



Office of Children and Family Services

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Administrative Directive

Transmittal:	20-OCFS-ADM-16-R2 (Revised May 31, 2024)
To:	Local Departments of Social Services Commissioners Voluntary Authorized Agencies Executive Directors
Issuing Division/Office:	Division of Child Welfare and Community Services
Date:	R2: May 31, 2024 R1: January 19, 2024. Original publication date: September 9, 2020
Subject:	Preventive Housing Subsidy
Suggested Distribution:	Social Services Directors Child Protective Services Supervisors Child Welfare Supervisors Foster Care Supervisors Runaway and Homeless Youth Programs Municipalities
Contact Person(s):	See section VI.
Attachments:	Attachment A: <i>Preventive Housing Subsidy Desk Aid</i>

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
20-OCFS-ADM-16-R1		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 Chapter 56 of the Laws of 2023	<i>New York State Preventive Services Practice Guidance Manual, Chapters 1 and 2</i>	

R2: This Administrative Directive (ADM) was revised and reissued on (May 31, 2024) to distribute the *Preventive Housing Subsidy Desk Aid* to local departments of social services (LDSSs). This desk aid is intended to be a useful tool to simplify and guide caseworkers in reference to maximum allowable expenditures, eligibility services, Purchase of Service (POS) types, casework contact, and documentation requirements related to the provision of the preventive housing subsidy.

R1: This ADM was revised and reissued on January 19, 2024, to increase the maximum amount that local departments of social services (LDSSs) may make under the preventive housing program from \$300 to \$725 per month, pursuant to Chapter 56 of the Laws of 2023. The title of this ADM is changed from “Child Welfare Preventive Housing Subsidy” to “Preventive Housing Subsidy” to better reflect the population that the program may serve. Finally, the revisions include updated information regarding the entering of information into the Welfare Management System (WMS) and the Benefits Issuance Control System (BICS).

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.

The first revision of this ADM informed LDSSs of the provisions of Chapter 56 of the Laws of 2023 that increased the maximum monthly amount LDSSs are authorized to provide to eligible families and youth from \$300 to \$725, effective January 1, 2024.

The second revision of this ADM also releases the *Preventive Housing Subsidy Desk Aid* to provide caseworkers with a quick reference tool when seeking information related to preventive housing subsidy.

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. 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. Chapter 56 of the Laws of 2023 increased the housing subsidy amount the LDSS is authorized to provide to eligible families and youth from \$300 per month for up to three years to \$725 per month for up to three years, or until reaching the limit of \$26,100. 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 preventive housing subsidy must be for one of the following reasons:

1. To 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

¹ SSL §409-a(7);18 NYCRR 430.9(c)(4).

- and the family has at least one 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. To 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 another planned permanent 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 permanent 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 preventive housing subsidy program is to stabilize housing situations and 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.

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 of the Laws of 2019 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. The increase from \$300 to \$725 in the monthly amount that may be paid to eligible families, as enacted by Chapter 56 of the Laws of 2023, will also help to support this goal. This increase is effective January 1, 2024.

The *Preventive Housing Subsidy Desk Aid* is an additional resource for caseworkers providing crucial information in a readily available form. Caseworkers can utilize the desk aid as a printed document or digitally. The appropriate Preventive Housing Subsidy regulations should also be consulted to ensure up-to-date information.

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. Systems Implications

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

³ SSL §409-a(5)(c);18 NYCRR 430.9(f).

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

At the current time, Purchase of Service (POS) types 2A/2B and 27 are not available to youth living on their own without a discharge resource (i.e., youth being discharged with a goal of APPLA, youth over the age of 18 who are at risk of reentering foster care). WMS and BICS will be changed to accommodate these youth. Until then, POS code 25-Preventive Mandated must be used for housing subsidy expenditures for these youth.

Housing Subsidy POS types are normally authorized for a specific monthly amount limited to \$725 per month for POS type 27, \$4,350 per month for POS type codes 2A-2B, and \$26,100 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 require a Direct Service (DIR) of 25-Preventive Children (Mandated) in WMS:

WSUDIR	CASE #	SHOUSE212	TYPE	40	AUTH	PAGE 1 OF 1	11/10/2023
TRAN	TYPE 02	AUTH PER FROM	110123	TO 050124	REASON		10:49:29
12 MONTH AUTH REQUESTED N							
LN	CIN	GS	GL	AP	SF	PI	SERVICES
01	BP30063E	-	03	-	-	-	
			25				
02	BP30064C	-	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 IDs 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).

