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*Governor*

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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ALBANY, NY 12243-0001

**Brian J. Wing**  
*Commissioner*

## Informational Letter

### Section 1

<b>Transmittal:</b>	02 INF 25
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Temporary Assistance
<b>Date:</b>	September 12, 2002
<b>Subject:</b>	Section 8 Certificate Shelter Type Codes
<b>Suggested Distribution:</b>	CAP Coordinators Food Stamp Staff Staff Development Coordinators ABEL Coordinators
<b>Contact Person(s):</b>	Central Team at 1-800-343-8859, extention 4-9344
<b>Attachments:</b>	None
<b>Attachment Available On – Line:</b>	<input type="checkbox"/>

### Filing References

<b>Previous ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Dept. Regs.</b>	<b>Soc. Serv. Law &amp; Other Legal Ref.</b>	<b>Manual Ref.</b>	<b>Misc. Ref.</b>
91 ADM-25		352.3(d)(2)		XXIV-E-all	Quality Housing and Work Repsonibility Act of 1998

### Section 2

#### I. Purpose

The purpose of this release is to inform districts that the Section 8 Certificate shelter codes will be disabled. No ABEL budget should have a Section 8 Certificate shelter type or an entry in the HC (HUD Child Count). The shelter codes will be not be allowed for budgets with a PA From Date of December 1, 2002 or later.

## **II. Background**

In 91 ADM-25, districts were informed that special shelter schedules were established in 18 NYCRR 352.3(d)(2) for families who received rent subsidies under the Section 8 Certificate program. Those schedules established a flat rate for shelter, fuel and water for Temporary Assistance (TA) families with Section 8 Certificate subsidies. Further, districts were reminded of the importance of communication with the agency administering the Section 8 Program.

The shelter schedules in 18 NYCRR 352.3(d)(2) applied to the Section 8 Certificate program only and not to other subsidy programs such as the Section 8 Voucher program.

Beginning in September 2000, a phase-out of the Section 8 Certificate program began. At Section 8 recertification, families that remained eligible for subsidies were provided those subsidies under a revised Section 8 Voucher program. By September 2001, all families should have had their Section 8 recertification and, provided that they remained eligible for a subsidy, been authorized for a Section 8 Voucher (upstate shelter code "38 - Subsidized Housing-Non-certificate" or NYC shelter code "38 - Deep Subsidy-Voucher Program/Project Based Section 8/Section 236").

## **III. Program Implications**

Any TA case with upstate shelter type code "39 - HUD Certificate Program, Without Earnings" or "40 - HUD Certificate Program, With Earnings" or NYC shelter type code "08 - Subsidized Housing – Certificate Program" is incorrectly coded. Workers should review documentation from the previous TA recertification to determine if the documentation of the change is already in the case record and change the case and budget accordingly. If the documentation is not in the case record, documentation should be requested from the client or the Section 8 agency.

The ABEL budget may be incorrect due to the use of the Section 8 Certificate codes. If that is the case, the appropriate adjustment and supplement or recoupment must be done.

To assist you in making the necessary adjustments, we are producing district-specific lists that will identify all TA cases that still contain a Section 8 Certificate shelter code. Districts that have any case(s) with those codes will receive the list under separate cover.

### **Issued By**

**Name:** Patricia A. Stevens

**Title:** Deputy Commissioner

**Division/Office:** Division of Temporary Assistance