

**District Application for Shelter Allowance Supplement for
TANF and SN Families
July 24, 2018**

Local District: Westchester County

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Implementation Date: Immediately Upon Approval by OTDA

Modifications and additions since the last approval are in red and highlighted in yellow.

I. Justification for modifying the Amount of the Shelter Supplement

The need for affordable housing is a constant struggle for extremely low-income households with children living within Westchester County. Typically these families are faced with multiple barriers to acquiring and maintaining stable housing. Family homelessness is strongly linked to domestic violence. Prevalence among low-income and homeless women is especially high; 91.6% of homeless mothers have experienced severe physical and/or sexual abuse during their lifetimes.¹ Additionally, disabilities such as mental illness, substance abuse, and/or health conditions often compound issues of low educational attainment, negative employment history, and basic skills, resulting in the inability to obtain affordable, stable housing.

Because Westchester County (WC) is a “High Cost” area, the County has received approval to use a calculation of 80 percent Area Median Income (AMI) for its homeownership programs, rather than HUD’s standard calculation, which applies the national average when determining the income limits.²

The current cost of housing in Westchester is clearly illustrated by HUD figures below:

HUD FY Period	Efficiency	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
FY 2018 Projected	\$1,180.00	\$1,384.00	\$1,687.00	\$2,167.00	\$2,466.00
Percentage Change 2017 - 2018	-.99%	-.99%	-.99%	-.99%	-.99%
FY 2017 Final	\$1,196.00	\$1,401.00	\$1,706.00	\$2,197.00	\$2,521.00
FY 2016 Final	\$1,036.00	\$1,245.00	\$1,510.00	\$1,942.00	\$2,229.00
Percentage Change 2016 - 2017	15.4%	12.5%	13.0%	13.1%	13.1%

¹ <https://www.icphusa.org/wp-content/uploads/2015/09/Effects-of-Homelessness.pdf>

² <https://homes.westchestergov.com/resources/hud-income-guidelines>

Once stabilized and in affordable housing, individuals and families can then focus on longer-term objectives such as family reunification, education and employment.

II. Amount of Adjusted Shelter Supplement (for example: Household Size, Shelter Maximum Supplement Amount):

The current amendment involves a change in the amount of the Shelter Supplement that households will be eligible for based on household size and there has also been a change in the maximum amounts allowed to be contributed by the household/third party per month. Housing is at a premium and as families get larger it becomes increasingly difficult to find appropriate and affordable housing.

Families deemed eligible for shelter supplement may receive an allowance equal to the difference between the standard shelter allowance and the actual rental obligation; however, the total rent allowance should not exceed the shelter standard plus 150% of the current shelter standard (Shelter Standard x 2.5) as follows:

Previously approved SSP Family Size	By Temporary Assistance Family Size						
	2	3	4	5	6	7	8
OTDA Monthly TA Shelter Standard	314	426	479	533	557	581	581
Max Client Contribution	100	100	100	100	100	100	100
Current SSP @ TA Standard x 2	628	852	958	1066	1114	1162	1162
Maximum Monthly Rental Amount	728	952	1058	1166	1214	1262	1262
Annual cost per case (DSS)	7,536	10,224	11,496	12,792	13,368	13,944	13,944
Updated SSP for 2018 Family Size	2	3	4	5	6	7	8
OTDA Monthly TA Shelter Standard(Std)	314	426	479	533	557	581	581
New Maximum SSP@ TA Standard x 2.5 or (Std x150%) + Std	785	1065	1197.50	1332.50	1392.50	1452.50	1452.50
Maximum Client Contribution *	150	150	150	200.00	200.00	200.00	250.00
Maximum Monthly Rental Amount	935	1215	1347.50	1532.50	1592.50	1652.50	1702.50
Annual cost per case (DSS) w/SSP	9,420	12,780	14,370	15,990	16,710	17,430	17,430
Average Monthly Shelter Cost Per Family In Westchester County	\$4,170	4,170	4,170	4,170	4,170	4,170	4,170
Annual Cost in Shelter @4170/mos	50,040.00	50,040.00	50,040.00	50,040.00	50,040.00	50,040.00	50,040.00
Cost savings per year – Shelter vs SSP	\$40,620	\$37,260	\$35,670	\$34,050	\$33,330	\$32,610	\$32,610

	Shelter Cost	Gross Per Month	Federal Cost Per Month	State Cost Per Month 29%	State Cost Per Year 29%	Local Cost Per Month 71%	Local Cost Per Year 71%	Total Cost Per Year
262 FA Families (CT11 & 12 in FA shelter)	4170	1,092,540.00	1,092,540.00					13,110,480.00
131 possible Time Limit Cases (49 - 59 months)	4170	546,270		158,418.30	1,901,019.60	387,851.70	4,654,220.40	6,555,240.00
118 SNF in Shelter Currently	4170	492,060		142,697.40	1,712,368.80	349,362.60	4,192,351.20	5,904,720.00
Local Cost per Year							\$8,846,571.60	
State Cost per Year					\$3,613,388.40			

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord.

