



**COUNTY OF ROCKLAND
DEPARTMENT OF SOCIAL SERVICES**

The Dr. Robert L. Yeager Health Center
Building L - Sanatorium Road
P.O. Box 307
Pomona, New York 10970-0307
Telephone: (845) 364-2000

C. SCOTT VANDERHOEF
County Executive

SUSAN S ERWOOD
Commissioner

Fax Cover Sheet

Please deliver the following page(s) to:

Name: DEPUTY COMMISSIONER RUSSELL SYKES

Agency: OTDA

Fax No: 518-473-0511

From: DEPUTY COMMISSIONER ELIZABETH MUNRO

Total Number of pages including this sheet 7

Date: June 11, 2009 Time: 3:53 PM

References and remarks:

Dear Deputy Commission Sykes:

Attached please find Rockland County's Shelter Supplementation Plan for Safety Net Assistance Single Adults and Childless Couples.

We look forward to receiving approval from OTDA by July 15, so that we may implement this important program effective September 1, 2009.

A hard copy of our Plan has also been mailed to you under separate cover.

Thank you,
Elizabeth Munro
845.364.3101

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Commissioner

APPLICATION FOR SHELTER ALLOWANCE SUPPLEMENT

Local District: Rockland County

Contact Person: Deputy Commissioner Elizabeth Munro

Telephone: 845 - 364 - 3301

Email: munroe@co.rockland.ny.us

Implementation

Date: September 1, 2009

Amount of Supplement For clients in rooming houses with meals: \$161
For clients in rooming houses room only: \$198

Type of Cases Covered by Supplement/Targeted Population:

Homeless, single population unable to be gainfully employed due to mental health issues, alcohol and substance abuse, and criminal records including felonies. Client must be deemed homeless by the Rockland County Department of Social Services (RCDSS) Housing Unit with no other housing resource available, and must be TA eligible.

Eligibility Criteria and How Determined:

1. N/A
2. N/A
3. N/A
4. N/A

5. N/A

6. How will the District handle modifications (e.g. moves, rent increases, etc.)?

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

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?

If a client moves, shelter supplementation will continue only if h/she moves to another rooming house used by RCDSS, i.e. the supplementation will follow the client. Since RCDSS would have to be notified prior to the client's moving, the timely reporting issue would not apply.

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

RCDSS will place clients only in rooming houses that have valid and current licenses to operate through the Rockland County Department of Health

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

Target population will receive shelter supplementation until they are sanctioned, no longer eligible for TA, or leave the area, or move to alternative housing that does not qualify for shelter supplementation.

10. Will the supplementation process include a onetime incentive payment to the landlord?

Incentive payments will be considered on a case-by-case basis to recruit additional rooming house landlords who are currently unwilling to serve the RCDSS population. Incentive will consist of one month's rent including shelter supplementation.

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 RCDSS Housing Unit will monitor that the rent and supplementation paid is not more than would be charged to low income working individuals or childless couples. RCDSS will not pay more than what is charged to the general public, allowing our Safety Net clients to obtain safe, secure housing.

Length of Time Supplement Offered to Individual Cases:

Target population will receive shelter supplementation until they are sanctioned, no longer eligible for TA, or leave the area, or move to alternative housing that does not qualify for shelter supplementation.

Current Cost

| | <u>Gross</u> | <u>State</u> | <u>Local</u> |
|--|--------------|--------------|--------------|
|--|--------------|--------------|--------------|

Client in for-profit Rooming House with Meals

Monthly rent: \$600 - Safety Net grant \$439 = \$161 local share

Client in for-profit Rooming House Room Only

Monthly rent: \$500 - Safety Net grant \$302 = \$198 local share

| | | | |
|------------------------------------------|-----------|--|--|
| 2008 placements in all rooming houses: | 129 | | |
| Placed in not-for-profit rooming houses: | <u>30</u> | | |
| Placed in for-profit rooming houses: | 90 | | |

