



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: #10-34

Effective Date: July 1, 2010

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

RE: SHELTER COST VERIFICATION

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

TCA applicants and recipients must verify the type of housing in which they live to prevent having the \$60 housing subsidy counted. We consider customers as living in subsidized housing when they do not verify housing type. We are revising the policy on housing verification requirements.

ACTION REQUIRED:

Effective immediately, TCA applicants and recipients do not have to **verify** the type of housing they live in unless it is questionable. The customer must still report this information. Code CARES according to the customer's statement about housing type. The \$60 deduction **still** applies if the customer indicates he or she resides in subsidized housing or the case manager has prior knowledge that the property is subsidized or other verification is received. Customers are still required to report information accurately and correctly. **Do not request verification of housing for TCA customers, unless it is questionable.**

Reminder:

For TCA cases in subsidized housing:

- **Caretaker Relative – Child only** cases where the caretaker relative is not the parent and not included in the grant, do not deduct the \$60 from the TCA grant.
- **Needy Caretaker Relative** – The caretaker relative is not the parent and is included in the grant, deduct the \$60 from the TCA grant.

- **Non-member TCA Parent** –where parent/s are in the home and not included in the grant, deduct the \$60 if residing in subsidized housing.
- **Customers living with someone else** and not paying rent directly to the landlord deduct the \$60, if residing in subsidized housing.

The TCA manual is being updated to reflect the change.

CARES PROCEDURES:

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

Cases with parents and children included in the TCA assistance unit who declare they reside in subsidized housing 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 (use when customer declares housing type)
 - **RE** – Receipt
 - **RF** – 1130 Rent Form
 - **TE** – Telephone

INQUIRIES: Please direct all TCA inquiries to Marilyn Lorenzo at 410-767-7333 or mlorenzo@dhr.state.md.us or to Rosalyn Taylor at 410-767-7931 or rtaylor@dhr.state.md.us.

cc: DHR Executive Staff
 FIA Management Staff
 Constituent Services
 DHR Help Desk