**Types of Cases Covered by Supplement/Target Population
(List eligibility criteria and how determined and documented including the following)
Effective 2006**

Types of cases covered:

The Westchester County Department of Social Services has approval to provide a supplement to five different populations:

- a) TA families with a recent attachment to the workforce with children who are homeless or facing homelessness
- b) TA families that are ready to enter transitional housing from family shelters
- c) TA families with children in which an adult family member is disabled and/or receiving disability or retirement benefits and the family is facing homelessness.
- d) TA families with children that have a court ordered supplement as long as the household still meets all TANF requirements and is otherwise eligible for the supplement as defined below.
- e) TA families with children that have had a decrease in household income due to a sudden and unforeseen circumstance that was not within the control of the current household members.

This remains unchanged.

III. Current Eligibility Guidelines for the Westchester County Temporary Shelter Supplement

The Westchester County Department of Social Services has opted to provide a supplement to **five** different populations:

- a) TA families with an attachment to the workforce as defined below under population A with children who are homeless or facing homelessness;
- b) TA families with children that are ready to enter transitional housing from family shelters as defined under Population B;
- c) TA families with children with a disabled adult member as defined under population C below;
- d) TA families with children that have/had a court ordered supplement as long as the household still meets all TANF requirements and is otherwise eligible for the supplement as defined below under Population D;
- e) TA families with children that have had a decrease in household income due to a sudden and unforeseen circumstance that was not within the control of the current household members defined under Population E.

Population A:

The eligibility criteria for employed applicants/recipients who are homeless or facing homelessness are:

1. The family must have resided in the apartment or in the shelter for six months prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay including unforeseen and uncontrollable circumstances the family may have encountered such as fire, flood, catastrophe, or building condemnation.
2. The family must be eligible or receiving Temporary Assistance based on the standard of need without regard to the supplement.
3. The employed individual in the household must have worked for at least six months in the last two years prior to receipt of the shelter supplement and is reasonably expected to maintain his/her employment, or, the employed* individual has been consistently in compliance with his/her self-sufficiency plan and all employment related regulations for at least six months prior to receipt of the supplement (*and is currently employed).
4. Proof must be provided that legal action* has been initiated concerning the non-payment of rent, maintenance or mortgage where the applicant resides.

*Please note that “legal action” should be broadly interpreted. Any questions should be directed to the Central Program Office (995-5572)/OTFS (995-6055). The worker should NOT wait for an eviction proceeding. The landlord should submit in writing his intent to proceed with an eviction. The purpose of the program is to preclude eviction and to avoid any additional costs.

5. The non-payment of rent must not be due to the family’s mismanagement of their income or willful withholding of rent.
6. The applicant/recipient must be the tenant of record and have a lease/tenancy agreement **lasting for a minimum of 1 year**. The apartment/tenancy must meet all local housing code standards before any arrears or supplement would be paid.
7. The receipt of supplement allows the applicant/recipient to remain in his or her housing or the homeless family to move into permanent housing.
8. Arrears should be no more **than** four (4) months of rental obligation unless extenuating circumstances can be documented. ~~Under no circumstances would arrears of more than six months be considered.~~ **Arrears of 6 months or more require the approval of the Commissioner or his/her designee.**
9. The co-tenant will be responsible for his/her portion of the arrears.
10. No one in the mandatory filing unit can be in sanction status *at time of application for shelter supplement.****
11. ***For households already in receipt of Shelter Supplement, where a member becomes sanctioned***if the sanctioned member of the household “cures” the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.***
12. The household must contain a child under the age of 18 or under the age of 19 and a full-time student **in a secondary school**.
13. The household cannot have willfully lost Section 8 assistance within the last two (2) years.
14. The household must apply for Section 8 and take the benefit, if offered.

15. The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

If a co-tenant of record is not on TA and is residing in the household, he/she will be deemed responsible for half of the rental obligation.

- 1) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future. **WCDSS intends to utilize our existing normal district procedures for verifying the contributions of NTA individuals. Staff will be required to request income verification and make collateral contacts based on the documents received.**
- 2) The relationship of non-TA household members and third party contributors must be verified to ensure compliance with TA regulations concerning legal responsibility.
- 3) All household members who have no income must apply for public assistance.
- 4) Household members that are not eligible for TA due to immigration status, but without income, will not be expected to contribute.

Restriction of Rent:

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. **If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid. The checklist (#2138), which is completed with the customer in determining eligibility for receipt of the shelter supplement, questions #8 and #9 addresses this issue. In this situation, the eligibility worker must explain to the customer that it is necessary to provide documentation, i.e. in the form of a copy of the RENT receipt or money order documenting that the balance has been paid. Otherwise, collateral contact with the landlord will be made by eligibility staff as a means of verification.**

Re-budgeting:

- 1) If a case becomes ineligible for TA, the shelter supplement must be discontinued.
- 2) The shelter supplement should be discontinued if the family moves out of County/State
- 3) If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.
- 5) **Third party contributions shall be limited to the NEW AMOUNT based on household size. For households of 2, 3, and 4 the amount will now be a contribution of \$150.00; for households of 5, 6, and 7 the amount will now be a contribution of \$200.00; and for households of 8 and above the contribution will be \$250.00. This change is due to the increasing difficulty of finding housing and cooperative landlords as family size increases.**

Population B:

The eligibility criteria for families that are ready to enter transitional housing from a family shelter are:

