



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Commissioner

Administrative Directive

Transmittal:	20-OCFS-ADM-16
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Child Welfare and Community Services
Date:	September 9, 2020
Subject:	Child Welfare Preventive Housing Subsidy
Suggested Distribution:	Directors of Social Services Child Protective Services Supervisors Child Welfare Supervisors Foster Care Supervisors Runaway and Homeless Youth Programs Municipalities
Contact Person(s):	Section VI
Attachments:	None

Filing References (*check on these –be sure that are correct and there are no typos*)

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR 423.2(b)(16), (c) & (e); 423.4; and 430.9(e) & (f)	SSL 409-a(5)(c) & (7) Chapter 624 of the Laws of 2019	<i>New York State Preventive Services Practice Guidance Manual, Chapter 1 and 2</i>	

I. Purpose

The purpose of this Administrative Directive (ADM) is to inform local departments of social services (LDSSs) of the authority to provide housing services in the form of rent subsidies as a preventive service to otherwise eligible recipients regardless of whether they are residing with unrelated roommates. Chapter 624 of the Laws of 2019 amended section 409-a of the Social Services Law (SSL) to provide that section 409-a, which addresses eligibility for preventive

services, does not limit the ability of those using such rent subsidy to live with roommates. Chapter 624 took effect on December 12, 2019.

II. Background

In 1988, section 409-a(5) of the SSL was amended to authorize housing services in the form of rent subsidies as a preventive service where an LDSS determines that a lack of adequate housing is the primary factor preventing the discharge of a child from foster care. The statute was thereafter amended to clarify that rent subsidies were available to enable the discharge of a child from foster care to independent living. Finally, section 409-a(7) of the SSL was added in the 1990s to authorize the use of rent subsidies as a preventive service to avert the placement of a child into foster care. LDSSs are authorized to provide eligible families and youth with a housing subsidy of up to \$300 per month for up to three years or until reaching the limit of \$10,800. The housing subsidy program is a mandated prevention service intended to keep children out of foster care or to expedite discharge from foster care.

The child welfare housing subsidy must be for one of the following reasons:

1. Prevent placement in foster care¹
 - a. A lack of adequate housing is a factor that may cause the entry of a child into foster care and the family has at least one other service need other than a lack of adequate housing. There must be a parent service need in which the financial condition of the parent or caretaker impairs their ability to care for the child.
2. Expedite a child's discharge from foster care²
 - a. At the time housing services are authorized, the case manager must determine that the primary factor preventing the discharge of the child from foster care is the family's lack of adequate housing. See Chapter 2 of the [OCFS Preventive Services Practice Guidance Manual](#) for additional information of required documentation and discharge planning.
3. To allow discharge to a planned living arrangement with a permanency resource³
 - a. The case manager must determine that housing services are necessary and have been authorized. The child must have been in foster care for at least 90 days, be prepared for discharge to another planned living arrangement with a permanency resource and be eligible for discharge only if housing services are provided. See Chapter 2 of the [OCFS Preventive Services Practice Guidance Manual](#) for additional information on required discharge planning.

The goal of the child welfare housing subsidy program is to stabilize housing situations and prevent homelessness to help prevent foster care placements, expedite reunification, and help youth aging out of foster care. Thus, families eligible for mandated preventive services, child protective services families receiving preventive services, families where children are reunifying from foster care, and youth aged 18-21 are eligible for the housing subsidy. For families, and even more so for youth, the high cost of housing and the benefit of living with others often leads most New Yorkers to have roommates.

¹ SSL §409-a(7);18 NYCRR 430.9(c)(4).

² SSL §409-a(5)(c);18 NYCRR 430.9(e)(2).

³ SSL §409-a(5)(c);18 NYCRR 430.9(f).

III. Program Implications

The preventive services housing subsidy program is better able to prevent homelessness and address housing instability for families and youth aging out of foster care by allowing unrelated roommates in the home. This flexibility enacted by Chapter 624 will help the family or youth to leverage the additional support of unrelated roommates and will allow more housing options to be available to them.

