



# Office of Temporary and Disability Assistance

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## Administrative Directive

### Section 1

<b>Transmittal:</b>	16-ADM-07
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Center for Employment and Economic Supports
<b>Date:</b>	June 15, 2016
<b>Subject:</b>	Change to Standard Utility Allowance (SUA) Policy mandated by Section 4006 of the Agriculture Act of 2014 – Final Policy
<b>Suggested Distribution:</b>	SNAP Directors Temporary Assistance Directors Staff Development Coordinators
<b>Contact Person(s):</b>	SNAP Bureau 1-800-343-8859 x31469
<b>Attachments:</b>	
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
92-INF-43 93-INF-16 98-INF07 00-INF18 01-INF-21 02-INF-23 02-ADM-17	94-INF-33 92-ADM-47  GIS 14TA/DC0 23	18 NYCRR 387.12(f)(v)	7 CFR 273.9(d)(6)(iii) )	SNAP Source Book Section 12 K.	TA Source Book Chapter 14 B.  HEAP Manual Chapter 7

### Section 2

#### I. Summary

Section 4006 of the Agricultural Act of 2014, (the Act), commonly referred to as the “2014 Farm Bill,” imposed new conditions and limitations on the use of Low Income Home Energy Assistance Program (LIHEAP) benefits (or other similar energy assistance program benefits) to generate eligibility for a SNAP household to have the Heating/Cooling Standard Utility Allowance (HCSUA)\* used when determining the household’s eligibility for Supplemental Nutrition Assistance Program (SNAP) and its monthly benefit amount.

**\*Note:** The HCSUA is often referred to as the “Level 1” SUA by local social services district (SSD) workers, particularly in New York City. For the purposes of this directive, we will use “HCSUA”, which is the term used by the federal government. The term “Level 1” SUA is used parenthetically along with HCSUA.

The new conditions and limitations in Section 4006 of the Act, entitled “Standard Utility Allowances Based on the Receipt of Energy Assistance Payments,”

- A. only affected the eligibility for the HCSUA of SNAP households that are eligible for the HCSUA based solely on the receipt or anticipated receipt of a HEAP benefit;**
- B. they did not change or affect the eligibility for the HCSUA of SNAP households that incur a separate cost or bill for heating or air conditioning expenses. Such households are eligible for the HCSUA regardless of whether or not they received a HEAP benefit.**

Specifically, for households that do **NOT** incur a separate cost or bill for heating or air conditioning expenses, Section 4006:

- C. No longer permits eligibility for the HCSUA to be based on anticipated receipt of a HEAP (or other similar energy program) benefit.**
- D. Requires actual receipt of HEAP (or other similar energy assistance program) benefits of greater than \$20 during the current month or immediately preceding 12 months in order for an applying or recertifying SNAP household to be eligible for the HCSUA**

## **II. Purpose**

The purpose of this administrative directive is to inform social service districts (SSDs) of a change in policy, due to a change in federal law, regarding the eligibility of SNAP households for the HCSUA. **“Initial Draft” policy on these changes was provided by OTDA in GIS 14 TA/DC023 in June 2014. This directive replaces the “Initial Draft” policy provided in that GIS.**

Since the release of GIS 14TA/DC023, the United States Department of Agriculture (USDA) has issued clarification on several issues pertaining to receipt of LIHEAP (or other similar energy assistance) and eligibility for the HCSUA. Of particular importance are clarifications issued on

- the portability of eligibility for the HCSUA when a SNAP household that received a LIHEAP (or other similar energy assistance) benefit of greater than \$20, moves from a LIHEAP-eligible shelter type to a non-LIHEAP eligible shelter type,
- on shared living arrangements, specifically, on how the receipt of a LIHEAP (or other similar energy assistance) benefit of greater than \$20 by one SNAP household in a dwelling no longer affects the HCSUA eligibility of other SNAP households residing in the same dwelling that have not received such an energy assistance benefit, and

- on the meaning of “current month” in the context of application and recertification processing.