WSUPOS	CASE #	SHOUSE212	TYPE	40	AUTH	05065044	PAGE 1 OF 1	11/10/23				
TRAN	TYPE 02	PURCHASE OF SERVICES										
PSS	LN	SVC	FROM	TO	AMT	PER MAX	MOP	PROV ID	CHK/VCHR	ANI	LOD	LDf
01	02	27	110123	110124	072500	M	0060MA	3	09350	A	-	-
01	02	2A	110123	113023	C	S		3	09350	A	-	-

Upon transmittal of the WSUPOS screen, the ANI screen will open. The Client Identification Number (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                11/10/2023

ASSOCIATED NAME AND ADDRESS

A
CLIENT ID            NAME
BP30063E            _____
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
^
    
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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) 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 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 the BICS Menu Selection 13- Services Inquiry by going to selection LSVDRP and entering the Preventive Services and DRP CINs.

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▶LSVMNU                SERVICES INQUIRY MENU                DATE 10/30/20

      CASE NO                      XMT
▶LSVCCD ^^^^^^^^^^^          ^ * CURRENT CASE/INDIVIDUAL DATA
▶LSVPOS ^^^^^^^^^^^          ^ * STANDING POS LINES
▶LSVPS1 ^^^^^^^^^^^          ^ * VOUCHERS PROC/CHKS TO BE ISS
▶LSVPS2 ^^^^^^^^^^^          ^ * ISSUED CHECKS LIST
▶LSVPS3 ^^^^^^^^^^^          ^ * CHECK DETAIL INFORMATION
▶LVO240 ^^^^^^^^^^^          ^ * VOUCHER DETAILS
▶LSVPSH ^^^^^^^^^^^          ^ * PAYMENTS HISTORY
▶LSVEAF ^^^^^^^^^^^          ^ * EAF UTILIZATION HISTORY
▶LSVPS6 ^^^^^^^^^^^          ^ * SUSPENDED REIMBURSEMENT
▶LSVDRP          CIN BK52599Q DRP BK52598S          ^ * DRP CAP DATA INQUIRY
▶LSCCRS          CIN ^^^^^^^^^ SELECTION ^          ^ * 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)
    
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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.

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LSVDRP                SERVICES INQUIRY                PAGE 1 OF 1
DATE 11/10/23        DRP CAP DATA

      DRP CIN: BK52598S  NAME: BADDOG           SPRINGS
      POS CIN: BK52599Q  NAME: GOSHD           SPRINGS

      DRP TOTAL DOLLARS PAID:      2,700.00
      DRP RENT PAID:              1,800.00
      DRP SPECIAL PAID:           0.00

      TOTAL DRP PAYMENT UNITS:      09

SF2 FOR PAYMENT DETAILS
    
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Payment details are also available for inquiry and include Check Number, Payment Amount, Billing From Date and the Service Type.

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LSVDR2                SERVICES INQUIRY                PAGE 01 OF 01
DATE 11/10/23        DRP PAYMENT DETAIL

      CHECK NUMBER          PAYMENT          BILLING          SERVICE TYPE
                           AMOUNT                FROM DT
      20220329014          300.00          120120          27-HSG-SUPP
      20220329014          300.00          040121          27-HSG-SUPP
      20220329014          300.00          110120          27-HSG-SUPP
      20201021003          1,800.00        091520          2A-RENT-ARR
    
```

The payment cap may be reset by New York State's Information Technology Systems (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 CINs, 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

Any questions concerning this ADM should be directed to the appropriate regional office:

Buffalo Regional Office - Amanda Darling (716) 847-3145

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Rochester Regional Office - Christopher Bruno (585) 238-8201

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Close to Home Oversight - Donte Blackwell (212) 383-7261

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VII. Effective Date

This release is effective immediately.

/s/ Gail Geohagen-Pratt

Issued by:

Name: Gail Geohagen-Pratt

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services