



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 00-21

Effective Date: January 1, 2000

Issuance Date: November 19, 1999

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

**FROM: *Robert J. Everhard*  
ROBERT J. EVERHARD, EXECUTIVE DIRECTOR**

**RE: TREATMENT OF CONDOMINIUM FEES**

**PROGRAM AFFECTED: FOOD STAMPS**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

### SUMMARY

Recently, the Food and Nutrition Service reinterpreted policy about how to treat condominium fees. This action transmittal provides this new information.

### OLD POLICY

Under current policy fees for the maintenance of the condominium are not an allowable shelter expense. However, condo fees can also include expenses for heat, electric or other utility charges incurred by the household, which are allowable shelter costs. In some instances, these utility charges are not itemized and therefore are not readily identifiable. This made it difficult for case managers to determine the allowable amount to include as a shelter cost.

### NEW POLICY

- **The total amount of the condominium fee is an allowable shelter cost.**
- The household will receive the standard or limited utility allowance only if the utility is not included in the condo fee and the household is billed separately for heating or electric.

Examples:

#1 Mr. A lives in a condominium. The mortgage is \$400 and the condo fee is \$200. The condo fee includes water, sewage and maintenance. He receives a separate bill from the utility company for heat and electric. His allowable shelter costs are:

Mortgage - \$400  
Condo fee - \$200  
SUA - \$207

#2 Ms. B's condo fee is \$300. This fee includes water, sewage, oil heat, and maintenance. She is billed separately by the utility company for electric. The mortgage is \$300. The allowable shelter costs are:

Mortgage - \$300  
Condo fee - \$300  
LUA - \$125

#3 Mr. C's condo fee is \$400. This fee includes maintenance, water, sewage, heat and electric. The mortgage is \$550 and he is billed for the telephone. The allowable shelter costs are:

Mortgage - \$550  
Condo fee - \$400  
Telephone - \$20

CARES procedures follow on Page 3.

### **ACTION DUE**

This policy is effective January 1, 2000.

### **INQUIRIES**

Direct policy inquiries to Kay Finegan at (410) 767-7939. Direct system inquiries to Joyce Westbrook at (410) 238-1299.

cc: FIA Management Staff  
Constituent Services  
OIM Help Desk  
RESI

## **CARES PROCEDURES**

**For payment accuracy it is very important to code the SHEL screen correctly.**

- Enter the amount billed for the condo fee in the **Coop/Condo Fee** field (in the left column) on the **SHEL** screen followed by the appropriate verification code.
- If the household is entitled to a utility allowance, code the appropriate fields on the **SHEL** screen to give the SUA or LUA as follows:
  - SUA:
    - Enter "Y" in the "Util Std" field
    - Enter "N" in the "Is heat in the rent?" field
    - Enter "Y" or "N" (as appropriate) in the "Do you pay light/cooking? Field
  - LUA:
    - Enter "Y" in the "Util Std" field
    - Enter "Y" in the "Is heat in the rent?" field
    - Enter "Y" in the "Do you pay light/cooking?" field
- If the household is not entitled to a utility allowance, but is eligible for a deduction for other allowable utility expenses:
  - Enter the amount(s) in the appropriate expense type field(s) with the appropriate verification codes.
  - Enter "N" in the "Util Std" field on the SHEL screen.

**NOTE: Be sure to include in the narration the amounts of all shelter expenses, including condo fees and whether the customer will receive SUA, LUA, or simply the sum total of his/her various shelter expenses.**