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 | INFORMATIONAL LETTER |  
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TRANSMITTAL: 90 INF-22

TO: Commissioners of  
 Social Services

DIVISION: Income  
 Maintenance

DATE: May 8, 1990

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

SUGGESTED

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

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 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		352.30	131-a	PASB	
82 ADM-75				Section	
81 ADM-61				XII-H	
				XIII-D	

I. PURPOSE

The purpose of this informational letter is 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 HR or PG-ADC.

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, incremental budgeting (rather than proration) is used to determine the needs of SSI individuals. This most often occurs in emergency 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 HR or PG-ADC supplement, the supplemental payment must 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 or PG-ADC 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 emergency 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 emergency housing. There are three members of this household, two are on ADC and one is on SSI. This emergency 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	\$2,209.00
(Includes SSI recipient)	
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 PG-ADC for \$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.

B. Food Stamps

The supplement for the SSI recipient residing in emergency housing is totally excluded as income for food stamps since the payment is made directly to the shelter provider.

C. WMS

1. Upstate

ABEL may be used to help determine the amount of supplement to which the SSI recipient is entitled:

- a. Calculate but do not store an ABEL budget for the PA household including the SSI recipient. (The income of the SSI recipient is irrelevant at this point as you only want to compute the needs).
- b. Calculate and store an ABEL budget for the ADC household alone (excluding the SSI recipient).
- c. Manually subtract calculated needs in Step b from the corresponding allowance in Step a and note the difference. The difference in total needs is the incremental need of the SSI recipient and should be compared to income of the SSI recipient manually.
- d. If the SSI recipient's incremental need is greater than the SSI recipient's income, the recipient is entitled to a supplement equal to the difference. An HR case should be opened for the SSI recipient and the supplement should be authorized using an appropriate restricted shelter Payment Type: "10-Shelter", "50-Temporary Residence in Hotels and Motels", etc.

No PA budget should be stored for the SSI recipient.

- e. If the SSI recipient's incremental need is less than or equal to the SSI recipient's income, the individual is not eligible for a supplement.

For food stamps a FS-MIX case should be indicated to include the NPA SSI recipient rather than handling FS through the ADC case.

2. NYC

Instructions for NYC WMS will be forthcoming under separate cover.

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