

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

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TO: Commissioners, TA Directors, FS Directors, WMS Coordinators, HEAP Coordinators,
Staff Development Coordinators

FROM: Russell Sykes, Deputy Commissioner, Center for Employment & Economic Supports

SUBJECT: Use of Accurate WMS Payment Types for Temporary Housing

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau at 1-800-343-8859 ext. 4-9344

The purpose of this message is to reiterate the importance of districts using the correct WMS payment type code to accurately reflect the type of emergency temporary housing a TA applicant/recipient is placed in. The WMS payment type is used to compile homeless data for various reporting requirements.

The following payment codes must be used when issuing payment for temporary housing:

- For a payment period prior to the TA eligibility determination, payment type “E8 - Emergency Shelter Payment” is used to issue payment for any type of temporary housing. See GIS 07 TA/WMS006, Page 2, for further information on payment type code “E8”.
- For a payment period after the acceptance of a TA application, the payment type must accurately reflect the temporary housing living arrangement using one of the following payment type codes:
 - 50: Temporary Residence in Hotels & Motels
 - Q1: Family Shelter Tier I
 - Q2: Family Shelter Tier II
 - Q4: Transitional Housing

Districts must NOT use payment type code “40 - Room and Board” for temporary housing situations. Payment type code “40” is only used for non-emergency, permanent room and board situations. Payment type “Q4: Transitional Housing” must be used for the temporary housing arrangement of room and board.

In addition to using the correct payment type codes, districts must ensure that the “From” and “To” payment period entered on the LDSS-3209 reflects the beginning date and ending date of the temporary stay to be paid.

Example: A homeless individual applies for TA on June 2 and is temporarily housed in a motel. The case is SNA eligible effective July 16 and the individual is placed in permanent housing August 1. The payment type code for issuing payment for June 2 to July 15 is “E8” and for payment for July 16 to July 31 is “50”.

Though effective immediately, current cases must be reviewed, and corrected as necessary, at next case contact.