- 1) The family members must be long term residents (**6 months or more**) of the shelter system prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay as described in Population A1.
- 2) The family must be eligible or receiving Temporary Assistance based on the standard of need without regard to the supplement.
- 3) **The family must be compliant with their ILP for the last 4 months including compliance with Shelter Rules and Regulations.**
- 4) No one in the mandatory filing unit can be in sanction status *at the time of application for shelter supplement.****
- 5) *****If the sanctioned member of the household “cures” the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.**
- 6) The household must contain a child under the age of 18 or under the age of 19 and a full-time **student in secondary school.**
- 7) The household cannot have willfully lost Section 8 assistance within the last two (2) years.
- 8) The household must apply for Section 8 and take the benefit, if offered.
- 9) The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

If a co-tenant of record is not on TA and will be residing in the household, he/she will be deemed responsible for half of the rental obligation. **Third party contributions shall be limited to the NEW AMOUNT based on household size. For households of 2, 3, and 4 the amount will now be a contribution of \$150.00; for households of 5, 6, and 7 the amount will now be a contribution of \$200.00; and for households of 8 and above the contribution will be \$250.00. This change is due to the increasing difficulty of finding housing and cooperative landlords as family size increases.**

- 1) The apartment/tenancy must meet all local housing code standards before any supplement would be paid.
- 2) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future. **WCDSS intends to utilize our existing normal district procedures for verifying the contributions of NTA individuals. Staff will be required to request income verification and make collateral contacts based on the documents received.**
- 3) The relationship of non-TA household members and third party contributors must be verified to ensure compliance with TA regulations concerning legal responsibility.
- 4) All household members who have no income must apply for public assistance.
- 5) Household members who are not eligible for TA due to immigration status, but without income, will not be expected to contribute

Restriction of Rent:

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. **If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid. The checklist (#2138), which is completed with the customer in determining eligibility for receipt of the shelter supplement, questions #8 and #9 addresses this issue. In this situation, the eligibility worker**

must explain to the customer that it is necessary to provide documentation, i.e. in the form of a copy of the RENT receipt or money order documenting that the balance has been paid. Otherwise, collateral contact with the landlord will be made by eligibility staff as a means of verification.

Re-budgeting:

- 1) If a case becomes ineligible for TA, the shelter supplement must be discontinued
- 2) The shelter supplement should be discontinued if the family moves out of County/State.
- 3) If a household member moves out, the standard shelter allowance and the shelter supplement must be adjusted based on the TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.

Population C:

The eligibility criteria for applicants/recipients disabled and/or receiving **disability** benefits that are homeless or facing homelessness are:

- 1) The family must have resided in the apartment for one year prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay **by evaluating** unforeseen and uncontrollable circumstances the family may have encountered such as fire, flood, catastrophe, or building condemnation.
- 2) The family must be eligible **for** or receiving Temporary Assistance based on the standard of need without regard to the supplement.
- 3) **Proof must be provided that legal action has been initiated** concerning the non-payment of rent, maintenance or mortgage where the applicant resides.
- 4) The non-payment of rent must not be due to the family's mismanagement of their income or willful withholding of rent.
- 5) The applicant/recipient must be the tenant of record and have a lease/tenancy agreement **with a minimum of 1 year**. The apartment/tenancy must meet all local housing code standards before any arrears or supplement would be paid.
- 6) The receipt of the supplement allows the applicant/recipient to remain in his or her housing or the homeless family to move into permanent housing.
- 7) Arrears should be no more **than** four (4) months of rental obligation unless extenuating circumstances can be documented. ~~Under no circumstances would arrears of more than six months be considered.~~ **Arrears of 6 months or more require the approval of the Commissioner or his/her designee.**
- 8) The co-tenant will be responsible for his/her portion of the arrears.
- 9) No one in the mandatory filing unit can be in sanction status *at the time of application for the shelter supplement.****
- 10) *****If the sanctioned member of the household "cures" the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.**
- 11) The household must contain a child under the age of 18 or under the age of 19 and a full-time student in secondary school.
- 12) The household cannot have willfully lost Section 8 assistance within the last two (2) years.

- 13) The household must apply for Section 8 and take the benefit, if offered.
- 14) The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

If a co-tenant of record is not on TA and is residing in the household, he/she will be deemed responsible for half of the rental obligation.

- 1) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future. **WCDSS intends to utilize our existing normal district procedures for verifying the contributions of NTA individuals. Staff will be required to request income verification and make collateral contacts based on the documents received.**
- 2) The relationship of non-TA household members and third party contributors must be verified to ensure compliancy with TA regulations concerning legal responsibility.
- 3) All household members who have no income must apply for Temporary Assistance.
- 4) Household members that are not eligible for TA due to immigration status, but without income, will not be expected to contribute.

Restriction of Rent:

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. **If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid. The checklist (#2138), which is completed with the customer in determining eligibility for receipt of the shelter supplement, questions #8 and #9 addresses this issue. In this situation, the eligibility worker must explain to the customer that it is necessary to provide documentation, i.e. in the form of a copy of the RENT receipt or money order documenting that the balance has been paid. Otherwise, collateral contact with the landlord will be made by eligibility staff as a means of verification.**

Re-budgeting:

- 1) If a case becomes ineligible for TA, the shelter supplement must be discontinued
- 2) The shelter supplement should be discontinued if the family moves out of County/State.
- 3) If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.
- 5) **Third party contributions shall be limited to the NEW AMOUNT based on household size. For households of 2, 3, and 4 the amount will now be a contribution of \$150.00; for households of 5, 6, and 7 the amount will now be a contribution of \$200.00; and for households of 8 and above the contribution will be \$250.00. This change is due to the increasing difficulty of finding housing and cooperative landlords as family size increases.**

Population D:

TA families with children that had a court ordered supplement (Love and Dunham) and have continued to reside in the same apartment have been “grandfathered” to receive the Temporary Shelter Supplement as long as the household **has** met all TANF requirements and is otherwise eligible for the supplement as defined below.

