



General Information Memorandum

ISD-GI 19-32

TO: ISD Employees
FROM: Karmela Martinez, Acting Director, Income Support Division
DATE: May 15, 2019
RE: Homeless Shelter Standard

This GI is to update the amount of the Homeless Shelter Standard from \$143.00 to \$147.55 effective 5/1/19.

A household in which all household members are defined as homeless, in accordance with 8.139.100.7 A(44) NMAC, shall be allowed the homeless shelter standard if the household incurs any shelter expenses at any time during the month.

The Food and Nutrition Services (FNS) in the Agriculture Improvement Act of 2018, Section 4004 increased the amount of this deduction. The deduction is reflected in ASPEN on the Excess Shelter Deduction Calculation Screen when running eligibility, please see the screen shots below.

Shelter
SNAP- Excess Shelter Deduction
Case Name, Case #, Case Mode: Intake, Case Status: Pending
EDG Name, EDG #, COE: SNAP
Benefit Period: 05/01/2019-
Certification Period: 04/01/2019-03/31/2020
Eligibility Status: Approved
Review Due Date:
Disposition Status:
Interim Review Date: 09/30/2019
Excess Shelter Deduction Calculation:
Homeless Standard: \$ 147.55
Housing Expenses: 0.00
Heating Cooling Standard Utility Allowance: 0.00
Limited Standard Utility Allowance: 0.00
Telephone Standard Allowance: 0.00
Total Shelter Amount: \$ 148.00
50% Adjusted Gross Income: 0.00
Adjusted Excess Shelter Amount: \$ 148.00
Non-S/D/V Shelter Maximum: \$ 552.00
Excess Shelter Deduction: \$ 148.00

When conducting the interview with the applicant, if the applicant has identified as being homeless and meets the definition in NMAC, meaning an individual who lacks a fixed and regular nighttime residence, the following steps will be taken:

1. In the Living Arrangements/Domicile – Details screen mark the living arrangement type as homeless.

The screenshot shows the 'Living Arrangement/Domicile - Details' form. At the top, there are navigation icons and case information: Case Name, Case #, Case Action: Intake, and Case Status: Pending. Below this are 'Reset', 'Previous', and 'Continue' buttons. The 'Individual Information' section includes Name, Individual #, and Updated Date: 04/01/2019. The 'Living Arrangement Dates' section has two date pickers: 'When did the circumstance begin or change?' (01/01/2019) and 'When did the circumstance end?' (mm/dd/yyyy). The 'Living Arrangement Details' section features a dropdown menu for 'Living Arrangement Type' set to 'Homeless', which is highlighted with a yellow box and a red arrow. Below it are two more dropdowns: 'Does this living arrangement apply to everyone in household?' (NO) and 'Is the individual identified as chronically homeless?'. The 'Facility Information' section includes three checkboxes: 'Facility is a non profit organization?', 'Facility is public institution?', and 'Living in a residential shelter care facility or other group home licensed by DOH?'. At the bottom, there are 'Reset', 'Previous', and 'Continue' buttons.

2. If the customer indicates they have out of pocket shelter expenses, update the Shelter Expenses – Details screen in the following way:
 - a. Update the “Shelter Type” to the appropriate selection
 - b. Update the “Shelter Expense Type” to the appropriate selection
 - c. Update the “Is Shelter Expense” radio buttons to the appropriate selection
 - d. Update the “Expense Frequency” to the appropriate selection
 - e. Update the “Amount” field with the amount specified by the customer
 - f. Update the “Verification” dropdown with the appropriate selection

Shelter Expenses - Details ? ? ? ? ? ? ? ? ? ?

Case Name: Case #: Case Action: Intake Case Status: Pending

Reset Cancel Add Shelter Expenses Previous Continue

Individual Information

Name: Individual #:

Shelter Expenses Dates

When did the circumstance begin or change? 04 01 2019 When did the circumstance end? mm dd yyyy

When was the verification for the information received? 04 01 2019

Shelter Expense Details

* Shelter Type: Occupied by group

* Shelter Expense Type: Home/Lot Rent

* Shelter Expense: Public Housing Section 8/Subsidized * Unsubsidized

* Expense Frequency: Monthly

* Amount: \$100.00

Monthly Shelter Expense Amount: \$100.00

* Verification: Client statement

Shelter Unoccupied By Household

Household intends to return to an unoccupied shelter?

Shelter is rented or leased?

Current occupants are claiming shelter costs for SNAP purposes?

Shelter Unoccupied Reason:

Reset Cancel Add Shelter Expenses Previous Continue

If you have questions regarding this GI, please contact Monica A. Sandoval at (505) 827-7254 or by e-mail at Monica.Sandoval@state.nm.us.