**On the first two of these issues, regarding portability and shared living arrangements, USDA determined that the Act requires that they reverse federal policies that had been in place since at least 1992. The interim policy issued in GIS 14TA/DC023 was based on these long-standing federal policies and on a New York State directive that had been in place since 1992. This new directive provides the new, revised policy. See Section V.A.3 of this directive for details on these policy changes.**

This directive also confirms as final policy much of the information, originally provided in GIS 14TA/DC023, on the conditions and limitations on the use of LIHEAP (known as the Home Energy Assistance Program or HEAP in New York State) benefits, or other similar energy assistance benefits, to generate or determine a SNAP household’s eligibility to have the HCSUA used when assessing eligibility for SNAP and determining the monthly SNAP benefit amount. The directive also will identify changes that districts will need to implement or must have implemented for the monthly SNAP benefit to be determined correctly and in accordance with the provisions of Section 4006 of the Act. This ADM also provides information on the systems changes that have been made to conform to the new policy.

**The only qualifying energy assistance program in New York State is HEAP. New York State does not have any “other similar energy assistance program.”** Some states do have such programs.

### **III. Background**

The connection between HEAP and SNAP first was established by the federal government beginning in 1985 in order to provide a simpler way for states to determine eligibility for the HCSUA. In lieu of demonstrating actual utility costs, SNAP households which received HEAP (or other similar energy program) benefits were deemed to have incurred out-of-pocket energy expenses and, therefore, could be considered eligible for the HCSUA even if the costs of heating and air conditioning were included in the rent.

Prior to 1992, New York State did not confer eligibility for the HCSUA on SNAP households based solely on receipt of a HEAP payment. The household had to incur a separate cost or bill for heating or air conditioning. In June of 1992, USDA released Regional Letter 92-50 providing clarification on the use of LIHEAA (Low-Income Home Energy Assistance Act) payments as a basis for granting the HCSUA. In that directive, USDA established that the HCSUA should be granted based not only on actual receipt of a HEAP payment, but also on "reasonable anticipation of receipt" of a payment.

Permitting eligibility for the HCSUA based on “anticipated receipt” of a HEAP benefit greatly simplified the determination of eligibility for the HCSUA. It permitted extensive automation of the standard utility allowances based on whether or not the shelter type in which the household resided was a HEAP-eligible shelter type. It was extremely beneficial for both the agencies administering SNAP, and for the households applying for and receiving SNAP benefits. Payment errors decreased because the eligibility of a

SNAP household for the HCSUA could be determined automatically, based on the eligibility of the household's shelter type for a HEAP payment.

**Section 4006 of the 2014 Farm Bill ended the use of “anticipated receipt” as a basis for eligibility for the HCSUA.** Under the new statute, **households that do not incur a separate cost or bill for heating or air conditioning expenses must have received HEAP** or other similar energy assistance benefits **of greater than \$20, in either the current month or the immediately preceding twelve (12) months**, in order to have the HCSUA used in the determination of the household's SNAP eligibility, monthly benefit amount and, for applicants, of eligibility for expedited processing.

#### **IV. Program Implications**

As of March 10, 2014, SNAP households that do not pay separately for heating and/or air conditioning expenses, or that have not received HEAP (or other similar energy assistance program) benefits of greater than \$20 in either the current month or the immediately preceding 12 months became ineligible for the HCSUA. The federal legislation requiring this change included a “hold harmless” implementation period that expired on May 5, 2014.

Effective, June 23, 2014, for new SNAP cases and for SNAP budgets with FROM dates of July 1, 2014 or later, workers have had to assume a greater role in determining the appropriate Standard Utility Allowances (SUAs) for both Temporary Assistance (TA-SNAP) and Non-Temporary Assistance SNAP (NTA-SNAP) households. Prior to these changes, SUA determinations were highly automated through the ABEL budgeting process.

