

DATE: October 31, 2019

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Deputy Commissioners, TA Directors, SNAP Directors, Staff Development Coordinators, WMS Coordinators, Fair Hearing Officers

FROM: Jeffrey Gaskell, Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Shelter Supplement Plan Reminder and Proper Coding for Districts with Currently Approved Plans

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau: (518) 474-9344 or
otda.sm.cees.tabureau@otda.ny.gov
Supplemental Nutrition Assistance Program Bureau: (518) 473-1469

The purpose of this GIS is to remind local social services districts (districts) of the option to implement shelter supplement plans and to clarify the proper use of Automated Budgeting and Eligibility Logic (ABEL) "Other PA Allowance" codes for districts with approved shelter supplement plans.

In 2003, regulatory changes were enacted to add a provision for districts to request State approval for a shelter allowance supplement to provide families with an additional shelter payment from Temporary Assistance (TA) funds to pay shelter costs in excess of the shelter allowance maximums. This change was communicated in [03 ADM 07](#). In 2009, this provision was expanded to singles and childless couples via the issuance of [09-ADM-10](#). The Office of Temporary and Disability Assistance (OTDA) encourages districts to submit a shelter supplement plan to better assist TA recipients in obtaining permanent housing. Districts are reminded that all plans must receive OTDA and Division of the Budget approval prior to implementation.

In 2015, "Other PA Allowance" code: "49-Shelter Supplement (PA only - FS Exempt)", was introduced for use by those districts with approved shelter supplement plans. This code replaced "Other Additional Allowance" code: "42 – Shelter Supplement", for use in issuing shelter supplements. This information was initially communicated in [ABEL Transmittal 15-4](#).

As a reminder, districts with an approved shelter supplement plan must use "Other PA Allowance" code: "49-Shelter Supplement (PA only - FS Exempt)", for all TA recipients receiving a shelter supplement, including singles, childless couples and families. Districts are also reminded that the amount of a shelter supplement must not be used in the standard of need when determining eligibility for TA. Once a household has been determined TA eligible and a district chooses to provide a shelter supplement to such household, ABEL must be updated by entering "Other PA Additional Allowance" code "49" in the "PA Additional Allowances-TY" field.

When using “Other PA Additional Allowance” code “49”:

- The “Shelter Type” must be “01”, “03” or “11”
- The “Shelter Restriction Indicator” must be “E” or “P”
- In the “PA Additional Allowances” field, the “Restriction Indicator” entry must be “X”
- Enter the district’s approved shelter supplement amount, for the household size, in the “PA Additional Allowances” “Amount” field on the TA ABEL Input screen. ABEL will then cap the Additional Allowance (ALLOW) Amount at three (3) times the district’s shelter allowance for the household size.

The “Other PA Allowance” code “49” is, by definition, “Exempt” as Supplemental Nutrition Assistance Program (SNAP) income and will, therefore, be excluded from the countable TA income amount brought over to the ABEL FS Input screen. As SNAP exempt income, it will also be systematically subtracted from the household’s actual shelter cost entered on the TA Input screen, resulting in the household’s allowable SNAP shelter cost being displayed on the FS Input screen. This ensures a recipient’s SNAP benefits are not negatively impacted.

As of November 10, 2019, the use of “Other PA Allowance” code “42” will no longer be allowed for TA budgets with an effective from date of January 1, 2020 and later. The “Other PA Allowance” code field and the “Effective From” date field, will blink to indicate that this entry is not allowed. All cases with an “Other PA Allowance” code “42” entered in ABEL must be re-budgeted and the “Other PA Allowance” code must be changed to a “49” as soon as possible, but no later than December 15, 2019 to avoid any potential SNAP underpayments and any systems related issues.

For general questions on shelter supplement plans or questions about ABEL coding, please contact the TA Bureau at: (518) 474-9344 or by email: otda.sm.cees.tabureau@otda.ny.gov.