
 Model District Application for Shelter Allowance Supplement

**Nassau County Shelter Supplementation Plan
For Safety Net Assistance Single Adults and Childless Couples (Re: OTDA-09-ADM-10)**

Local District: Nassau County Department of Social Services (DSS)
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Submission Date: August 15, 2019

Implementation Date: December 23, 2019 (or OTDA approval date)

Amount of Supplement (for example: Case Size, Shelter Maximum, Supplement Amount):

Household Size*	Current Shelter Allowance	Shelter Supplement	Total Approved Shelter Amount
1	\$288	\$275	\$563
2	\$334	\$275	\$609

*Case type: Safety Net Assistance (SNA) single adults and childless couples. Recipients who are either homeless (placed by DSS in a motel or shelter) or have a threat of eviction or are undomiciled (shelter code of 23).

The proposed Supplemental Allowance is calculated to assist homeless individuals and childless couples to secure permanent housing. Going forward, this plan supersedes the previously approved plan from September 2011.

Type of Cases Covered by Supplement/Targeted Population:

Targeted Population: Safety Net Assistance (SNA) single adults and childless couples; recipients who are either homeless, have a threat of eviction, are undomiciled (shelter code of 23), or are in permanent housing but have located new housing due to issues with their current permanent housing (e.g. health and safety issues, better location to work, etc.).

For purposes of the supplement, homeless refers to any individual or childless couple that was placed in a temporary housing arrangement by DSS after evaluation. Temporary housing arrangements include emergency shelters subject to 18 NYCRR, Parts 491 and 900, hotels and motels authorized pursuant to 18 NYCRR § 352.3(e), and other shelter placements subject to 18 NYCRR §352.3(m).

The supplement will be used to assist homeless persons to secure permanent housing, and to maintain permanent housing for persons at risk of homelessness. Currently, there are approximately 500 individual adults and childless couples. It is anticipated that many of these individuals will need the supplement if they locate permanent housing.

Types of Cases: Safety Net Assistance (SNA) single adults and childless couples

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List eligibility criteria and how determined and documented:

Conditions of Eligibility: Recipients are SNA single adults and childless couples who are either homeless or at risk of becoming homeless or are undomiciled (shelter type 23) and meet the following conditions:

- Rent must be sent directly to the landlord
- To be eligible and to remain eligible for the Supplemental Rent Allowance all factors of TA eligibility must be met.
- Eligibility for Public Assistance is based on the NYS standard of need. The rent supplement is not part of the standard of need.
- The supplemental amount, when combined with the monthly shelter allowance, will not exceed the monthly rental obligation of the applicant/recipient.
- Income from any other household members may be applied.
- Any rent in excess of the rent supplement will be restricted from the basic needs. Client's permission will be sought to restrict the basic needs towards the rent.
- No one on the case can be on a sanction. Failure to meet regulations, which causes a sanction, will result in a loss of supplemental rent.
- Recipients of the rent supplement must apply for any subsidized housing deemed appropriate when available and accept the program if offered.
- Contributions from outside the household to help with excess rent may need to be documented.
- The total approved shelter amount may change due to household size and/or income when a Non-TA household member with income or an SSI recipient moves into the household. Changes in household size and income must be reported within 10 days of the change.
- A new Shelter Allowance Supplement Conditions Form must be completed and signed for each shelter supplement request.
- Recipients of the Supplemental Rent Allowance must sign the Shelter Allowance Supplement Conditions Form (see attached) and acknowledge their understanding of and compliance with program conditions.
- Individuals residing in Section 8 or Public Housing are not eligible for the supplement, and individuals who have lost Section 8 housing in the last two years without good cause are not eligible for the supplement.

