households entitled to a prorated rather than an entire heating/cooling SUA. USDA was informed that the only way a mass rebudgeting could be done quickly enough to meet the directive for an immediate change was to allow these HEAP ineligible and prorated SUA households to be mass rebudgeted to receive the heating/cooling SUA

inappropriately. USDA has agreed to this plan provided that any case error is corrected by the next recertification after the mass rebudgeting. Cases with an incorrect SUA will not be counted as quality control errors during the period between the mass rebudgeting and the household's next recertification if the error is due solely to the changes made during the mass rebudgeting. Workers must review each household at recertification and remove or correct the SUA, if appropriate. Overpayment claims are not to be established for these households.

V. WMS IMPLICATIONS

A. Districts Outside New York City

Upstate MRB/A

The SUA MRB/A, delivered on March 21 and 28, 1992 (Initial Phase March 13), rebudgeted FS for the SUA change. ABEL Transmittal 92-1 explained details of the automated support and necessary follow-up.

Upstate ABEL

In order to effect this change in policy, FS workers are now required to enter a Shelter Type Code and Fuel Type Code on the ABEL FS Input screen. A complete description of ABEL procedures is contained in ABEL Transmittal 92-1, 92-3, and 92-4.

B. New York City

Downstate MRB

An MRB delivered on May 1992 rebudgeted all cases eligible for the SUA. The new budgets were effective for June 1992 benefits.

Downstate ABEL

ABEL was modified to budget the new FS SUA's. Full details were issued in an ABEL transmittal FS-B-92-2.

VI. EFFECTIVE DATE

The procedures discussed in the directive are effective November 1, 1992 retroactive to May 1, 1992.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Economic Security

STANDARD UTILITY ALLOWANCES  
EFFECTIVE 10/1/92

<u>County</u>	<u>Heating Cooling</u>	<u>Utilities</u>
Albany	309	163
Allegheny	316	167
Broome	311	162
Cattaraugus	317	167
Cayuga	318	166
Chautauqua	317	167
Chemung	316	164
Chenango	315	165
Clinton	336	176
Columbia	325	169
Cortland	308	161
Delaware	320	166
Dutchess	338	173
Erie	317	167
Essex	335	176
Franklin	335	176
Fulton	309	163
Genesee	312	164
Greene	338	173
Hamilton	335	176
Herkimer	315	166
Jefferson	309	163
Lewis	328	172

<u>County</u>	<u>Heating Cooling</u>	<u>Utilities</u>
Livingston	313	163
Madison	316	166
Monroe	314	164
Montgomery	309	163
Nassau	374	190
New York City	397	192
Niagara	316	166
Oneida	316	166
Onondaga	316	166
Ontario	316	166
Orange	336	174
Orleans	310	163
Oswego	308	163
Otsego	317	165
Putnam	342	173
Rensselaer	315	166
Rockland	357	175
St. Lawrence	327	172
Saratoga	316	166
Schenectady	308	163
Schoharie	336	176
Schuyler	318	164
Seneca	320	166
Steuben	321	169
Suffolk	402	190
Sullivan	348	180

<u>County</u>	<u>Heating Cooling</u>	<u>Utilities</u>
Tioga	319	166
Tompkins	318	166
Ulster	338	173
Warren	309	163
Washington	315	166
Wayne	318	166
Westchester	359	177
Wyoming	314	165
Yates	320	166

Telephone Standard - All Social Services Districts - \$34

WMS SHELTER TYPE CODES OUTSIDE NYC

HEAP Eligible Shelter Types

- 01 Rent Private (Including Trailer Lot)
- 03 Own Home (Including Trailer)
- 05 Hotel/Motel Permanent
- 20 Rental Supplement

(code 01 is used for roomer in a commercial rooming house)

HEAP Eligible If Incurring Heating Expense

- 02 Rent Public
- 08 Subsidized Housing
- 38 Subsidized Housing Project Based and Voucher Section 8 Programs
- 39 HUD Certificate Program, Without Earnings
- 40 HUD Certificate Program, With Earnings

HEAP Ineligible Shelter Types

- \*04 Room & Board
- 06 Hotel/Motel Temporary
- 07 Migrant Labor Camp
- \*09 Medical Facility (\$40 PNA only)
- 10 Congregate Care Level II - Drug/Alcohol Treatment Facilities  
(Residential Treatment Center)
- 12 Non-Level II Alcohol Treatment Facility
- 15 Congregate Care Level I - Family Care
- 16 Congregate Care Level II - Not Drug/Alcohol or Apartment Like
- 17 Congregate Care Level II - Apartment Like OMH/OMRDD  
Supportive/Supervised Apartments; DSS Enriched Housing
- 19 Tier II Family Shelter (3 Meals/Day)
- 21 Shelter for Homeless (3 Meals/Day)
- 22 Residential Program for Victims of Domestic Violence (3 Meals/Day)
- 23 Undomiciled
- 33 Homeless Shelter Tier II (Less Than 3 Meals/Day)
- 36 Shelter for Homeless (Less Than 3 Meals/Day)
- 37 Residential Program for Victims of Domestic Violence (Less Than 3  
Meals/Day)

Eligible for Prorated Heating/Air Conditioning SUA If Someone in Dwelling  
Unit Receives or Is Presumptively Eligible to Receive HEAP

- 11 Room Only (non-commercial)

\* PA code only. Not eligible for Food Stamps.

WMS SHELTER TYPE CODES NYC

HEAP ELIGIBLE SHELTER TYPES

- 01 Unfurnished Apartment or Room
- 03 Own Home
- 20 Rental Supplement
- 25 Rented Private Home
- 26 Furnished Apartment or Room

(code 01 is used for roomer in a commercial rooming house)

HEAP Eligible If Incurring Heating Expense

- 08 Subsidized Housing - Certificate Program
- 24 NYCHA Apartment - Utilities Not Included
- 38 Subsidized Housing - Voucher Program/Project Based Section 8/Section 236
- 99 Unknown

HEAP Ineligible Shelter Types

- 02 NYCHA Apartment - Utilities Included
- \*04 Room and Board
- 06 Hotel Motel Temporary
- 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 - NYC, Nassau, Suffolk and Westchester
- 16 Congregate Care Level II - State certified - NYC, Nassau, Suffolk and Westchester
- 17 Congregate Care Level II - State Operated (NPA/FS Only)
- \*19 Approved Medical Facilities - Non Hospital
- 23 Undomiciled
- 27 Residential Treatment Center - Non Level II Private Facility
- 28 Congregate Care Level I - Rest of State
- 29 Congregate Care Level II - State Certified - Rest of State
- 31 Residential Treatment Center - Level II Facility - NYC, Nassau, Suffolk, and Westchester
- 32 Residential Treatment Center - Level II Facility - Rest of State
- 33 Homeless Shelter - Tier II or Tier I (Less Than 3 Meals Per Day)
- 34 Homeless Shelter - Tier II (Three Meals Per Day)
- 35 Homeless Shelter - Non Tier I or II

Eligible for Prorated Heating/Air Conditioning SUA If Someone in Dwelling Unit Receives or Is Presumptively Eligible to Receive HEAP

- 11 Room Only (non-commercial)

\* PA code only. Not eligible for Food Stamps.