50% placements in for-profit rooming houses with meals: 45

50% placements in for-profit rooming houses room only: 45

45 X \$161 = \$7,245 X 12 = \$ 86,940

45 X \$198 = \$8,910 X 12 = \$106,920

2008 Cost to RCDSS
\$193,860

2009 anticipated placements in rooming houses: 155 (based on 20% increase 1/1/09-5/31/09)

Anticipated placements in not-for-profit rooming houses: 30

Placed in for-profit rooming houses: 125

50% anticipated placements in for-profit rooming houses with meals: 63

50% anticipated placements in for-profit rooming houses room only: 62

63 X 161 = \$10,143 X 12 = \$121,716

62 X 198 = \$16,236 X 12 = \$194,832

Anticipated 2009 Cost to RCDSS
\$316,548

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

| | <u>Gross</u> | <u>State</u> | <u>Local</u> |
|--|--------------|--------------|--------------|
|--|--------------|--------------|--------------|

50% savings of shelter supplementation: \$316,548 / 2 = \$158,274

Purpose/Justification (Provide relevant statistics):

Prior to 2003, like many counties Rockland utilized motels to house Safety Net individuals. The cost to the Rockland County Department of Social Services was almost \$500,000 per year. Seeking to reduce these costs, our Agency quickly determined that alternative housing for the amount of the Safety Net allowance was impossible to obtain in Rockland. In fact, low income housing in general is extremely difficult to obtain since all available Section 8 funding has already been issued, and the vacancy rate is extremely low. There are no available apartments in Rockland County for individuals or families for \$500 or less.

Therefore, in 2003 our Housing Unit began collaborating with not-for-profit community agencies to develop a network of rooming houses to provide safe and secure residences with structure and stability for our homeless, single population unable to be gainfully employed due to mental

health issues, alcohol and substance abuse, criminal records including felonies. Two non-profit agencies came forward and opened rooming houses including meals and additional services. Because the need to place Safety Net clients in rooming houses exceeds the number of rooms available in these two rooming houses, relationships were also developed with several for-profit landlords who make their rooming houses available to this population. Several provide meals and others provide room only. The current cost at county motels willing to house RCDSS clients is \$100 per day, or \$3,000 per month. The amount we have negotiated with local for-profit landlords is \$16.67 per day, or \$500 per month for room only. Prior to 1999 we were placing over 220 single adults in motels; in the past 10 years, motel placements have been no more than 2 per year. As a result, Rockland has realized dramatic savings.

Expenses have risen dramatically since negotiating rates with the rooming house facilities several years ago, and we are at-risk of losing the for-profit rooming houses as options for permanent housing for the Safety Net population if we cannot continue to pay these increased rates. This arrangement for housing for our Safety Net population has assisted our Agency in meeting the needs of our Safety Net population. We currently pay the rate of \$600 per month for a client residing in a for-profit rooming house with meals, which results in a local share of \$161 per month ($\$600 - \$439 \text{ grant} = \161); or a local share of \$198 per month ($\$500 - \$302 \text{ rent} = \198) for a client residing in a for-profit rooming house without meals.

Additional Information:

Because of our excellent and successful working relationship, there is ongoing communication between our Housing Unit and the rooming house landlords, so that if any issues arise with or about a client, this information is conveyed immediately and addressed appropriately. Housing Unit staff visit both the not-for-profit and for-profit rooming houses on a regular basis to monitor the quality of accommodations, meals, and services where appropriate.