Cases that had a court-ordered supplement until February 2005 (Hedgepeth) were able to continue receiving supplemental payments pursuant to 18NYCRR 352.3 (a)(2) until February 1, 2007, as long as the household continued to reside at the same address and as long as an eligible child remained in the household, and the family **remained** otherwise eligible for the supplement as defined below. In February 2007, these households were transferred into Westchester County’s Temporary Shelter Supplement Program, if otherwise eligible.

- 1) The family must be eligible or receiving Temporary Assistance based on the standard of need without regard to the supplement.
- 2) The household must contain a child under the age of 18 or a child under the age of 19 and still in secondary school.
- 3) The receipt of the supplement allows the applicant/recipient to remain in his or her housing.
- 4) No one in the mandatory filing unit can be in sanction status *at time of application for the shelter supplement*.***
- 5) *****If the sanctioned member of the household “cures” the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.**
- 6) The household must apply for Section 8 and take the benefit, if offered.

Restriction of Rent:

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. **If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid. The checklist (#2138), which is completed with the customer in determining eligibility for receipt of the shelter supplement, questions #8 and #9 addresses this issue. In this situation, the eligibility worker must explain to the customer that it is necessary to provide documentation, i.e. in the form of a copy of the RENT receipt or money order documenting that the balance has been paid. Otherwise, collateral contact with the landlord will be made by eligibility staff as a means of verification.**

Re-budgeting:

- 7) If a case becomes ineligible for TA, the shelter supplement must be discontinued.
- 8) **The shelter supplement should be discontinued if the family moves out of the apartment to which the court order applied.**
- 9) The shelter supplement must be discontinued when the youngest child reaches age 18, unless the 18 year old is still a full time student in secondary school. Otherwise, the shelter supplement must be discontinued when the youngest child in the household reaches age 19.

- 10) If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
- 11) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the criteria set forth for other populations eligible for the Shelter Supplement.
- 12) Third party contributions shall be limited to the NEW AMOUNT based on household size. For households of 2, 3, and 4 the amount will now be a contribution of \$150.00; for households of 5, 6, and 7 the amount will now be a contribution of \$200.00; and for households of 8 and above the contribution will be \$250.00. This change is due to the increasing difficulty of finding housing and cooperative landlords as family size increases.

Population E:

TA families with children that have had a decrease in household income due to a sudden and unforeseen circumstance that was not within the control of the current household members must meet the following criteria in order to qualify for the Temporary Shelter Supplement.

- 1) The family must have resided in the apartment or shelter for one year prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay including unforeseen and uncontrollable circumstances the family may have encountered such as fire, flood, catastrophe, or building condemnation.
- 2) The family must be eligible for or receiving Temporary Assistance based on the standard of need without regard to the supplement.
- 3) Proof must be provided that legal action has been initiated concerning the non-payment of rent, maintenance or mortgage where the applicant resides.
- 4) The non-payment of rent must not be due to the family's mismanagement of their income or willful withholding of rent on the part of any member in the current TA household.
- 5) The applicant/recipient must be the tenant of record and have a lease/tenancy agreement lasting for a minimum of 1 year. Where necessary, the lease must be amended to indicate that the applicant/recipient is the primary tenant.
- 6) The apartment/tenancy must meet all local housing code standards before any arrears or supplement would be paid.
- 7) The receipt of the supplement allows the applicant/recipient to remain in his or her housing or the homeless family to move into permanent housing.
- 8) Arrears should be no more than four (4) months of rental obligation unless extenuating circumstances can be documented. ~~Under no circumstances would arrears of more than six months be considered.~~ Arrears of 6 months or more require the approval of the Commissioner or his/her designee.
- 9) The co-tenant will be responsible for his/her portion of the arrears.
- 10) No one in the mandatory filing unit can be in sanction status *at time of application for shelter supplement.****
- 11) ****If the sanctioned member of the household "cures" the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.*
- 12) The household must contain a child under the age of 18 or under the age of 19 and a full-time student in secondary school.

- 13) The household cannot have willfully lost Section 8 assistance within the last two (2) years.
- 14) The household must apply for Section 8 and take the benefit, if offered.
- 15) The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

If a co-tenant of record is not on TA and is residing in the household, he/she will be deemed responsible for half of the rental obligation.

- 1) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future. **WCDSS intends to utilize our existing normal district procedures for verification of the contributions of NTA individuals. Staff will be required to request income verification and make collateral contacts based on the documents received.**
- 2) The relationship of non-TA household members and third party contributors must be verified to ensure compliancy with TA regulations concerning legal responsibility.
- 3) All household members who have no income must apply for Temporary Assistance.
- 4) Household members, who are not eligible for TA due to immigration status, but without income, will not be expected to contribute.

