

Application for Shelter Allowance Supplement (Revised January 14, 2019)

Local District: Dutchess County

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Amount of Supplement

The proposed Shelter Supplement will be an amount up to the actual rent obligation, but not to exceed the shelter maximum for that household size. **Due to the limited availability of studio apartments in Dutchess County and the ability for childless couples to co-habitate in studio or 1-bedroom apartments, the table below allows for different household sizes to rent different sized units.**

TA Household Size	Shelter Allowance Effective 11/03	Shelter Supplement	New Shelter Max Allowance with supplement	Bedrooms	Dutchess County Market Rental 2019*
1	\$ 216	\$608	\$ 824	0	\$ 969
1	\$ 216	\$696	\$ 912	1	\$ 1,073
2	\$251	\$573	\$824	0	\$969
2	\$251	\$661	\$912	1	\$1073
1	\$216	\$379	\$595	room	\$700

\*HUD- established 2019 fair market rents for Dutchess County

Types of Cases Covered by Supplement/Targeted Population:

This proposed Shelter Supplement would be available to single Safety Net consumers and to childless couples who are homeless, living in motels, domestic violence shelter or temporary housing. If approved, we estimate 30 consumers annually will receive a rent supplement grant. This number may increase based on demand.

Terms:

- **Recipients must be Safety Net eligible based on the New York State standard of need without the supplement and in compliance with all eligibility requirements.**
- **No member of the family unit can be on sanction**
- **The recipient must be tenant or co-tenant of record. Leases and/or written agreements with the landlord will not be a requirement.**
- **The recipient's full share of rent must be restricted and paid directly to the landlord.**

List eligibility criteria and how determined and documented including the following:

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?

**All non-SNA household members must contribute either their pro-rated share of the rent or 30 percent of their gross income, whichever is less.**

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

**SSI recipients and ineligible aliens will be expected to contribute towards rent.**

If so, how will this amount be determined?

**SSI recipients and ineligible aliens will be expected to contribute either the prorated share of the rent or 30 percent of their income, whichever is less. All adults living in the dwelling will be required to verify their income.**

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?

**Contributions towards rent from members outside the household will be verified and monitored by a statement from the recipient and from the individual making the contribution. The statement must include whether it is a onetime payment or the anticipated frequency.**

How will the district assure that third party contributors are not legally responsible relatives?

**The recipient must be eligible for Temporary Assistance (TA) to receive a rent supplement. Therefore, legal lines will be reviewed during the initial eligibility.**

3. Will the district require that there will be a court proceeding concerning the nonpayment of shelter costs prior to the individual being determined eligible for supplemental shelter payments?

**Not applicable as Dutchess County is not planning to utilize rent supplements to address back rent issues.**

If not, how will the district determine that the shelter arrears are legitimate and the responsibility of the TA client? **N/A**

4. How will the co-tenant of record lease arrangements be handled?

**The recipient must be tenant or co-tenant of record to be considered for the rent supplement program. Households that include both the Safety Net and Family assistance or SN MOE individuals will be budgeted as appropriate in regard to Temporary Assistance regulations for co-op budgeting.**

Will leases be required of all tenants of record?

**Leases will not be required**

5. Will shelter arrears for shelter supplementation cases be limited in monetary amount or to a specific time period?

**Not Applicable as Dutchess County is not planning to utilize the rent supplement program to address back issues.**

6. How will the district handle modifications (moves, rent increases?)

**Any modification, such as increase in rent, moves, change in income, or household composition, will require a reassessment and the shelter supplement will be adjusted accordingly.**

What standards will be followed in determining whether supplementation will continue following a move?

**Continued supplementation will be contingent on affordability, compliance with the program requirements and continued TA eligibility. Individuals choosing to move for any reason other than health and safety issues outside of their control must be moving into a less expensive shelter option.**

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, all changes must be reported in a timely manner.**

7. Will any local forms be used to facilitate the supplementation process?

**Yes, please see attached.**

8. Will there be any health and safety standards regarding the housing that must be met prior to paying supplemental allowances or arrears?