IV. Required Action

LDSSs are authorized to provide the housing services in the form of a rent subsidy to eligible recipients, including those who reside with unrelated roommates.

V. System Implications

Housing Subsidy is provided as a Preventive Service and is authorized in WMS with the following Purchase of Service (POS) types:

- 2A – Rent Arrears
- 2B – Special Payments
- 27 – Rent Subsidy

Housing Subsidy POS types are normally authorized for a specific monthly amount limited to; \$300 per month for POS type 27, \$1,800 per month for POS type codes 2A-2B, and \$10,800 or 36 payments total for each client. These limits are tracked in BICS and payments are not processed once the payment caps have been reached.

WMS

Housing Subsidy POS's require a Direct Service (DIR) of 25-Preventive Children (Mandated) in WMS:

LN	CIN	GS	GL	AP	SF	PI	SERVICES
01	BK52598S	-	03	-	-	-	
			25				
02	BK52599Q	-	03	-	-	-	
			25				
03	BK52600Q	-	03	-	-	-	
			25				
00							

Housing Subsidy POS lines are authorized using the line number of the child being provided the Preventive Service. The POS line may be authorized with a C or a dollar amount in the AMT field and a Method of Payment (MOP) of 2-POS Public or 3-POS Private. An entry must be made for Vendor ID. Housing Subsidy vendor ID's must have a commodity code of 06-Shelter in the BICS Vendor File. A value of 'A', 'B' or 'C' must be entered in the Associated Name Indicator field (ANI).

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WSUPOS   CASE # SAY823           TYPE 40   AUTH 05052699   PAGE 1 OF 1   10/26/20
      TRAN TYPE 05           PURCHASE OF SERVICES

PSS LN  SVC FROM   TO     AMT   PER MAX  MOP  PROV ID  CHK/VCHR  ANI  LOD  LDF
01  02  27_ 091520 091521 030000 M 0060MA 3  09350___  _____  A   _   _
01  02  2A_ 091520 093020 180000 S _____ 2  09350___  _____  A   _   _
    
```

Upon transmittal of the WSUPOS screen the Associated Name Indicator screen will open. The CIN of the Discharge Resource Person (DRP) is entered in the appropriate field as designated by the ANI value. The DRP CIN must be an Active CIN on the WMS case. The DRP CIN is used in conjunction with the Preventive Service CIN to record the Housing Subsidy limits in BICS.

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WSUASC           ASSOCIATED NAME SCREEN           10/26/2020
      ASSOCIATED NAME AND ADDRESS

A
CLIENT ID       NAME
BK52598S
STREET          CITY          ST          ZIP CODE
_____

B
CLIENT ID       NAME
STREET          CITY          ST          ZIP CODE
_____

C
CLIENT ID       NAME
STREET          CITY          ST          ZIP CODE
_____

ACCEPT BLINKING SCREEN _           XMT
                                     ^
    
```

Only one Housing Subsidy POS line (POS 2A or 2B or 27) per Preventive Services CIN may be entered per DRP CIN.

File Maintenance Unsatisfactory errors associated with DRP CIN POS lines are:

111 HOUSING SUB DRP CIN MISSING

If the POS line is for a housing subsidy and an associated payment record is indicated, the Discharge Resource Person (DRP) Case Identification Number (CIN) is not included in the record. This edit is related to the Housing Subsidy (Sub) payment monitoring process.

116 DRP CHILD CONFLICT "RECIPIENT ID"

A Discharge Resource Person (DRP) may only receive a housing subsidy on behalf of one child at a time. Two different children have overlapping authorization periods for the same DRP. This edit is related to the housing subsidy payment monitoring process.

Cases appearing on the BICS Unsatisfactory Report or in UM/ALEC status in WMS will not update to BICS.

BICS

BICS will return the following error messages in Voucher Processing if the Housing Subsidy caps have been met:

PAYMENT REDUCED -DRP CAPS (E864)

The housing subsidy payment requested exceeds the maximum total allowable for the discharge resource person. The payment is reduced accordingly. This edit is related to the housing subsidy payment monitoring process.

