

**PUBLIC ASSISTANCE BUDGET BENEFIT NARRATIVE**

NEW YORK STATE

OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

WBGTPA		** PA BUDGET **		VERSION		①		DIST / /										
CASE NAME		CASE NO.		OFC		UNIT		WORKER		TRAN		CASE		IVD				
HH	CA	DP-HH	DP-CA	HC	LF	PI	SI	PSP	PSF	*****EARNED INCOME*****								
TY	R	ACTUAL		ALLOW						#	LN	30I	30M	SRC	FRQ	D	CCR	
	BASIC	②		0						1:								
	ENRGY	0		0		*****OTHER INCOME*****				2:			0	GROSS		④	0	
	SPMNT	0		0		LN	SRC	F	AMOUNT	EXEMPT		0	TAXES			0		
	SHELT	0		0					0	0		0	NYS DIS			0		
	WATER	0		0					③	0	0	0	WORK EXP			0		
	FUEL	0		0					0	0		0	EXEMPT			0		
	OTHER	0		0		TOTAL NET				0		0	CH CARE			0		
	OTHER	0		0		\$\$\$\$PA GRANT\$\$\$\$						0	CH CARE			0		
	OTHER	0		0		TOTAL NEEDS				0		0	CH CARE			0		
	TOTAL NEEDS	0		0		TOTAL INC				0		0	DISREGARD			0		
*****RECOUPMENT*****										CD / AMT		0	0	TOT DED			0	
TY	BALANCE	%	MO	AMT	REM	RECOUPMENT				0		0	UNAVAIL			0		
		0 00.0		0	0	UTIL/RES				0		0	NET INC			0		
		0 00.0		⑤	0	SHELT/RES				⑥	0	** EFFECTIVE DATE **						
		0 00.0		0	0	RESTRICTED				0		TO						
RECALC		00.0		0		SEMI CASH				0		DATE STORED / /						
FS CASE NO.						SEMI N-CASH				0		⑦						

**THE PUBLIC ASSISTANCE (PA) BUDGET ABOVE SHOWS HOW FINANCIAL DATA HAS BEEN USED TO CALCULATE THE AMOUNT OF YOUR GRANT. ALL ENTRIES ARE PER MONTH. THE LAST TWO NUMBERS OF ANY MONEY AMOUNT ARE CENTS.**

**Section 1:** The top part of the form identifies this as a PA budget for your household (CASE NAME).The number appearing under "CA" includes those persons who are applying for assistance. It may also include, under certain circumstances, non-applying person(s) living with you who have legal responsibility for any person(s) who are applying. It does **not** include any person(s) living with you who are receiving a separate grant of assistance.

**Section 2:** This is a summary of your family's needs, as determined by statewide schedules of need. These schedules are known as the "Standard of Need". In the "ACTUAL" column is the amount of rent, water, etc., which you reported as actually being paid. In the "ALLOW" column is the amount which is being used to calculate your budget. The amounts in this column which appear next to "BASIC", "ENRGY", "SPMNT", and "SHELT" and "FUEL" are determined by the number of persons in your PA case. The BASIC amount is intended for use in meeting essential needs common to all households such as food, clothing, and non-heating electricity. The ENRGY and SPMNT amounts are for meeting domestic energy costs. The SHELT amount is intended to be used in paying for shelter expenses. The FUEL amount is intended to be used in paying for heating of your home. If any amounts are shown opposite the three fields labeled "OTHER", they represent additional allowances to which you may be entitled. If an "X" or "E" appears at the left of any of these items, that amount is being withheld from your cash grant and is being sent in a separate check. This separate check, depending on case circumstances and Local District procedures, is sent either to a vendor (landlord, utility company, etc.) or to you. The amount which appears next to "TOTAL NEEDS" is the sum of your total monthly needs (rounded down to the next whole dollar), based on the "Standard of Need".

**Section 3:** This is income received from a source other than a job. Some examples are Social Security Benefits, Unemployment Insurance Benefits, or Veteran's Benefits. In the "SRC" column is a code number for the source of the income which appears in the "AMOUNT" column. Income which appears in the "AMOUNT" column is reduced by the amount appearing in the "EXEMPT" column before it is budgeted against your PA needs.

**Income Exclusions** - Some money which you may have reported is not counted as income and does not appear on the budget. An example of this is income from Educational Grants and Loans.

**Section 4:** This is income that you reported as being received from a job or through self-employment. (Usually the allowable costs of doing business are subtracted before being recorded on the budget for self-employment income; however, Income from Roomers or Boarders/Lodgers is noted in "EXEMPT" below.) The top two lines of Section 4 contain coded information about which case member receives income (LN), if there is a work deduction (30I and 30M), the source of the income (SRC), how often the income is received (FRQ) and if the job is full or part-time (D). The total amount from each source of employment is entered in each column. The meaning of each category is:

"GROSS"	Gross income before any deductions. (This includes the Income of any person whose income we must count but who is sanctioned.)
"TAXES"	These fields may display amounts only if the budget relates to a period prior to May 1, 1985. They show the total amount of Federal, State, NYC and Social Security (FICA) taxes, and NYS Disability Payments which would not be counted.
"WORK EXP"	People with earned income receive a \$90 deduction. This deduction is not given when a recipient, without good cause, quits his job, reduces his earnings, refuses to accept employment or does not make a timely report of income.
"EXEMPT"	If you have income from Roomers or Boarder/Lodgers, the amount that is considered exempt (cost of doing business) will be shown here.
"CH CARE"	This field is only for budgets prior to 10-01-97. It reflects a formerly allowable deduction to persons who paid child care so that they could work.
"DISREGARD"	This is a special work incentive deduction which public assistance families with children may receive under specific circumstances.
"TOT DED"	This is the sum of the total deductions listed above.
"UNAVAIL"	This is the amount of net earned income which is applied against the needs of the persons included in another case
"NET INC"	The Net Income is equal to the Gross Income minus the total deductions and unavailable amount.

**Section 5:** This section is completed only when the agency has determined that there has been an overpayment of benefits in the past. The amount under "BALANCE" is the total amount to be recouped as of the effective date of this budget. The "%" shows the percentage of "TOTAL NEEDS" being recouped. The number under "MO" is the number of months it will take to recoup the balance at the full ("AMT"). "AMT" is the amount which is recouped from this month's grant and is subtracted from the deficit "AMT" in Section 6. "REM" is the remainder of this balance that will be recouped in the final month of recoupment.

**Section 6:** This section is a summary of Sections 2,3,4,and 5. The amount next to "TOTAL NEEDS" is the total needs from Section 2. "TOTAL INC" is Sections 3 and 4 added together. The amount next to "CD/AMT" is equal to your total income subtracted from your total needs. The remainder is rounded down to the next whole dollar. The Code "D" or "W" next to "CD/AMT" shows that the budget is a deficit The recoupment form Section 5 and any amounts which are restricted are then subtracted from the "CD/AMT". The result is your monthly cash grant. If your deficit is less than \$10, you will not receive a cash grant. Next to "SEMI" are the amounts which are issued, twice each month.

**Section 7:** The "EFFECTIVE" DATE" represents the dates for which your budget is valid. However, additional changes in your circumstances may result in further changes to your budget during the time period covered by these dates.