

DATE: February 21, 2020

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors

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

SUBJECT: Shelter Supplement Plan Submissions and Revisions

EFFECTIVE DATE: Immediately

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

The purpose of this GIS is to address questions expressed by social services districts (districts) regarding the use of Temporary Assistance (TA) funded shelter supplements and the application process for these supplements.

Each district is given flexibility when developing a shelter supplement plan for their locality. These plans are intended to be targeted to the populations determined to be most in need within each district. While one district may choose to provide a shelter supplement to homeless single adults, another district may choose to target a more specific population like single parent households containing one child who are having trouble meeting their rental obligations. Districts are given wide latitude in deciding what type of shelter supplement plan would best meet the needs of their TA caseload, so long as the plan meets the general parameters outlined in [03-ADM-07](#) and [09-ADM-10](#). Additionally, districts are given some discretion in terms of setting their own time limits on shelter supplements. Many currently approved shelter supplement plans contain language stating that the supplement can be extended beyond the established timeframe on a case by case basis if certain conditions are met.

Districts exploring the possibility of submitting a shelter supplement plan can request guidance from OTDA to assist in developing a plan for families, singles/childless couples, or both. A sample shelter supplement plan template is available on the OTDA website as an [Attachment to 03-ADM-07](#). OTDA staff can also provide examples of approved shelter supplement plans at the district's request. Additionally, upon request, OTDA will review a district's draft shelter supplement plan(s) and provide recommendations prior to a formal submission being made. Districts seeking guidance or recommendations on a draft shelter supplement plan may email the TA Bureau at: otda.sm.cees.tabureau@otda.ny.gov.

Districts interested in amending an existing shelter supplement plan may do so at any time. Amendments can be made to any facet of the plan including, but not limited to, changing the target population of the shelter supplement, increasing the shelter supplement amount, changing the time limit, etc. As with the submission of new plans, OTDA is available to assist with the revision of existing plans as well.



As a reminder, all formal shelter supplement plan submissions, including amendments, must be submitted to OTDA via mail, fax or email as indicated below:

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All plans must receive approval from OTDA prior to being implemented.

For more information on shelter supplement plans, please see [03-ADM-07](#) and [09-ADM-10](#).