**The dwelling must meet the appropriate city/town codes. Inspections will not be required except for individuals requesting a security agreement or in the event a claim of health or safety violations is made under which circumstances the matter will be referred to local inspection officials.**

9. Will the supplemental allowance be time limited in any way?

The supplemental allowance will be limited to 3 years, as long as the recipient meets the eligibility requirements. Extension of the supplement will be handled on a case to case basis. Situations that would warrant an extension are when the following circumstances have occurred, and the client still cannot obtain affordable housing:

- The client has proven their ongoing search for affordable housing;
- The client has complied with all requirements of the Employment unit; and
- The client if required, has applied for and followed through on the application for Social Security Disability and Supplemental Security Income.

10. Will the supplementation process include a one-time incentive payment to the landlord?

No

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 (low-income working individuals or childless couple) to find or retain affordable housing?

The district does not anticipate the shelter supplement having an adverse effect on non-TA or low income working individuals or childless couples as the benefit provided will be lower than the HUD standards.

Length of Time Supplement Offered to Individual Cases

The shelter supplement will continue for 3 years, as long as the individual or childless couple continue to meet the eligibility requirements.

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**Savings Based on average length of stay\***

*\*Figures used for single adults within the top users of THA motels in 2017-2018 – childless couples incidence negligible.*

Cost of Motel Rooms per month for single individuals/childless couples

Average 30 Rooms x \$140 per night= \$4,200 per night  
\$4,200 x 30 nights = \$126,000 per month

Cost of Shelter Supplement per month for single individuals/childless couples

5 rooms x \$595 per month = \$2,975  
5 efficiencies x \$824 per month = \$4,120  
20 one-bedroom apartments x 912 = 18,240  
Total per month = \$25,335

**Monthly Savings: \$126,000- \$25,335 = \$ 100,665 per month**

**Annual savings: \$ 100,665 x 12 months = \$1,207,980 per year**

Estimated Dutchess County cost savings annually (71%) = \$ 857,665

Estimated NYS share cost saving annually (29%) = \$ 350,261

**SHELTER ALLOWANCE SUPPLEMENT CONDITIONS**

\_\_\_\_\_  
Case Name

\_\_\_\_\_  
Case Number

Shelter Supplement requested for the following address:

\_\_\_\_\_  
Rent Supplement

\_\_\_\_\_  
Start Date

- Rent must be sent directly to the landlord.
- In order to remain eligible for the Supplemental Rent Allowance, all factors of eligibility must be met.
- The rent supplement is not part of the standard of need. Eligibility for Public Assistance will be based on the New York State standard of need.
- The recipient must be tenant or co-tenant of record. Leases and/or written agreements with the landlord will not be a requirement.
- You must apply for Section 8 when available and accept the program, if offered.
- All non-SNA household members must contribute either their pro-rated share of the rent or 30 percent of their gross income, whichever is less, this includes SSI.
- Any rent in excess of the rent supplement will be restricted from the basic needs.
- No one on the case can be on sanction. Failure to meet regulations which cause a sanction will result in a loss of supplemental rent.
- Contributions from outside the household to help with excess rent must be documented by a statement, including amount, address, relationship, phone numbers and proof of income, e.g., pay stubs, bank account, award letter, etc.
- The Supplemental Shelter Allowance will be lost if a move has not been approved.
- Changes in household composition and income must be reported in a timely fashion.
- I understand I will be ineligible for shelter supplementation when any member of my TA household has lost Section 8 or public housing within the last two years without good cause.
- I understand that I (we) am (are) approved for a shelter supplement for a maximum period of 3 years during which time I must take all steps necessary to move toward self-sufficiency:
  - The client has proven their ongoing search for affordable housing.
  - The client has complied with all requirements of the Employment unit.
  - The client, if required, has applied for and followed through on the application for SSD and SSI.

I have read and understand the conditions under which I may be eligible for a Supplemental Shelter Allowance. I understand that it may cause my Supplemental Nutrition Assistance (SNAP) to decrease.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worker

\_\_\_\_\_  
Supervisor