##### **A. Eligibility for the Heating/Cooling (Level 1) SUA**

Now, to qualify for the HCSUA, the SNAP household must either

1. Own their home (this includes co-op apartments and condominiums),
2. Incur heating and/or air conditioning expenses separate from their rent, or
3. Have received HEAP (or other similar energy assistance program) benefits of greater than \$20.00 in the current month or the immediately preceding twelve (12) months.

As noted above, “anticipated receipt” of a HEAP or other energy assistance benefit no longer makes a SNAP household eligible for the HCSUA. This means that **households who rent their dwelling, but do not incur heating and/or air conditioning expenses separate from their rent and who have not received a HEAP (or other similar energy assistance program) benefits of greater than \$20.00 in the current month or the immediately preceding 12 months, cannot receive the HCSUA based on the presumption that they will get a HEAP benefit in the future**, including the next scheduled HEAP auto-pay or the next HEAP season. The **single exception** to this change in the anticipated receipt rule is if it is known for certain that a household will receive a HEAP (or other similar energy assistance program) benefits of greater than \$20.00 at a later date in the current month.

It is important for local districts to remember that **eligibility for the HCSUA for households that incur a separate cost or bill for heating or air conditioning expenses is based on the incurrence of, and responsibility to pay the separate cost or bill, not its actual payment.** This means that the household retains eligibility for the HCSUA even if they are not paying or are unable to pay the separate cost or bill. This is because they are ultimately liable for the expense whether they are paying it or not, and regardless of whether or not the bill for the separate expense is in their name.

## **B. Definition of “Current Month”**

As noted in subsection IV.A.3 immediately above, some SNAP households may be eligible for the HCSUA only because of receipt of a HEAP (or other similar energy assistance program) benefit of greater than \$20 in the current month or the immediately preceding 12 months. For such households, defining the “current month” for applications and especially for recertifications can be essential to making a correct determination of HCSUA eligibility.

**With few exceptions,\*\* once the eligibility of a SNAP household to receive the HCSUA has been established, eligibility continues throughout the certification period and only needs to be re-determined at the next recertification.**

- 1. At Application:** For initial applications, the “current month” is the calendar month of the application filing date. However, if, between the month the application for SNAP is filed and the date the eligibility determination for **ongoing** benefits is made an applicant household receives a HEAP (or other similar energy assistance program) benefit of greater than \$20, the household also would be eligible for the HCSUA and must have the HCSUA incorporated into its SNAP benefit calculations beginning with the month in which the HEAP benefit was received.
- 2. At Recertification:** Under current federal regulations, the recertification process for SNAP can take place over a period as long as three months and still be considered timely. An application for recertification may be filed and processed as early as the second to last month of the existing certification period, but a determination of eligibility for the new certification period also may be completed timely during the last month of the certification period, or even the first month of the new certification period for recertification applications filed after the 15<sup>th</sup> day of the last month of the certification period.

Therefore, **at recertification, the “current month” can be any month from the month the application for recertification is submitted (but no earlier than the second to last month of the existing certification period) to the month in which the recertification is processed and the determination of continuing eligibility is made, whichever is advantageous for the household** and would result in the household being eligible for the HCSUA.

**(\*\*Note:** Two examples of such exceptions would be

- If, during a certification period, an HCSUA-eligible household that had **not** received a HEAP benefit during the “current month” or previous 12 months at the time of their most recent application/recertification or in the months since that last certification, reported and verified a move from a dwelling where they incurred separate charges for heating or air conditioning to a dwelling in which the household did not incur separate charges. In this case, the household would lose eligibility for the HCSUA.
- Likewise, a household that was ineligible for the HCSUA at the time of their last certification because they did not incur separate charges for heating or air conditioning, and had not received a HEAP benefit that would have made them eligible for the HCSUA would become eligible for the HCSUA if they received a HEAP benefit since the last certification, or if they reported and verified a move to a new dwelling in which the household now incurs separate charges for heating or air conditioning.)

