



Office of Temporary and Disability Assistance

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Informational Letter

Section 1

Transmittal:	17-INF-03
To:	Social Services District Commissioners
Issuing Division/Office:	Integrated Family Assistance Program
Date:	January 13, 2017
Subject:	Revised LDSS-4902 Supplemental Nutrition Assistance Program (SNAP) Standard Utility Allowance (SUA) Table
Suggested Distribution:	Temporary Assistance Directors; SNAP Directors; HEAP Coordinators; WMS Coordinators; Staff Development Coordinators
Contact Person(s):	SNAP Policy Questions: SNAP Bureau at (518) 473-1469 HEAP Policy Questions: HEAP Bureau at (518) 473-0332
Attachments:	Attachment 1: LDSS-4902 SNAP Standard Utility Allowance (SUA) Table Attachment 2: LDSS-4902 NYC SNAP Standard Utility Allowance (SUA)
Attachment Available Online:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
16-ADM-07		18 NYCRR 387.12			14- TA/DC023 ABEL Transmittal 15-2

Section 2

I. Purpose

The purpose of this release is to inform social service districts of revisions made to the:

- LDSS-4902 Supplemental Nutrition Assistance Program (SNAP) Standard Utility Allowance (SUA) Table, (Rev 10/16); and,
- LDSS-4902 NYC New York City Supplemental Nutrition Assistance Program (SNAP) Standard Utility Allowance (SUA) (Rev. 10/16).

II. Background

Social Service Districts (SSDs) were previously informed by 16-ADM-07, “Change to Standard Utility allowance (SUA) Policy mandated by Section 4006 of the Agriculture Act of 2014 – Final Policy”, of the change in policy, due to a change in federal law, regarding the eligibility of SNAP households for the Heating and Cooling Standard Utility Allowance (HCSUA).

Section 4006 of the Agriculture 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 HCSUA used when determining the household’s eligibility for Supplemental Nutrition Assistance Program (SNAP) and its monthly benefit amount.

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 benefits of greater than \$20.00 in the current month or the immediately preceding twelve (12) months.

The LDSS-4902 is a desk guide for eligibility workers to use to determine the SNAP household’s qualification for the appropriate Standard Utility Allowance, and to identify the correct indicator code in the SNAP budget for the HT/AC, UTIL, and Phone fields.

III. Revisions

The following revisions were made to the LDSS-4902:

- A separate line specific to shelter type 03 – Own Home has been added to the table to support coding to give the full HCSUA to a homeowner, even when costs for heating or air conditioning are included in the non-mortgage portion of shelter costs, (fuel type 0). An example of this would be the owner of a condominium or townhouse in a building where all units are heated by one main heating source and costs for heating are included in the homeowner’s monthly Homeowner’s Association (HOA) fees or condominium fees.
- For shelter type 96 and 97, the “Basis For SUA” description is revised to reflect that NYSNIP households paying private rent, with no separate costs for heating or air conditioning are eligible for the HCSUA only if the household received HEAP benefits of more than \$20 in the current month or previous 12 months.
- The definition of SNAP Expense Indicator Type “Z” is revised to read “*Secondary SNAP household that shares in the heating/cooling expense, or **primary SNAP household who is not eligible for regular HEAP in the annual auto-pay because they are not the customer of record and cannot document direct responsibility for the heating/cooling expense. Also NYSNIP with separate heating/AC charge, and TA SNAP households who have a TA fuel type of X and are responsible for the heating/cooling expense, but the bill is in someone else’s name who resides outside of the household.***”

The following revisions were made to the LDSS-4902 NYC:

- A separate line specific to shelter type `03 – Own Home’ was added to clarify the “Basis For SUA” for homeowners, and to clarify that owners of condominiums or co-ops whose heating/air conditioning costs are included in condominium, co-op or homeowners association fees qualify for the HCSUA.

IV. Forms Ordering Information

- The revised English versions of the LDSS-4902: “*Supplemental Nutrition Assistance Program Standard Utility Allowance (SUA) Table*” and the LDSS-4902 NYC: “*NYC Supplemental Nutritional Assistance Program (SNAP) Standard Utility Allowance (SUA)*” are Camera Ready Only forms.
- The above referenced document has been posted on the OTDA Intranet website at: http://otda.state.ny.net/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally.
- Upon the release of this INF all previous versions of these forms **must immediately be destroyed** and replaced with the revised 10/16 version.
- Any future requests for master camera ready copies of the English version, should be submitted to the New York State Office of Temporary and Disability Assistance (OTDA) using either the OTDA 876EL (DOC) or OTDA 876 EL (PDF) available at the link above and either mail, fax or e-mail it to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

E-mail: forms.orders@otda.ny.gov

Social Services Districts (SSD) on-line forms ordering system: <http://formorders/>
Fax: (518) 402-0084

- Questions concerning ordering forms should be directed to BMS Document Services at: (518) 474-9522.

Issued By

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