Restriction of Rent:

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. **If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid. The checklist (#2138), which is completed with the customer in determining eligibility for receipt of the shelter supplement, questions #8 and #9 addresses this issue. In this situation, the eligibility worker must explain to the customer that it is necessary to provide documentation, i.e. in the form of a copy of the RENT receipt or money order documenting that the balance has been paid. Otherwise, collateral contact with the landlord will be made by eligibility staff as a means of verification.**

Re-budgeting:

- 1) If a case becomes ineligible for TA, the shelter supplement must be discontinued.
- 2) The shelter supplement should be discontinued if the family moves out of County/State.
- 3) If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.
- 5) **Third party contributions shall be limited to the NEW AMOUNT based on household size. For households of 2, 3, and 4 the amount will now be a contribution of \$150.00; for households of 5, 6, and 7 the amount will now be a contribution of \$200.00; and for households of 8 and above the contribution will be \$250.00. This change is due to the increasing difficulty of finding housing and cooperative landlords as family size increases.**

Additional Eligibility Criteria that Apply to all Populations

1) The length of time that the supplement is offered to individual cases was extended in the WCDSS Shelter Supplement Plan from a 24 month period to a period of 48 months. The period of time the shelter supplement is offered will currently remain at a 48 month period provided the recipient is compliant with all Temporary Assistance regulations, including actively seeking and maintaining full-time employment and accepting any benefits to which he/she is entitled, such as SSI and SSD.

2) The Shelter Supplement plan will not be limited to a particular number of recipients but will be determined according to need and eligibility. The increase will be available to all of the TANF family cases being evaluated for the shelter supplement and cases that come up for re-evaluation, remain eligible for the Shelter Supplement, and the recipient presents an increase request with a new lease/tenancy agreement.

3) The supplement will not put low income non-TA recipients at a disadvantage. The current minimum wage in Westchester County, as reported by the Department of Labor, is \$11.00 per hour. Therefore, a low-income individual will still gross more money than a TA recipient, even with the shelter supplement. Also, the TA individual is still subject to work rules and compliance with TA requirements and therefore the supplement will not discourage the incentive to secure gainful employment.

4) The incentive for the landlord that has been built into the revised WCDSS's Shelter Supplement is the increase in the third party contributions based on the size of the family.

5) Provided the recipient is compliant with all Temporary Assistance regulations, including actively seeking and maintaining full-time employment and accepting any benefits to which he/she is entitled, such as SSI and SSD the recipient may remain eligible for the Shelter Supplement for a 48 month period. Recipients of the shelter supplement will need additional income to meet their rental obligation after the 48 month approval period ends. Therefore, the customer's efforts to obtain employment must be re-evaluated every six months. Use Anticipated Future Action Code 335 ("Follow-up on request for verification") as a reminder to send a "call-in" letter to the customer.

6) At the end of the 48 month period, we may also allow for a "good cause exemption" on a case by case basis when appropriate, if extenuating circumstances beyond the control of the individual exist which require continuation of the supplement, and with the approval of the Office of Temporary Financial Services.

Application and Checklist:

Shelter Supplement applicants must complete a #2921. Additionally, a Shelter Supplement Checklist (**LDSS # 2138**) must be completed by the eligibility worker and accompany the #2921 with supporting documentation.

Recipients of TA need not complete a new application, however, the Shelter Supplement Checklist must be completed and supporting documentation provided.

ALL THE FOLLOWING PAGES HAVE BEEN PREVIOUSLY APPROVED AND ARE ATTACHED FOR CONTINUITY.

PREVIOUSLY APPROVED

**Types of Cases Covered by Supplement/Target Population Effective November 1, 2004
(List eligibility criteria and how determined and documented including the following:)**

Types of cases covered:

The Westchester County Department of Social Services has opted to provide a supplement to three different populations:

- 1) TA families with an attachment to the workforce as defined below under population A with children who are homeless or facing homelessness;
- 2) TA families with children that are ready to enter transitional housing from family shelters;
- 3) TA families with children with a disabled adult member as defined under population C below

Population A

The eligibility criteria for employed applicants/recipients who are homeless or facing homelessness are:

1. The family must have resided in the apartment or shelter for one year prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay including unforeseen and uncontrollable circumstances the family may have encountered such as fire, flood or building condemnation.
2. The family must be eligible or receiving temporary assistance based on the standard of need without regard to the supplement.
3. The employed individual in the household must have worked for at least six months in the last two years prior to receipt of the shelter supplement and is reasonably expected to maintain his/her employment..
4. There must be a court proceeding concerning the non-payment of rent, maintenance or mortgage where the applicant resides.
5. The non-payment of rent must not be due to the family's mismanagement of their income or willful withholding of rent.
6. The applicant/recipient must be the tenant of record and have a lease/tenancy agreement. The apartment/tenancy must meet all local housing code standards before any arrears or supplement would be paid
7. The receipt of supplement allows the applicant/recipient to remain in his or housing or the homeless family to move into permanent housing.
8. Arrears should be no more that four (4) months of rental obligation unless extenuating circumstances can be documented. Under no circumstances would arrears of more that six months be considered.
9. The co-tenant will be responsible for his/her portion of the arrears.
10. No one in the mandatory filing unit can be in sanction status *at time of application****

11. *****If the sanctioned member of the household “cures” the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.**
12. The household must contain a child under 18 or under 19 and a full-time student
13. The household cannot have willfully lost Section 8 assistance within the last two (2) years.
14. The household must apply for Section 8 and take the benefit, if offered.
15. The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

If a co-tenant of record is not on TA and is residing in the household, he/she will be deemed responsible for half of the rental obligation.