### **C. Eligibility for the Utility (Level 2) SUA**

Households which are **not** eligible for the HCSUA are entitled to the Utility (Level 2) SUA if a cost or bill for utilities, separate and apart from rent, is incurred. Households will be eligible for the Utility SUA if they incur a separate cost or bill for any of the following expenses:

1. Electricity
2. Cooking Fuel
3. Sewage
4. Trash Collection
5. Water fees
6. Fuel for heating water
7. Propane gas and/or rental fee for a propane tank used for cooking or as fuel for a hot water tank. **[Note: If the household uses propane as the primary heating fuel for the dwelling, then the household is eligible for the HCSUA (Level 1) SUA.]**

As with heating and air conditioning costs, eligibility for the Utility SUA is based on the incurrence of a separate cost or bill for any of the utility expenses listed above, not the payment of that cost or bill.

### **D. Eligibility for Phone SUA**

Households which are not eligible for either the HCSUA or the Utility SUA get the Phone SUA. **Any** use of a phone confers eligibility for the Phone SUA.



## V. Required Action

### A. Determining Eligibility for Heating/Cooling SUA

For new applications and recertifications, local district workers must review information provided by the household on the application and any available documentation and systems information to determine home ownership, payment of heating, air conditioning or utility expenses separate from the rent, and receipt of HEAP within the month of application or the immediately preceding 12 months.

#### 1. Does the household own their home?

Because some source of home heating is required for all homeowners in New York State, **if the SNAP household does own their home, they are assumed to incur separate heating expenses from either a utility, a fuel vendor or, for many condominium and co-op owners, through homeowners association fees or separate charges. Therefore, homeowners generally are assumed to be eligible for the HCSUA.\*\***

(**\*\*\*Note:** OTDA recognizes and understands that there are exceptional situations where a homeowner may not incur or pay separate heating and/or air conditioning expenses, such as when a party outside the SNAP household pays the heating cost or bill for a SNAP household that the SNAP household owns. Instructions on the proper ABEL coding for such exceptional situations will be provided in another directive.)

#### 2. Does the household rent its dwelling and incur separate heating and/or air conditioning expenses?

In many areas of New York State, particularly areas outside of New York City, it is common for renters to incur heat and/or utility expenses separately from and in addition to rent, and to have a direct relationship with a utility or fuel provider. It is less common, but not uncommon, for a renter to incur a separate cost or bill or additional charge from their landlord or housing authority, apart from rent, just for heating or air conditioning expenses during months when heating or air conditioning are in high use.

**A SNAP household that rents its dwelling and meets any one of the three conditions listed immediately below is considered to be incurring a separate cost or bill for heating and/or air conditioning expenses and therefore is eligible for the HCSUA.**

- a. Heat is not included in the rent, and the household incurs a separate cost or bill for heat, either from a landlord, a utility or from a fuel provider.
- b. The SNAP household incurs a separate cost or bill or additional charge just for heating or air conditioning expenses. Usually, this is in

the form of a separate charge from the landlord. For example, it is a somewhat common arrangement in many public housing and in some private rental units, even where both heating and electric costs are included in the rent, for households that operate an air conditioner to be charged a separate additional cost (to compensate for the extra electrical consumption by the tenant) during the hottest months of the year. **A recurring additional monthly cost of this kind, even if the cost recurs for only a few months of the year, confers eligibility for the HCSUA throughout the year.**

c. **The SNAP household incurs a separate charge for electricity and uses an air conditioner to cool all or part of their dwelling.**

3. **Has any adult member of the SNAP household received HEAP benefits of greater than \$20 in either the current month or 12 preceding months?**

If any adult member of the SNAP household received HEAP benefits of greater than \$20 in either the current month or 12 preceding months, then the SNAP household is eligible for the HCSUA.