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1. How much will non-legally responsible Non-Temporary Assistance (NTA) persons residing in the same dwelling be required to contribute towards the excess shelter costs (e.g., a prorata share of rent costs, 30 percent of income, the lesser of these two variables, etc.)? **Non-legally responsible NTA persons will be required to contribute 30% or a prorata share of the rent, whichever is less.**

Will SSI recipients or ineligible aliens residing in the household be expected to contribute towards rent cost? **Yes**

If so, how will this amount be determined? **SSI recipients or ineligible aliens residing in the household must submit income verification including pay stubs, tax returns, the first month's share of the rent or arrears unless there is good cause as determined by an assistant director or above.**

2. How will contributions towards rent from individuals outside the household be verified and what standards will be applied in determining whether such contributions can be sustained in the future? **DSS may require contributions to be documented, as outlined above, and determine if the rent in its entirety can be restricted from the budget with permission from the client if a case type 16.**

How will the district assure that third party contributors are not legally responsible relatives? **Relationship will be explored, and identification will be required.**

3. Will the district require that there be a court proceeding concerning the nonpayment of shelter costs prior to the individual being determined eligible for supplemental shelter payments? **No. Every effort will be made to avoid court costs and legal fees.**

4. How will co-tenant of record lease arrangements be handled? **If there is a co-tenancy lease, the DSS client must be named on the lease.**

Will leases be required of all tenants of record? **No.**

5. Will shelter arrears for shelter supplementation cases be limited in monetary amount (e.g., \$3,000) or to a specific time period (e.g., six months of arrears)? **Arrears will be approved for a limited period of six months. DSS will evaluate when shelter arrears payments that go beyond this six month period are necessary based on the individual case circumstances.**

6. How will the district handle modifications (e.g., moves, rent increases, etc.)? **Moves for existing rent supplement cases will be reviewed to ascertain if emergency conditions exist and the move is not necessitated by failure to pay the client share. Rent increases will be addressed up to the supplementation maximum when a household was not already receiving the full shelter supplement amount. Also, a new Shelter Allowance Supplement form must be completed for each move. Ex: A single client has been receiving a Shelter Supplement for eight months for a room but the house he was living in was condemned by the Town or Village or Board of Health, etc. If client locates new permanent housing, then a Shelter Allowance Supplement (SAS) Form must be completed for the new address in order for the SAS to continue.**

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- **The total approved shelter amount may change due to household size and/or income when a Non-TA household member with income or an SSI recipient moves into the household. Changes in household size and income must be reported within 10 days of the change.**

What standards will be followed in determining whether supplementation will continue following a move? **See above. Continuation will occur if the move resulted in an emergency as defined by 18 NYCRR 352.6 (a)(1)(ii). Also, depending upon other circumstances, such as client safety, landlord issues that are out of the control of the client, transportation factors for employment or mandated substance abuse treatment, a move may be approved with the continuation of the shelter supplement to prevent homelessness.**

- Will the district require the recipient of the supplemental shelter allowance to report changes related to the supplemental allowance timely, as a condition of eligibility for the allowance? **Yes. The total approved shelter supplement amount may change due to household size and/or income when a Non-TA household member with income or an SSI recipient moves into the household. Changes in household size and income must be reported within 10 days of the change.**

7. Will any local forms be used to facilitate the supplementation process? **Yes**
If so, copies must be provided with the plan. **A copy of the Shelter Allowance Supplement Conditions form is attached.**

8. Will there be any health and safety standards regarding the housing that must be met prior to paying supplemental allowances or arrears? **Moves into rooms or apartments will require an inspection by the Nassau County Office of Community Development or DSS if security is being requested. Arrears payments will not require an inspection unless the individual or childless couple alleges health and safety violations or violations are reported by local government agencies.**

9. Will the supplemental allowance be time limited in any way? **No. The shelter supplement will continue as long as the individual or childless couple continue to meet TA eligibility requirements.**

10. Will the supplementation process include a onetime incentive payment to the landlord? **There will be no incentive payment to the landlord.**