1. The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future
2. The relationship of non-TA household members and third party contributors must be verified to ensure compliancy with TA regulations concerning legal responsibility
3. All household members who have no income must apply for **Temporary Assistance**.
4. Household members who are not eligible for TA due to immigration status, but without income, will not be expected to contribute.

Restriction of Rent

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid.

Rebudgeting

- 1) If a case becomes ineligible for TA , the shelter supplement must be discontinued. If the closing is due to excess income, eligibility for the RAP program should be explored.
- 2) The shelter supplement should be discontinued if the family moves out of County/State
- 3) If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.
- 5) Third party contributions must be limited to \$100.per month to assure that the TA family could make up the difference if the contribution was to cease.

Justification for providing supplement for durationally sanctioned individuals who have now complied but remain sanctioned:

Justification:

- 1) WCDSS firmly believes that it is important to promote self sufficiency by encouraging sanctioned individuals in households with children to cooperate with employment requirements even when they are on a durational sanction;
- 2) Even with the shelter supplement, apartments at this rate are difficult to find in Westchester County and it is important for the household to be able to retain the affordable housing
- 3) The maximum cost of the shelter supplement for a household of two is \$314/month and that of a household of 3, \$426/month
- 4) The typical additional cost for a homeless family case is between \$2657 and \$2922 each month.

The average costs per homeless family case are as below:

	Budgeted	2013 III Quarter forecast
FA	\$4,102	\$3,982
SNF	\$4,164	\$4,028

The average costs per non-homeless family case are as follows::

	Budgeted	20113 III Quarter Forecast
FA	\$1,073	\$1,060
SNF	\$1,367	\$1,371

The forecast, based on historical expenditures, indicates that the average additional cost for a homeless Family Assistance case is \$2922 (3,982-1060);

and the average additional cost for a homeless Safety Net Family case is \$2657 (4028-1371).

Previously Approved:

Justification:

With a vacancy made of less than 3% and the average rent in 2002 over the Fair Market Value, it is extremely difficult for TA customers to find affordable housing without some form of subsidy or supplementation in Westchester County. Therefore, Westchester County is opting to provide a supplement to working TA families with children who are homeless or facing homelessness.

The objective of the supplementation is two fold:

- a. To keep families together in the community and avert homelessness
- b. To support national and state goals of encouraging work by providing a supplement tied to a work incentive

Cost

Ninety Homeless families have earned income budgeted. Approximately half of these would fit the supplement parameter.

Taking an average household size of three, the annual cost would be as follows:

	GROSS	FEDERAL	STATE	LOCAL
45 Families 100% FA	\$460,080	\$230,040	\$115,020	\$115,020
45 Families 90% FS 10% SN	\$414,072 \$46,008	\$207,036	\$103,518 \$23,004	\$103,518 \$23,004
Max 100% SN	\$460,080	-	\$230,040	\$230,040

Of the 78 families joined to Hedgepeth in the 1st seven months of 2003, 13 or 16.7% have earned income and would fit the parameters of the proposed supplement. If we can annualize the numbers approximately 22 families would meet the supplement parameters. **The expanded criteria for population A would potentially make 2 additional families per month eligible for the supplement, or an additional 24 families per year.** The average applied income is \$310/case, leaving a cash grant of \$515.

	GROSS	FEDERAL	STATE	LOCAL
22 100% FA	\$134,640	\$67,320	\$33,660	\$33,660
46 100% FA	\$281,520	\$140,760	\$70,380	\$70,380
90% FA	\$121,176	\$60,588	\$30,294	\$30,294
10% SN	\$ 13,464		\$ 6,732	\$ 6,732
	\$ 28,153		\$14,076	\$14,076
100% SN	\$134,640		\$67,320	\$67,320
	\$281,520		\$140,760	\$140,760

Population B

Families that are ready to enter transitional housing from family shelter.

The eligibility criteria for these customers would be:

- 1) The family must be long term residents of the shelter system prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay as described in Population A, 1.
- 2) 2)The family must be eligible or receiving temporary assistance based on the standard of need without regard to the supplement
- 3) **The family must be compliant with their ILP for the last 4 months including compliance with Shelter Rules and Regulations**
- 4) No one in the mandatory filing unit can be in sanction status *at time of application****.
- 5) *****If the sanctioned member of the household “cures” the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE**

SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.

- 6) The household must contain a child under 18 or under 19 and a full-time student
- 7) The household cannot have willfully lost Section 8 assistance within the last two (2) years
- 8) The household must apply for Section 8 and take the benefit, if offered
- 9) The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less

Exception:

- 10) If a co-tenant of record is not on TA and will be residing in the household, he/she will be deemed responsible for half of the rental obligation.
- 11) Third party contributions must be limited to \$100.00 monthly to assure that the TA family could make up the difference if the contribution were to cease.
- 12) The apartment/tenancy must meet all local housing code standards before any supplement would be paid.
- 13) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future
- 14) The relationship of non-TA household members and third party contributors must be verified to ensure compliancy with TA regulations concerning legal responsibility
- 15) All household members who have no income must apply for public assistance
- 16) Household members who are not eligible for TA due to immigration status, but without income, will not be expected to contribute

Restriction of Rent

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid.

Rebudgeting

- 1) If a case becomes ineligible for TA, the shelter supplement must be discontinued. If the closing is due to excess income, eligibility for the RAP program should be explored
- 2) The shelter supplement should be discontinued if the family moves out of County/State
- 3) If a household member moves out, the standard shelter allowance and the shelter supplement must be adjusted based on the TA family size.
- 4) If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved

COST

15 families per month are referred to transitional housing. All of these families qualify for a supplement. We estimate that 10 families per month would secure housing with the supplement, the annual cost would be:

	Gross	Federal	State	Local
120 families 100% FA	\$1,226,880	\$613,440	\$306,720	\$306,720

Justification for providing supplement for durationally sanctioned individuals who have now complied but remain sanctioned:

Justification:

- 1) WCDSS firmly believes that it is important to promote self sufficiency by encouraging sanctioned individuals in households with children to cooperate with employment requirements even when they are on a durational sanction;
- 2) Even with the shelter supplement, apartments at this rate are difficult to find in Westchester County and it is important for the household to be able to retain the affordable housing
- 3) The maximum cost of the shelter supplement for a household of two is \$314/month and that of a household of 3, \$426/month
- 4) The typical additional cost for a homeless family case is between \$2657 and \$2922 each month.

The average costs per homeless family case are as below:

	Budgeted	2013 III Quarter forecast
FA	\$4,102	\$3,982
SNF	\$4,164	\$4,028

The average costs per non-homeless family case are as follows::

	Budgeted	20113 III Quarter Forecast
FA	\$1,073	\$1,060
SNF	\$1,367	\$1,371

The forecast, based on historical expenditures, indicates that the average additional cost for a homeless Family Assistance case is \$2922 (3,982-1060);

and the average additional cost for a homeless Safety Net Family case is \$2657 (4028-1371).

Population C

The eligibility criteria for applicants/recipients disabled and/or receiving benefits who are homeless or facing homelessness are:

1. The family must have resided in the apartment or shelter for one year prior to the application for the shelter supplement. In special circumstances the County may exercise discretion in the required length of stay including unforeseen and uncontrollable circumstances the family may have encountered such as fire, flood or building condemnation.
2. The family must be eligible or receiving temporary assistance based on the standard of need without regard to the supplement.
3. There must be a court proceeding concerning the non-payment of rent, maintenance or mortgage where the applicant resides.
4. The non-payment of rent must not be due to the family's mismanagement of their income or willful withholding of rent.
5. The applicant/recipient must be the tenant of record and have a lease/tenancy agreement. The apartment/tenancy must meet all local housing code standards before any arrears or supplement would be paid
6. The receipt of supplement allows the applicant/recipient to remain in his or housing or the homeless family to move into permanent housing.
7. Arrears should be no more that four (4) months of rental obligation unless extenuating circumstances can be documented. Under no circumstances would arrears of more that six months be considered.
8. The co-tenant will be responsible for his/her portion of the arrears.
9. No one in the mandatory filing unit can be in sanction status *at time of application****.
10. *****If the sanctioned member of the household "cures" the non-compliance reason that precipitated the sanction AND ONLY REMAINS SANCTIONED BECAUSE THE SANCTION IS DURATIONAL, the shelter supplement will be RESTORED FOR THE HOUSEHOLD.**
11. The household must contain a child under 18 or under 19 and a full-time student in secondary school.
12. The household cannot have willfully lost Section 8 assistance within the last two (2) years.
13. The household must apply for Section 8 and take the benefit, if offered.
14. The household must verify household composition and all non-temporary assistance household members must agree to contribute either their pro rata share of the rent or 30% of their gross income, whichever is less.

Exception:

- 1) If a co-tenant of record is not on TA and is residing in the household, he/she will be deemed responsible for half of the rental obligation.
- 2) The income of all household members and third party contributors must be verified to ensure the family will be able to maintain their tenancy in the future.
- 3) The relationship of non-TA household members and third party contributors must be verified to ensure compliancy with TA regulations concerning legal responsibility
- 4) All household members who have no income must apply for public assistance.
- 5) Household members who are not eligible for TA due to immigration status, but without income, will not be expected to contribute.

Restriction of Rent

As a condition of receiving the shelter supplement, the entire rent must be paid directly to the landlord. If the TA deficit does not cover the entire rent, the customer must verify on a monthly basis that the balance of rent due has been paid.

Rebudgeting

1. If a case becomes ineligible for TA , the shelter supplement must be discontinued. If the closing is due to excess income, eligibility for the RAP program should be explored.
2. The shelter supplement should be discontinued if the family moves out of County/State
3. If a household member moves out, the standard shelter allowance and supplement allowance must be adjusted based on TA family size.
4. If the family moves to a new apartment, the eligibility for the supplement must be reevaluated based on the original criteria under which the supplement was originally approved.
5. Third party contributions must be limited to \$100.per month to assure that the TA family could make up the difference if the contribution was to cease.

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The objective of the supplementation is two fold:

- a. To keep families together in the community and avert homelessness
- b. To support national and state goals of encouraging work by providing a supplement tied to a work incentive

Cost

Approximately 1,300 families have a family member that receives social security and/or SSI With the recent change in SSI budgeting and our review of the reasons for homelessness of current homeless families, we project that two families per month would be potentially eligible for the supplement.