NO PAYMENT-DRP CAPS (E865)

The maximum total payment amount allowable for housing subsidy for the discharge resource person is reached. No further payment is allowed. This edit is related to the housing subsidy payment monitoring process.

Housing Subsidy payment amounts and caps may be viewed through BICS Menu Selection 13-Services Inquiry by going to selection LSVDRP and entering the Preventive Services and DRP CIN's

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▶LSVMNU                SERVICES INQUIRY MENU                DATE 10/30/20
CASE NO
▶LSVCCD  ^^^^^^^^^^^
▶LSVPOS  ^^^^^^^^^^^
▶LSVPS1  ^^^^^^^^^^^
▶LSVPS2  ^^^^^^^^^^^  CIN  ^^^^^^^^^  POS TYPE ^^
▶LSVPS3  ^^^^^^^^^^^  CHECK NO ^^^^^^^^^^^
▶LVO240  ^^^^^^^^^^^  VOUCHER NO ^^^^^^^^^
▶LSVPSH  ^^^^^^^^^^^  CIN  ^^^^^^^^^  POS TYPE ^^
▶LSVEAF  ^^^^^^^^^^^  CIN  ^^^^^^^^^  DIST  ^^^^
▶LSVPS6  ^^^^^^^^^^^
▶LSVDRP  ^^^^^^^^^^^  CIN  BK52599Q  DRP  BK52598S
▶LSCCRS  ^^^^^^^^^^^  CIN  ^^^^^^^^^  SELECTION ^
XMT
^ * CURRENT CASE/INDIVIDUAL DATA
^ * STANDING POS LINES
^ * VOUCHERS PROC/CHKS TO BE ISS
^ * ISSUED CHECKS LIST
^ * CHECK DETAIL INFORMATION
^ * VOUCHER DETAILS
^ * PAYMENTS HISTORY
^ * EAF UTILIZATION HISTORY
^ * SUSPENDED REIMBURSEMENT
^ * DRP CAP DATA INQUIRY
^ * INDIVIDUAL DATA INQUIRY
  (1-LOD, 2-LEGAL, 3-NON-PAY,
  4-PROGRAM TYPE, 7-SPECIAL)
▶LRETEL  ^^^^^^^^^^^  CIN  ^^^^^^^^^  SELECTION ^  ^ * WMS CIN AUTH/RETRO ELIG INQ
  (5-CASE AUTHORIZATION,
  6-RETRO ELIGIBILITY)
    
```

Overall DRP Cap data is available with Total Dollars, DRP Rent Paid (with POS 27) and DRP Special Paid (with POS 2A and POS 2B) along with the Total Number of DRP Payment Units.

LSVDRP	SERVICES INQUIRY		PAGE 1 OF 1
DATE 10/30/20	DRP CAP DATA		
DRP CIN: BK52598S	NAME: BADDOG	SPRINGS	
POS CIN: BK52599Q	NAME: GOSHD	SPRINGS	
DRP TOTAL DOLLARS PAID:	1,800.00		
DRP RENT PAID:	1,800.00		
DRP SPECIAL PAID:	0.00		
TOTAL DRP PAYMENT UNITS:	06		
SF2 FOR PAYMENT DETAILS			

Payment details are also available for inquiry and include Check Number, Payment Amount, Billing From Date and the Service Type.

LSVDR2	SERVICES INQUIRY			PAGE 01 OF 01
DATE 10/30/20	DRP PAYMENT DETAIL			
CHECK NUMBER	PAYMENT AMOUNT	BILLING FROM DT	SERVICE TYPE	
20201021003	1,800.00	091520	2A-RENT-ARR	

The payment cap may be reset by New York State ITS upon request. Resetting of the cap will only take place when the payment cap has been reached and a new Housing Subsidy episode, for the associated Preventive Service and DRP CIN's, has occurred. The request to ITS, to reset the Housing Subsidy cap to zero, must include the WMS Case Number, the Preventive CIN and the DRP CIN.

VI. Contacts

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VII. Effective Date

This policy is effective immediately.

/s/ Lisa Gharthey Ogundimu

Issued by:

Name: Lisa Gharthey Ogundimu

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services