11. How will the district ensure that the existence of the supplement does not adversely affect the ability of non-TA recipient individuals or childless couples (i.e. low-income working individuals or childless couples) to find and retain affordable housing? **The effect of the proposed supplement on non-TA single and childless couple households will be minimal. Incentive payments that would favor TA recipients will not be offered to landlords. Nassau's apartment vacancy rate is 3.7%. An estimated 500 SNA single & childless couple households potentially eligible for the supplement is 5.8% of Nassau County's 86,154 total renter households; the impact of the additional rental households on the housing market would be negligible.**

(Housing data sources: National Low-Income Housing Coalition: Out of Reach 2019; HUD Comprehensive Housing Market Analysis, Nassau-Suffolk (Long Island), New York 2017)

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Length of Time Supplement Offered to Individual Cases: (e.g. 3 months, 6 months, indefinitely etc.)

The supplemental allowance will be offered indefinitely while eligibility is maintained. Recipients will remain eligible for the shelter supplement if eligibility conditions are met, and the individual(s) remain at the same address. Rent increase requests will be evaluated after a written request is submitted. The rent supplement will not exceed the guidelines established by DSS.

If a client had a Shelter Supplement in place when their case closed, and the client re-applies within 30 days from the closing date, and there have been no changes regarding the rent then the Shelter Supplement can be reinstated as long as the TA eligibility conditions are met.

If a client had a Shelter Supplement in place when their case closed, and the client re-applies after 30 days from the closing date, and there have been no changes regarding the rent and the Shelter Supplement is needed in order to preserve permanent housing, then the Shelter Supplement can be reinstated as long as the TA eligibility conditions are met.

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Estimate of Cost Savings/Neutrality (Show all calculations): Gross State Local

The **anticipated financial costs** of the supplementation are calculated as follows:

Household Size*	Current Shelter Allowance (per month)	Shelter Supplement	Total Approved Shelter Amount (per month)
1	\$288	\$275	\$563
2	\$334	\$275	\$609

If all (100%) of eligible households receive the proposed supplemented allowance, the anticipated **additional financial cost** is calculated as follows:

Household Size*	Number of Households	Anticipated Additional Financial Cost (per month)	Anticipated Additional Financial Cost (per month)
1	480	\$275	\$132,000 (480 households x \$275 additional cost per household)
2	20	\$275	\$5,500 (20 households x \$275 additional cost per household)
Total	500	--	\$137,500

The total **anticipated additional financial costs** of the supplementation, if all (100%) of eligible households receive the proposed supplemented allowance, are:

Period	Total	NYS Share (29%)	County Share (71%)
Monthly	\$137,500	\$39,875	\$97,625
Annual (monthly x 12)	\$1,650,000	\$478,500	\$1,171,500

Anticipated financial savings: A comparison of the current cost of emergency shelter and the cost of permanent housing using the proposed supplemented Total Housing Allowance clearly demonstrates **anticipated financial savings** for every household that moves from emergency to permanent housing.

Household Size*	Emergency Shelter (30-days)	Supplemented Total Shelter Allowance (30-days)	Anticipated Cost Savings (per month)
1	\$2,160 (\$72 per diem x 30 days)	\$563 per month	\$1,597
2	\$5,880 (\$196 per diem x 30 days)	\$609 per month	\$5,271

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*Case type: Safety Net Assistance (SNA) single adults and childless couples; recipients who are either homeless or at imminent risk of becoming homeless

The total **anticipated financial savings** accrued due to the supplementation, if all (100%) of eligible households receive the proposed supplemented allowance, are:

Period	Total*	NYS Share (29%)	County Share (71%)
Monthly	\$871,980	\$252,874	\$619,106
Annual (monthly x 12)	\$10,463,760	\$3,034,490	\$7,429,270

*Household Size 1: 480 households x \$1,597 Anticipated Cost Savings (per month) = \$766,560

Household Size 2: 20 households x \$5,271 Anticipated Cost Savings (per month) = \$105,420