Even if the household has moved from the dwelling where they lived when the HEAP benefit[s] were issued into a shelter type or living arrangement that is **NOT** HEAP-eligible, they remain eligible for the HCSUA until the household's next SNAP recertification, at which time SUA eligibility would have to be re-determined. **(Important Note: This is a change from the initial draft policy provided in GIS 14TA/DC023.)**

In shared living arrangements where multiple SNAP households occupy the same HEAP-eligible dwelling unit (apartment unit or a house that is a single dwelling unit, not divided into multiple units), **only the SNAP households that have a member who received HEAP payments of greater than \$20 in either the current month or the preceding 12 months are eligible for the HCSUA. This is a change from the longstanding policy described in 92 ADM-47,** where receipt of a HEAP payment by one household in a dwelling conferred eligibility for the HCSUA on all SNAP households in the dwelling. **(Important Note: This is a change from the initial draft policy provided in GIS 14TA/DC023.)**

If the answer to the questions in numbers 1, 2 and 3 immediately above are all "No", then the household is not eligible for the HCSUA and eligibility for the Utility (Level 2) SUA then must be explored.

#### **B. Determining Eligibility for the Utility (Level 2) SUA**

1. **Does the household rent and incur a separate cost or bill for any of the expenses listed below?**
2. Electricity
3. Cooking Fuel
4. Sewage



5. Trash Collection
6. Water fees
7. Fuel for heating water
8. Propane gas and/or rental fee for a propane tank used for cooking or as fuel for a hot water tank. **[Note: If the household uses propane as the primary heating fuel for the dwelling, then the household is eligible for the HCSUA (Level 1) SUA.]**

If the household **does** incur a separate cost or bill for any of the expenses listed immediately above, then the household **is** eligible for the Utility SUA.

If the answer to **all** of the questions in IV.A.1 through IV.A.4 immediately above is “**No**”, then the household is **not** eligible for either the HCSUA or the Utility SUA.

### **C. Determining Eligibility for the Phone SUA**

**Households which are not eligible for either the HCSUA or the Utility SUA get the Phone SUA.** As noted above, use of any phone confers eligibility for the Phone SUA.

### **D. Verifying SUA Eligibility**

#### **1. At Application and Recertification**

- a. **Verifying home ownership, separate heating and/or air conditioning costs, separate utility costs, phone expense.**

**Unless questionable** (i.e., contradicted by either documentary evidence or other information provided or obtained as part of the interview and eligibility determination process), **information provided and attested to during the application or recertification process as to the SNAP household’s ownership of their home, and/or as to the incurrence of separate charges for heating, air conditioning, utility and phone expenses is considered acceptable verification.**

**This includes information provided on a signed (either manually or electronically) SNAP application or recertification application or obtained during the application or recertification interview.**

However, as with other eligibility and benefit determination factors, such as citizenship and household composition, all information provided and obtained as part of the eligibility process should be considered when determining the appropriate SUA for an applying or recertifying SNAP household. For example, shelter costs must be verified as part of the eligibility process in order to receive a shelter expense/deduction, and verification of separate heating costs provided to establish eligibility for the HEAP autopay. Mortgage and tax payments, bank records and homeowner’s insurance payments or records, used to determine the shelter costs should support, not

contradict, the attestation of home ownership. Likewise, heating provider information should support the attestation of a separate heating cost or bill.

**b. Verifying receipt of HEAP benefits greater than \$20 in either the current month or 12 preceding months.**

Responsibility for determining receipt of a HEAP benefit of greater than \$20 in the current month or immediately preceding 12 months rests with the local district.