Rockland County Department of Social Services
General Referral

| | | |
|----------------------|---------------------------|-----------|
| From: | Case Name | Telephone |
| | John Doe | |
| Housing Unit | Case Number | GIN |
| | P0000000 | |
| To: | Client's name and address | |
| Temporary Assistance | | |

The above client was placed at _____, please pay the per diem rate of \$ _____ per day until
the case opens or is denied. Upon the case opening the monthly rent will be \$ _____ please use
pay type _____: (Safety Net Shelter Supplementation)

Attached is a completed Landlord letter .

| | | | |
|--------|------|------------|------|
| Worker | Date | Supervisor | Date |
| | | | |

To be completed by person providing referral service

Action taken and results

Signature of person providing referral service

Date

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C. SCOTT VANDERHOEF
County Executive

SUSAN SHERWOOD
Commissioner

Jeffrey Gaskell
Director of Temporary Assistance
Center for Employment and Economic Supports
Office of Temporary and Disability Assistance
40 North Pearl Street
Albany, New York 12243-0001

Dear Mr. Gaskell:

Thank you for your letter of June 23, 2009 to follow-up on our request for approval to implement a shelter supplementation plan for single adults and childless couples in accordance with 09 ADM-10.

To address the questions that you raised:

1. Eligible Target Population: SNA single or childless couples who have been deemed homeless by our Agency.
2. The target population will include single adults as well as childless couples in receipt of temporary assistance (TA).
3. Members of the target population that become employed will still be eligible for the supplement if they remain eligible for temporary assistance (TA).
4. We appreciate the information regarding possibly exempting Shelter Supplements from the Food Stamp calculation, and will consider this potential benefit when it is implemented. We intend to time limit the supplement to three (3) years, with possible exceptions to extend the supplement period on a case-by-case basis.
5. If Rockland County is not able to meet the local rooming houses' market rates, landlords will not accept DSS clients. We will have to house clients in a hotel/motel; the total *cost per client* would be: \$36,000/year without the restaurant allowance or \$36,768/year including the restaurant allowance.

Hotel/Motel: Current Market Room Rate: \$3,000/mo; \$36,000/yr

| Hotel/Motel | State Share | Local Share |
|-----------------------|---------------------------------|---------------------------------|
| Monthly Share of Room | 1,500 (3,000 x .50) | 1,500 (3,000 x .50) |
| Annual SHARE | \$18,000 (1,500 x 12) | \$18,000 (1,500 x 12) |

**Rooming House:
Room Only**

Current Market Rental Rate: \$500/mo; \$6,000/yr
 Safety Net Rent Grant (SNRG): \$302/mo; \$3,624/yr
 Safety Net Shelter Supplement (SNSS): \$198/mo; \$2,376/yr

| Rooming House Room Only | State Share | Local Share |
|------------------------------------|------------------------------|------------------------------|
| Monthly Share of SNRG | 151 (302 x .50) | 151 (302 x .50) |
| Monthly Share of New SNSS | 99 (198 x .50) | 99 (198 x .50) |
| Total Monthly Share | 250 (151 + 99) | 250 (151 + 99) |
| Annual SHARE | \$3,000 (250 X 12) | \$3,000 (250 X 12) |

Annual Savings to the State and County: \$15,000 each
 (18,000 – 3,000)

**Rooming House:
Room with Meals**

Current Market Rental Rate with Meals: \$600/mo; \$7,200/yr
 Safety Net Rent Grant (SNRG): \$439/mo; \$5,268/yr
 Safety Net Shelter Supplement (SNSS): \$161/mo; \$1,932/yr

| Rooming House with Meals | State Share | Local Share |
|-------------------------------------|------------------------------|------------------------------|
| Monthly Share of SNRG | 219.50 (439 x .50) | 219.50 (439 x .50) |
| Monthly Share of New SNSS | 80.5 (161 x .50) | 80.5 (161 x .50) |
| Total Monthly Share | 300 (219.50 + 80.50) | 300 (219.50 + 80.50) |
| Annual SHARE | \$3,600 (300 X 12) | \$3,600 (300 X 12) |

Annual Savings to State and County: \$14,784 each
 (18,384 – 3,600)

I trust that these responses adequately answer the questions about our application. If not, please do not hesitate to contact me again.

