DHR **Department of Human Resources** **311 West Saratoga Street** **Baltimore MD 21201**	**FIA ACTION TRANSMITTAL**
Control Number: #02-13	**Effective Date: Upon Receipt**
	Issuance Date: September 12, 2001

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: RENT SUBSIDY

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY RESEARCH & SYSTEMS

SUMMARY

FIA is issuing this action transmittal to clarify the local department's responsibility regarding subsidized housing verification. We are changing the penalty for non-compliance with the requirements and have included CARES procedures that explain how to correctly code the subsidized housing fields.

OLD POLICY

Action Transmittal 99-35 states all TCA applicants and recipients must verify the type of housing in which they reside. If the customer does not provide requested verification and the local department cannot verify housing type through collateral contact, deny or close the case. Please obsolete Action Transmittal 99-35.

NEW POLICY

TCA applicants and recipients must verify the type of housing in which they live. The local department is required to help customers obtain this verification through existing knowledge of community housing types, collateral contact, local interface or other resources. If the only factor the customer and local department cannot verify is housing type and all other information was provided, handle the case as though the customer lives in subsidized housing. **Deduct $60 a month as income from the TCA grant** by using correct CARES coding. (See page 3)

Do not close the TCA case for failure to verify housing type alone. If the customer cannot verify other eligibility factors, the local department may have questions about the family's circumstances or living arrangements. When the customer and local department cannot verify these eligibility factors and the family's situation is questionable, **deny or close the case.**

Narrate the case activity very carefully. Give clear, concise and complete information. Good narration always documents the situation, clarifies the customer's circumstances and supports the local department decision.

REMINDER

Do not add the $60 rent subsidy amount as phantom income on the Food Stamp case.

ACTION DUE

Upon Receipt

INQUIRIES

Please direct policy questions to Jo-Ann Showalter, Bureau of Policy and Training, at 410-767-7956. Direct CARES questions to Joyce Westbrook, Bureau of Systems Development and Management, at 410-238-1299.

cc: FIA Management Staff
         Constituent Services
         DHR Help Desk
         RESI

CARES PROCEDURES

Correct CARES coding for the $60 unearned income rent subsidy is essential to ensure accurate payment of benefits. Code CARES for rent subsidy as follows:

- Cases with parents and children included in the TCA assistance unit that have $60 deducted from the TCA grant because they <u>reside in subsidized housing</u> are coded on the head of household's **SHEL** screen as follows:

    - In the **Subsidized Housing** field, enter the appropriate housing code:
        - **P** - Public Housing,
        - **R** - FHMA 515, or
        - **S** - Section 8.

    - In the **V** field, enter the appropriate verification type:
        - **LE** – Letter
        - **LS** – Lease
        - **MO** – Mortgage
        - **OT** – Other
        - **RE** – Receipt
        - **RF** – 1130 Rent Form
        - **TE** – Telephone

- Cases with parents and children included in the TCA assistance unit that <u>fail to verify housing type</u>, are subject to the $60 housing deduction. Enter the following information on the head of household's **SHEL** screen:

    - In the **Subsidized Housing** field, enter **P** (Public Housing).
    - In the **V** field, enter verification type **OT** (Other).

    NOTE: On the **CAFI** screen, **Housing 60** displays to the right of the **Net Earned Income** field, if the case is coded correctly.

- Cases where parents are in the home and not included in the grant (sanction, SSI, etc.) and have $60 deducted because they <u>reside in subsidized housing or fail to verify housing type</u> are coded on the **UINC** screen for the youngest child as follows:
    -
    - In the **Source** field, enter **OA** (Other Countable – Cash Only),
    - In the **Amt** 1 field, enter **60**,
    - In the **V** field, enter **OT** (Other), and
    - In the **Freq** field, enter **AC** (actual).