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OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE**  
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**Administrative Directive**

**Section 1**

|                                        |                                                                                                             |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Transmittal:</b>                    | 09-ADM-13                                                                                                   |
| <b>To:</b>                             | Local District Commissioners                                                                                |
| <b>Issuing Division/Office:</b>        | Center for Employment and Economic Supports                                                                 |
| <b>Date:</b>                           | June 26, 2009                                                                                               |
| <b>Subject:</b>                        | Temporary Assistance Basic Allowance Grant Increase                                                         |
| <b>Suggested Distribution:</b>         | Temporary Assistance Staff<br>Food Stamp Staff<br>Employment Coordinators<br>Staff Development Coordinators |
| <b>Contact Person(s):</b>              | 1-800-343-8859: Temporary Assistance Bureau at extension 4-9344; Food Stamp Bureau at extension 3-1469      |
| <b>Attachments:</b>                    | none                                                                                                        |
| <b>Attachment Available On – Line:</b> | <input type="checkbox"/>                                                                                    |

**Filing References**

| <b>Previous ADMs/INFs</b>           | <b>Releases Cancelled</b> | <b>Dept. Regs.</b>                                                  | <b>Soc. Serv. Law &amp; Other Legal Ref.</b>                       | <b>Manual Ref.</b>        | <b>Misc. Ref.</b>     |
|-------------------------------------|---------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------|-----------------------|
| 89 ADM-49<br>05 ADM-03<br>08 ADM-07 | 89 ADM-49                 | 352.1(a)<br>352.2(d)<br>352.8(b)&(f)<br>352.31(d)(2)(i)<br>385.9(d) | SSL § 131-a<br>Chapter 57 of the Laws of 2009<br>SSL §§ 336, 336-c | <u>TASB</u><br>Chapter 14 | ABEL Transmittal 09-3 |

## **Section 2**

### **I. Summary**

This Administrative Directive (ADM) advises local social services districts (districts) of Temporary Assistance (TA) grant increases effective July 1, 2009, July 1, 2010 and July 1, 2011.

### **II. Purpose**

Specifically, this ADM advises districts that the TA statewide monthly grants and allowances (Basic Allowance) will increase by 10 percent of the total of Basic, Statewide Home Energy and Statewide Supplemental Home Energy Allowances effective July 1, 2009. The basic allowance will increase again on July 1, 2010, and July 1, 2011. Additionally, this ADM informs districts about program implications relating to these increases.

### **III. Background**

Chapter 57 of the Laws of 2009 amended Section 131-a of the Social Services Law to increase the TA standard of need and Basic Allowance, as set forth in Schedule SA-1 of 18 NYCRR 352.1(a) and Schedule SA-2a of 18 NYCRR 352.2(d). The Basic Allowance was last increased by Chapter 77 of the Laws of 1989, effective January 1, 1990. Chapter 57 of the Laws of 2009 also provided for the State assumption of additional incremental TA expenditures directly resulting from these benefit increases.

### **IV. Program Implications**

These increases will raise the TA standard of need and result in initial and continuing eligibility for additional persons applying for or in receipt of TA, and may affect specialized budgeting procedures (e.g., deeming, *Allen* cases, etc). The increase also will result in a decrease of Food Stamp (FS) benefits for households in which TA income is budgeted.

### **V. Required Action**

Districts must budget all TA cases based on the increased Basic Allowance for the appropriate household size, effective on the applicable date of each increase.

#### **A. Basic Allowance (Schedule SA-1 and SA-2a), effective July 1, 2009**

| Household Size  | 1        | 2        | 3        | 4        | 5        | 6        | Each Additional Person |
|-----------------|----------|----------|----------|----------|----------|----------|------------------------|
| Basic Allowance | \$126.00 | \$201.00 | \$268.00 | \$345.00 | \$426.00 | \$492.00 | \$67.00                |

**Basic Allowance (Schedule SA-1 and SA-2a), effective July 1, 2010**

| Household Size  | 1        | 2        | 3        | 4        | 5        | 6        | Each Additional Person |
|-----------------|----------|----------|----------|----------|----------|----------|------------------------|
| Basic Allowance | \$141.00 | \$225.00 | \$300.00 | \$386.00 | \$477.00 | \$551.00 | \$75.00                |

**Basic Allowance (Schedule SA-1 and SA-2a), effective July 1, 2011**

| Household Size  | 1        | 2        | 3        | 4        | 5        | 6        | Each Additional Person |
|-----------------|----------|----------|----------|----------|----------|----------|------------------------|
| Basic Allowance | \$158.00 | \$252.00 | \$335.00 | \$432.00 | \$533.00 | \$616.00 | \$84.00                |

**B. Temporary Assistance**

**1. Applicants**

The schedules shown in Section A, above, must be used in determining eligibility and grant amounts for all TA applicants, effective on the applicable date of each schedule.

**2. Recipients**

Active cases will be mass-rebudgeted for both TA and FS benefits according to the schedules given for New York City (NYC) and the rest of the state (ROS) under “System Implications”, Section VI of this directive.

