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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 95 INF-5

TO: Commissioners of  
 Social Services

DIVISION: Economic  
 Security

DATE: February 28, 1995

SUBJECT: Direct Shelter and Child Care Payments

SUGGESTED

DISTRIBUTION: Income Maintenance Directors  
 Medical Assistance Directors  
 CAP Staff  
 Staff Development Coordinators

CONTACT PERSON: For questions contact Greg Nolan at 1-800-343-8859,  
 extension 4-9313

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
86 ADM-13		370.4(b)		PASB	
81 ADM-52		381.3		Section	
93 INF-10				XVII	
88 INF-64					

This is to notify districts of some new WMS edits pertaining to the payment of shelter and child care expenses directly to the vendor. SSD's now have an option other than vouchers and two-party checks when paying restricted shelter and child care. WMS Coordinators were informed of these new edits already in a December 30, 1994 WMS Coordinator letter.

The advantage to direct payments to the vendor is primarily convenience. This method will not require the public assistance recipient's signature as a two-party check would or require the vendor to complete and return a voucher to the agency as the voucher method requires. The disadvantage to direct payments to the vendor is a loss of some of the fiscal control over payments provided by the voucher and two-party systems. SSD's must assess these factors when determining whether a direct payment would be an appropriate form of restriction. There has been no change in the voucher or two-party check process.

Like vouchers and two-party checks, direct payments to the vendor can be done on a monthly basis. Thus, this method will be particularly appropriate when a vendor is demanding shelter or child care payment at the start of a month.

SSD's are reminded that restricted payments to the vendor can be made under the following circumstances:

- o Shelter - For ADC, the shelter payment has to be made as an unrestricted payment unless there has been a finding of mismanagement or the recipient has agreed to the restriction. For HR, the agency may choose to restrict payment and does not need the consent of the recipient.
- o Child Care - The decision as to how child care is paid rests with the district. Districts can provide child care as:
  - a direct payment to the recipient either as a cash advance or reimbursement;
  - a direct payment to the vendor either as a cash advance or reimbursement;
  - a two-party check to the recipient or vendor;
  - a voucher to the vendor ; or
  - a purchase of service contract or letter of intent.

The new direct payment to vendor capability will only apply to the following payment types:

Child Care - 07, 30-34, 36-38, 70, C0, C1, C3, C4, C8, F3, K2, RO-R6, R8

Shelter - 07, 10, 40, 46-53, 62, 64-68, 70, A6, A7, C0-C4, E3, E5, H6, J6, Q1, Q2, Q4, Q5

To authorize these payment types as a direct vendor payment, the SSD must use the following on the authorization change form (DSS-3209):

- Local action Code 2
- Method of Payment Code 09
- Pick-up Code 4
- Also, there must be a vendor ID to which the payment is authorized.

An example of a \$400 shelter payment authorized directly to the vendor will illustrate the WMS coding:

ACT	PAY TYPE	METH	AMOUNT	ISS	PAY SCH	PK UP	PERIOD FROM	DATE TO	SPC CLM	VENDOR ID
2	10	09	400.00	1	M	4	050194	103194		12345

These new edits were effective on WMS on January 23, 1995. Food Stamp policy for treatment of shelter and child care is unchanged.

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Robert N. Seaman  
Acting Deputy Commissioner  
Division of Economic Security