**The date of “receipt” of a HEAP benefit means the date of the issuance of the payment to the household or to a vendor on behalf of the household, not the date the HEAP payment was authorized.**

District workers should **review the WMS Clearance Report and benefit issuance screens** to determine if and when the applicant or recipient household received a HEAP payment of greater than \$20, and document such in the case file. Currently, the WMS clearance report provides information on receipt of a HEAP benefit, but not the amount. **Since March 2014, the minimum HEAP benefit issued by New York State has been \$21. Consequently, an applicant or recipient listed on the Clearance Report as having received HEAP has received a benefit greater than \$20.**

**Upstate WMS/myWorkspace** -- To determine receipt of HEAP benefits, workers in upstate SSDs must use the BICS screens on WMS. From the WMS main menu, the worker chooses selection 15—BICS MENU and then transmits (XMT). The LDMIP menu screen (DLMENU) appears. The worker will then choose selection 04—CASE RECORD OF ASSIST INQ, and then XMT. The Case Record of Assistance Inquiry Menu (LCRMNU) screen appears. Under the heading PAYMENT AUTH/ISSUANCE HISTORY, The worker should check both the **direct payments history** and the **indirect payments history** of the case, (separate transactions). After the worker enters in the case number and transmits, the DIRECT PAYMENTS AUTH, ISSUANCE, ADJMT AND REFUND HISTORY (LCRDPH) screen displays. From this screen, the worker can verify the issued HEAP benefit amount.

Information on receipt of HEAP also can be found by going to the myWorkspace Case Details “Household Individuals” page, under the “Individuals” tab, and clicking on the “HEAP Individual History” view button.

**New York City WMS** -- For New York City Human Resources Administration (HRA) workers, HRA’s Paperless Office System (POS) will search WMS benefit issuance using the applicant’s CIN and Social Security number and affiliated case numbers to see if the household

has received HEAP benefits of greater than \$20.00 in the current month or the preceding 12 months using any of the HEAP issuance codes listed below. If POS does not find a qualifying HEAP issuance, and the household does not incur a separate expense for heating or air conditioning but states that they have received a HEAP payment, then the worker will ask the household to provide verification that they received a HEAP benefit.

HEAP payments can be identified on the New York City WMS benefit issuance screen by the following special grant codes:

- **80:** Emergency HEAP payment;
- **82:** Direct HEAP payment to LIPA (currently PSEG);
- **84:** NPA HEAP payment;
- **90:** Direct HEAP payment to Con Ed; and
- **91:** Direct HEAP payment to National Grid

## **2. During the Certification Period**

Households that were eligible for the HCSUA at the time of most recent application or recertification because they had received HEAP benefits of greater than \$20 (regardless of whether they also were eligible for the HCSUA for other reasons too), retain eligibility for the HCSUA until the next recertification. In other words, **for SNAP households already eligible for the HCSUA due to receipt of HEAP, there is no need to re-verify that receipt of HEAP except at the next recertification.**

**a. Households subject to either the simplified (“six month”) or NYSNIP (or any other USDA-approved Combined Application Project) reporting requirements.**

**i. For households subject to either the simplified (“six month”) or NYSNIP reporting requirements that currently are eligible for the HCSUA,** there generally should not be a need to re-verify or adjust SUA eligibility during the certification period. The new SUA eligibility requirements did not affect reporting requirements between required contacts (periodic or interim report, recertification).

An exception to this would be if the household was eligible for the HCSUA **only** because it incurred separate heating or air conditioning costs, and it reports that it no longer incurs those costs.

**ii. For households subject to either the simplified (“six month”) or NYSNIP reporting requirements that currently are getting either the Utility SUA or the Phone SUA,** the household’s eligibility for a higher level SUA should be reviewed at the time of the Periodic or Interim Report to see if the household has received HEAP benefits of greater than \$20 since the most recent certification, or has moved and now pays separately for heating or air conditioning costs.

Also, a household receiving the Utility SUA should have its eligibility for the Utility SUA reviewed and adjusted, if appropriate, if it reports that it has moved or no longer incurs separate utility costs.

**b. Households subject to change (“10-day”) reporting requirements.**

- i. **If they move, households that are subject to change (“10-day”) reporting requirements** are required to report changes in shelter costs, including changes regarding the incurrence of heating, air conditioning and utility expenses, by the tenth (10<sup>th</sup>) day of the month following the month in which the change occurs.