TOTAL Anticipated Cost Savings (per month) = \$766,560 + \$105,420 = \$871,980

These financial calculations demonstrate a net benefit to NYS and Nassau County due to implementation of the supplemental allowance. These values represent *real financial savings* as the cost of housing for eligible populations is reduced from the shelter rate to the supplemental rate. *Moreover, homeless households and those at-risk of homelessness can be maintained in permanent housing. Rent supplements also are a stabilizing factor, helping pay for some of the rent until the household becomes self-sufficient. Stable housing placement supports the TANF goals of employment and self-sufficiency.*

The total **anticipated financial savings** calculated below are based upon the cost of emergency housing for the 500 single and childless couples, compared to the cost of permanent housing using the supplemented allowance:

Period	Cost of Emergency Housing*	Cost of Supplemented Shelter Allowance**	Total Anticipated Financial Savings
Monthly	\$1,154,400	\$282,420	\$871,980
Annual (monthly x 12)	\$13,852,800	\$3,389,040	\$10,463,760

*Household Size 1: 480 households x \$2,160 Emergency Shelter (30-days) cost = \$1,036,800

Household Size 2: 20 households x \$5,880 (\$196 per diem x 30 days) = \$117,600

TOTAL Anticipated Cost Savings (per month) = \$1,036,800 + \$117,600 = \$1,154,400

**Household Size 1: 480 households x \$563 per month = \$270,240

Household Size 2: 20 households x \$609 per month = \$12,180

TOTAL Anticipated Cost Savings (per month) = \$270,240 + \$12,180 = \$282,420

The annual Total Anticipated Financial Savings of \$10,463,760 consists of 29% NYS funds (\$3,034,490) and 71% County funds (\$7,429,270).

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Purpose/Justification (Provide relevant statistics)

The primary barrier to permanent housing for homeless SNA single and childless couple households residing in Nassau County, and those at imminent risk of homelessness, is the lack of affordable rental housing or, more specifically, the inability of these households to pay the high rents charged. Shelter allowance supplementation is required to make rental housing more affordable. The supplement will be used to find and retain permanent housing. Failure to secure or retain permanent housing results in placement of additional singles and childless couples in temporary housing arrangements as well as extending the duration of such placements.

Cost of rental housing in Nassau County

The table below illustrates that the cost of living in NYS is substantially higher than the country overall. Within NYS, Nassau County has a much higher cost of living than the state overall. This is especially true with housing costs, where State indexes at 151% higher than the country overall, and Nassau County indexes at 279% higher than the country overall.

COST OF LIVING	Nassau	New York State	United States
Overall	179	129	100
Grocery	104.4	101.7	100
Health	100	101	100
Housing	279	151	100
Utilities	125	116	100
Transportation	196	162	100
Miscellaneous	114	102	100

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The cost of rental housing in Nassau County is high. The federal Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) is used to calculate the monthly housing assistance payment for a family in modest, safe housing of a particular size structure. The FMR values for Nassau County are as follows:

2019 HUD Fair Market Rent (Values) For Nassau County, NY					
	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
FY 2019 FMR	\$1,240	\$1,548	\$1,907	\$2,460	\$2,756
FY 2018 FMR	\$1,221	\$1,527	\$1,878	\$2,428	\$2,726
FY 2017					
Minimum	\$1,200	\$1,270	\$1,470	\$1,890	\$2,130
Median	\$1,560	\$1,660	\$1,920	\$2,470	\$2,780
Average	\$1,627	\$1,732	\$1,998	\$2,566	\$2,890

The National Low-Income Housing Coalition estimates that, for Nassau County, a household would need to earn an hourly wage of \$36.67, equivalent of an annual income of \$76,280, to be able to afford a two-bedroom apartment with rent equal to the FMR. *Source: National Low Income Housing Coalition: Out of Reach 2019, <https://reports.nlihc.org/oor>*
Availability of affordable rental housing

According to HUD, the rental housing market in Long Island is “slightly tight.” A recent decrease in the rental vacancy rate is attributed to young professionals choosing to rent apartments as opposed to purchasing homes because of high housing prices. A lack of developable land has kept the supply of apartment units limited. During the first quarter of 2017, apartment vacancy rates were at 3.7%, attributed to more turnovers of apartment units by young professionals. Average apartment rents are high, at \$2,231, because of proximity to New York City. *Source: HUD Comprehensive Housing Market Analysis, Nassau-Suffolk (Long Island), New York 2017*

Nassau’s apartment vacancy rate is 3.7%. There are 86,154 total renter households in Nassau County.

The public housing authorities within the County that operate public housing and Section 8 programs have extensive multi-year waiting lists for services.

Household ability to pay rent

“Severe housing cost burden” reports the percentage of households that spend 50% or more of their household income on housing. In Nassau, 84,430 households, 19% of total households (both rental and owner), have severe housing cost burden. The NYS Comptroller’s Office estimates that 29.6% of Nassau’s rental households experience severe housing cost burden. Severe rental burdens disproportionately impact poor families.

Sources: U.S. Census, American Community Survey (ACS) 2013-2017, <https://www.countyhealthrankings.org>; Housing Affordability in New York State, New York State

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Comptroller, March 2014, https://www.osc.state.ny.us/reports/housing/affordable_housing_ny_2014.pdf

TANF shelter allowance supplementation *is effective*

Nassau County initiated a Homeless Restabilization Project in October 2010 to concentrate available services to our homeless population. From 2016 to present, 650 singles and/or families were moved into permanent housing. *This is due in large part to use of the shelter allowance supplement for FA and SNA families with children that are homeless or facing eviction, that was approved by NYS for Nassau County (OTDA-03-ADM-7).*

The lack of available living arrangements at the prevailing public assistance rent schedule for singles or childless couples prevents similar success for this population.

Attachment

Shelter Allowance Supplement Conditions form

Doc id #145670
June 24, 2019

SHELTER ALLOWANCE SUPPLEMENT CONDITIONS

SHELTER ALLOWANCE SUPPLEMENT CONDITIONS FORM

Case Name _____ Case No. _____

Shelter Supplement requested for the following address:

Must check () one of the below conditions for the supplement

Homeless _____	Threat of eviction (Legal or non-legal) _____
New Housing _____	Other (Requires Administrative Approval) _____

Requirement for Shelter Supplement (For SNA singles, childless couples, and families (SNA and FA)).

- Rent must be sent directly to the landlord.
- To be eligible and to remain eligible for the rent supplement all factors of TA eligibility must be met.
- Eligibility for Public Assistance is based on the NYS standard of need. The rent supplement is not part of the standard of need.
- The supplemental amount, when combined with the monthly shelter allowance, will not exceed the monthly rental obligation of the applicant/recipient.
- Income from any other household members may be applied.
- Any rent in excess of the rent supplement will be restricted from the basic needs and I agree to this.
- No one on the case can be on a sanction. Failure to meet regulations, which causes a sanction, will result in a loss of supplemental rent.
- Recipients of the rent supplement must apply for any subsidized housing deemed appropriate when available and accept the program if offered.
- Contributions from outside the household to help with excess rent may need to be documented.
- The total approved shelter amount may change due to the household size and /or income when a Non-TA household member with income or an SSI recipient moves into the household. Changes must be reported within 10 days of the change.
- A new Shelter Supplement Form must be completed and signed for each shelter supplement request.
- Individuals residing in Section 8 or Public Housing are not eligible for the supplement, and individuals who have lost Section 8 housing in the last two years without good cause are not eligible for the supplement.

I have read and understand the conditions under which I may be eligible for a Supplemental Shelter allowance.

Client Signature

Date

Worker

Supervisor