Taking an average household size of three, the annual cost would be as follows:

	GROSS	FEDERAL	STATE	LOCAL
24 Families 100% FA	\$245,376	\$122,688	\$61,344	\$61,344

Application and Checklist

Shelter Supplement applicants must complete a #2921. Additionally, a Shelter Supplement Checklist must be completed by the eligibility worker and accompany the #2921 with supporting documentation.

Recipients of PA need not complete a new application, however, the Shelter Supplement Checklist must be completed and supporting documentation provided.

Justification for providing supplement for durationally sanctioned individuals who have now complied but remain sanctioned:

Justification:

- 1) WCDSS firmly believes that it is important to promote self sufficiency by encouraging sanctioned individuals in households with children to cooperate with employment requirements even when they are on a durational sanction;
- 2) Even with the shelter supplement, apartments at this rate are difficult to find in Westchester County and it is important for the household to be able to retain the affordable housing
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	Budgeted	20113 III Quarter Forecast
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The forecast, based on historical expenditures, indicates that the average additional cost for a homeless Family Assistance case is \$2922 (3,982-1060);

and the average additional cost for a homeless Safety Net Family case is \$2657 (4028-1371).

**Copies of all eligible and ineligible packets should be forwarded to:
Central Program Office and Medical Administration
112 East Post Road-5th Floor
White Plains, NY 10601
Attention: Central Program Office**

SHELTER SUPPLEMENT CHECKLIST

Case Name:

Case Number:

SECTION A – (all)

- 1) Is the family eligible for Temporary Assistance based on the Standard of Need without regard to the Supplement?
 If Yes, continue If No, evaluate for RAP
- 2) Does the household contain a child under 18 or under 19 and a full time student?
 If Yes, continue If No, stop/ineligible
- 3) Has the household applied for or is is willing to apply for and accept the benefit from Section 8?
 If Yes, continue If No, stop/ineligible
Date of Application _____
- 4) Has the household willfully lost Section 8 in the last two years?
 If No, continue If Yes, stop/ineligible
- 5) Is any member of the mandatory filing unit sanctioned ?
 If No, continue If Yes, stop/ineligible
- 6) Are all household members who have no income willing to apply for TA?
 If Yes, continue If No, stop/ineligible
- 7) Are all non-TA household members willing to agree to contribute their pro rata share of the rent or 30% of their gross income whichever is less?
 If Yes, continue If No, stop/ineligible
- 8) Are all household members and third party contributors willing to have their income verified to ensure the family will be able to maintain their tenancy in the future?
 If Yes, continue If No, stop/ineligible
- 9) Is the applicant/recipient willing to have his/her entire rent restricted to the landlord and willing to verify payment of rent on a monthly basis?
 If Yes, continue If No, stop/ineligible

If working TA family, complete Section B.

If TA family from shelter, complete Section C.

If TA family with disabled adult member, complete Section D.

SECTION B

- 1) Has the family resided in the apartment or shelter for one year prior to the Application for the Shelter Supplement?
 If Yes, continue If No, stop/ineligible

2) a. Has the employed individual in the household **worked for six months or more during the past two years?**

____ If Yes, continue

____ If No, stop/ineligible

2) b. **Is the employed individual in the household reasonably expected to stay employed?**

____ If Yes, continue

____ If No, stop/ineligible

3) Is there a court proceeding concerning the non-payment of rent, maintenance or mortgage?

____ If Yes, continue

____ If No, stop/ineligible

4))Is the non-payment of rent to the family's mismanagement of their income or willful withholding of rent?

____ IF No, continue

____ If Yes, stop/ineligible

5) Is the applicant/recipient the tenant of record with a lease/tenancy agreement?

____ If Yes, continue

____ If No, stop/ineligible

6) Will the receipt of the supplement allow the applicant/recipient to remain in his/her housing?

____ If Yes, continue

____ If No, stop/ineligible

7) Are arrears more than six months of rental obligation?

____ If No, continue

____ If Yes, stop/ineligible

Please note: Arrears can be authorized for 4 months, max. /6 months under extenuating circumstances.

If more than 4 months, explain:

SECTION C

1) Has the family resided in Westchester County for one year prior to the Application for the Shelter Supplement?

____ If Yes, continue

____ If No, stop/eneligible

2) Is the family compliant with their ILP for the last 4 months including compliance with Shelter Rules and Regulations?

____ If Yes, continue

____ If No, stop/ineligible

SECTION D

1) Has the family resided in the apartment or shelter for one year prior to the application for the Shelter Supplement?

____ If Yes, continue

____ If No, stop/ineligible

- 2) Is an adult member of the family disabled and /or receiving disability or retirement benefits?
 If Yes, continue If No, stop/ineligible

- 3) Is there a court proceeding concerning the non-payment of rent, maintenance or mortgage?
 If Yes, continue If No, stop/ineligible

- 4))Is the non-payment of rent to the family's mismanagement of their income or willful withholding of rent?
 IF No, continue If Yes, stop/ineligible

- 5) Is the applicant/recipient the tenant of record with a lease/tenancy agreement?
 If Yes, continue If No, stop/ineligible

- 6) Will the receipt of the supplement allow the applicant/recipient to remain in his/her housing?
 If Yes, continue If No, stop/ineligible

- 7) Are arrears more than six months of rental obligation?
 If No, continue If Yes, stop/ineligible

Please note: Arrears can be authorized for 4 months, max. /6 months under extenuating circumstances.
 If more than 4 months, explain:

Determination: Eligible Ineligible

Workers Making Determination: _____ Date _____