Also, as noted above, for households already eligible for the HCSUA due to receipt of HEAP, there is no need to re-verify that receipt of HEAP except at the next recertification.

**E. New York State Nutrition Improvement Project (NYSNIP)**

Prior to March 2014, all Shelter Type 96 and Shelter Type 97 households participating in SNAP through NYSNIP were eligible for the HCSUA based on either actual receipt or anticipated receipt of a HEAP payment. The change to eligibility for the HCSUA required that the benefit tiers for Shelter Types 96 and 97 be split to create a tier that did not reflect the inclusion of the HCSUA into the benefit calculation for new NYSNIP cases that have not received a HEAP payment of greater than \$20 in the current month or immediately preceding 12 months.

Because nothing is known about the HEAP eligibility, shelter costs or utility costs of Shelter Type 98 households, the amounts may not exceed the amounts of any other benefit tier for which the shelter and utility costs and HEAP eligibility are known.

**VI. Systems Implications**

**A. Upstate WMS and ABEL**

Please see ABEL Transmittals 15-2 and 15-3 for a complete description of the Upstate WMS and ABEL changes, and for instructions on the proper coding of SNAP ABEL budgets.

**B. New York City WMS and ABEL**

New York City WMS and ABEL (and New York City HRA’s POS) have also been re-programmed to eliminate the automatic authorization of the Heating/Cooling (Level 1) SUA based on the presence of a shelter expense, residence in a HEAP-eligible shelter type and anticipated receipt of a HEAP benefit. Job Opportunity Specialists (JOS)/Workers will now have to determine a households eligibility for the appropriate based on the household incurring a separate heating/cooling or utility expense or

having received HEAP payments greater than \$20 in the current month or in the immediately preceding 12 months.

Staff should use the **Shelter Type Codes/Standard Utility Allowance (SUA) Levels Desk Guide (W-205HH)** for help in determining the correct SUA level. The **W-205HH** has been revised to reflect the changes in the eligibility requirements for receiving the HCSUA (Level 1 SUA).

**1. HCSUA (Level 1 SUA)**

To give a HCSUA (Level I SUA) to households, the Job Opportunity Specialist (JOS)/Worker must enter an “X” in the **FSUA:IND** field or make a numeric entry in the **TYPE** (Fuel Type) field on the **NSBL02** screen of the WMS budget.

**2. Utility SUA (Level 2 SUA)**

To issue a Utility (Level 2 SUA) to households, the JOS/Worker must enter an “X” in the **FSUT:IND** field on the **NSBL02** screen of the WMS budget.

**3. Phone SUA (Level 3 SUA)**

The Level III SUA covers the cost of basic service plus tax for one telephone. WMS will automatically provide a Level III SUA for all Shelter Type Codes that do not meet the criteria for a Level I or II SUA, with the exception of the following:

- **04** Room and Board
- **19** Approved Medical Facilities – Non Hospital
- **23** Undomiciled

Shelter Type Codes **04** and **19** are used on CA-only budgets where SUA eligibility is not applicable. Shelter Type Code **23** (undomiciled) cases are budgeted with a standard homeless shelter deduction.

**VII. Additional Information (Optional)**

The following forms will be revised to support the changes described in this release. These revised forms will be transmitted under separate cover:

- LDSS-3938 Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet
- LDSS-3114 Supplemental Nutrition Assistance Program (SNAP) Budget Worksheet
- LDSS-3115 Supplemental Nutrition Assistance Program (SNAP) Budget Worksheet (Elderly and disabled for Medical and/or special Shelter Deductions)
- LDSS-4310 Periodic Report
- LDSS-4310(A) Follow-up to the Periodic Report

- LDSS-4902 and LDSS-4902-NYC Supplemental Nutrition Assistance Program (SNAP) Standard Utility Allowance (SUA) Tables

### **VIII. Effective Date - Immediately**

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**Issued By**

**Name: Phyllis Morris**

**Title: Deputy Commissioner**

**Division/Office: Center for Employment and Economic Supports**