Sincerely,

ELIZABETH MUNRO
DEPUTY COMMISSIONER

c: Deputy Commissioner Sykes
Commissioner Sherwood
Jan Jason



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C. SCOTT VANDERHOEF
County Executive

SUSAN SHERWOOD
Commissioner

September 18, 2009

Jeffrey Gaskell
Director of Temporary Assistance
Center for Employment and Economic Supports
Office of Temporary and Disability Assistance
40 North Pearl Street
Albany, New York 12243-0001

Dear Mr. Gaskell:

Thank you for working with us to revise our shelter supplementation plan to address the housing needs of our single Safety Net adults.

Rockland County plans to designate single individuals residing in for-profit boarding houses as "renters." This will allow them to qualify for shelter supplementation of the district shelter maximums. Clients will be required to make a restricted contribution (\$106) from their Basic, HEA and SHEA allocation towards the total rent cost as a condition of eligibility for this shelter supplementation.

Expenses have risen dramatically since negotiating rates with for-profit landlords several years ago, and we are at-risk of losing for-profit boarding houses as a housing option if we cannot continue to pay these increased rates.

The current cost at County hotels/motels willing to house DSS clients is \$100 per day, or \$3,000 per month. We pay for-profit boarding house landlords \$16.67 per day or \$500 per month for room only. We currently pay a rate of \$600 per month for a client residing in a for-profit boarding house with meals.

If Rockland can receive shelter supplementation to retain its for-profit housing options with no meals, the State will save \$1,250 per month or \$15,000 per year per Safety Net client. The State will save \$1,200 per month or \$14,400 per year on for-profit housing options with meals.

Hotel/Motel:

Current Market Room Rate: \$3,000/mo; \$36,000/yr

| Hotel/Motel | State Share |
|-----------------------|---------------------------------|
| Monthly Share of Room | 1,500 (3,000 x .50) |
| Annual SHARE | \$18,000 (1,500 x 12) |

Rent (no meals)

Current Market Rental Rate with NO Meals: \$500/mo; \$6,000/yr
 Safety Net Rent Grant (SNRG): \$302/mo; \$3,624/yr
 Basic, HEA, SHEA Applied: \$106
 Safety Net Shelter Supplement (SNSS): \$92/mo; \$1,104/yr

| Rent (no meals) | State Share |
|----------------------------------|------------------------------|
| Monthly Share of SNRG | 151 (302 x .50) |
| Monthly BASIC, HEA, SHEA Applied | 53 (106 x .50) |
| Monthly Share of New SNSS | 46 (92 x .50) |
| Total Monthly Share | 250 (151+53+46) |
| Annual SHARE | \$3,000 (250 X 12) |

Annual Savings to the State: \$15,000
 (18,000 – 3,600)

Rent (with meals)

Current Market Rental Rate with Meals: \$600/mo; \$7,200/yr
 Safety Net Rent Grant (SNRG): \$302/mo; \$3,624/yr
 Basic, HEA, SHEA Applied: \$106
 Safety Net Shelter Supplement (SNSS): \$192/mo; \$2,304/yr

| Rent (with meals) | State Share |
|----------------------------------|------------------------------|
| Monthly Share of SNRG | 151 (302 x .50) |
| Monthly BASIC, HEA, SHEA Applied | 53 (106 x .50) |
| Monthly Share of New SNSS | 96 (192 x .50) |
| Total Monthly Share | 300 (151+53+96) |
| Annual SHARE | \$3,600 (300 X 12) |

Annual Savings to the State: \$14,400
 (18,000 – 3,600)

I trust that with these revisions, Rockland will receive approval for SNA shelter supplementation. If you have any questions or need additional information please do not hesitate to contact me.

Sincerely,

ELIZABETH MUNRO
DEPUTY COMMISSIONER

c: Deputy Commissioner Sykes
Commissioner Sherwood
Jan Jason