**C. Food Stamps**

Food Stamp cases in which one or more of the household members is in receipt of TA benefits must be rebudgeted to reflect the increase to the TA Basic Allowance grant. For most TA cases, this increase to TA income will result in a reduction to the household’s monthly FS benefit amount.

For most TA-FS cases, this rebudgeting will be done automatically through a mass rebudgeting and reauthorization (MRB/A), and will affect budgets with a “FROM” date of July 1, 2009 (07/A/09 in NYC’s Welfare Management System) or later. TA-FS cases that are mass rebudgeted will receive the required notice automatically. Cases that are exceptions to the mass rebudgeting will need to have their FS budgets adjusted manually and a manual notice regarding the change to the FS benefit amount must be sent.

As with other TA MRB/As, Upstate FS-Mix cases (Case Type 32) are not included in the MRB/A. These FS budgets must be adjusted manually and a manual notice sent to the household.

#### **D. Employment Programs**

The assigned hours of participation for recipients engaged in a work experience activity should be reevaluated, based on the grant increase, to ensure that work experience participants are engaged in work experience activity for the appropriate number of hours. Assignments to work experience are limited to the participant's combined TA deficit and FS allotment, divided by the greater of the federal or State minimum wages (the State minimum wage is currently higher, at \$7.15 per hour, but the federal minimum wage increases to \$7.25, effective July 24, 2009). To calculate the maximum number of hours weekly that participants must engage in work experience activity, the monthly amount from the calculation described above would be further divided by 4.333 and rounded down to the nearest whole number. In no instance may an individual be required to participate in work activities for more than 40 hours per week.

Districts are reminded that only individuals who are scheduled and participating in work experience for the maximum number of hours permitted by the above calculation will be deemed to have fulfilled the 20 core hours of work participation required for participation rate purposes, even if the resulting hours of participation are less than 20. Individuals who are required to participate more hours than the core work hours (e.g., 30 or 35) to count toward the work participation rate must participate in another countable work activity to fulfill those hours for work participation rate purposes.

#### **E. Medicaid (MA)**

The 2009-2011 TA Basic Allowance increase has no Medicaid impact. Local districts were informed in General Information System message 08 MA/022 that income levels effective April 1, 2008, pursuant to Chapter 58 of the Laws of 2008, were standardized statewide for single individuals and childless couples (S/CCs) and low-income families (LIF). This new income standard is called the "Medicaid Standard". With the standardization of the income levels for the S/CC and LIF populations, the Public Assistance standard of need is no longer used for Medicaid eligibility determinations after April 1, 2008.

TA-MA applicants/recipients whose TA cases are closed or denied because of income above the TA allowable levels must have a separate MA eligibility determination.

## **F. Notices**

### **1. NYC**

Laser Letters will inform recipients of the change in their allowances.

### **2. ROS**

Client Notices System (CNS) letters will inform recipients of the change in their allowances.

## **VI. Systems Implications**

### **A. NYC**

An MRB was run on June 20, 2009 to update the affected cases. Exceptions will be sent to the NYC Human Resources Administration for a manual rebudget.

### **B. ROS**

There will be a TA Basic Allowance Increase (BAI) of 10 percent for shelter types 01, 02, 03, 04, 05, 06, 07, 11, 12, 20, 23, 33, 36, 37, 38, 39 and 40 in each of the next three years. The first year, it will be effective for 7/1/09, the second year for 7/1/10 and the third year for 7/1/11. There will be a separate MRB/A done in each year. A 2009 BAI MRB/A is scheduled with an initial phase date of 5/9/09 and a final phase date of 5/23/09 to rebudget these shelter types effective for 7/1/09. There will be subsequent BAI MRB/As scheduled in 2010 and 2011 to rebudget these cases effective for 7/1/10 and 7/1/11 respectively. ABEL Transmittal 09-3, dated April 23, 2009, addresses the items included in the July 1, 2009 MRB/A for the upstate BAI.

## **VII. Additional Information**

### **A. Room-and-Board Rate**

The Basic Allowance increase may affect the district's room-and-board rate. The room-and-board rate for TA applicants or recipients, purchasing room and board from an individual, family or commercially-operated boarding house, cannot exceed the sum of the Basic Allowance, Home Energy Allowance, Supplemental Home Energy Allowance and the district's maximum monthly shelter allowance (without children). The Automated Budget and Eligibility Logic (ABEL) will reflect each district's maximum allowance for room and board employing the increased Basic Allowance. Districts may increase their room-and-board rates, reflecting the increased Basic Allowance schedules, and use current shelter verification as a basis to increase the TA recipient's TA grant.

**B. Shelter and Utility Repayment Agreements**

Shelter and utility repayment agreement requirements continue to use the standard of need in effect on the date of application for assistance.

**C. Fiscal Implications**

Details regarding payment of the local share due to the increase will be provided in a subsequent LCM.

**VIII. Effective Date**

July 1, 2009

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**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports