
General Information Memorandum

ISD-GI 13-35

TO: ISD Employees *pguinesson*
FROM: Ted Roth, Director, Income Support Division
RE: SNAP Homeless Standard Deduction
DATE: July 17, 2013

ISD2 had been updated to reflect SNAP policy at 8.139.520.11 F(6) PLAC, to allow a Homeless Shelter (HL) Standard for SNAP clients who are defined as homeless and incur shelter expenses at any time during the month. Clients coded as HL on the DEM2 screen and Z on the SHLT screen shall receive the greater of the SHELTER – DEDUCTION or HL STANDARD.

A household claiming the SNAP Homeless Shelter deduction cannot have its shelter expenses considered for the Excess Shelter Deduction or the Standard Utility Allowance.

To ensure the deduction is properly calculated follow these steps:

Step 1: Code all members "HL" under "LIVING ARR" on the DEM2 Screen.

Step 2: Enter "Z" under "Shelter Type" on the SHLT screen and enter the amount of shelter expenses.

The deduction is not visible on the "FSEL" screen for the SNAP Homeless Standard Deduction. It will be automatically deducted from the Adjusted-Net-Income if the HL Standard is greater than the SHELTER – DEDUCTION. Caseworkers will have to verify the Adjusted – NET - INC on the FSEL screen.

Please see attached examples. If you have questions regarding this GI, please contact Brandi E. Sandoval at 505-827-7274 or by email: brandi.sandoval@state.nm.us.

Example 1: Client does not have shelter expenses per the SHLT Screen nor HL Standard.

INQUIRY * * * C L I E N T D E M O G R A P H I C - 2 * * * 039 DEM2 01
 MNTH: 0713 DEM3

CLIENT-NAMES	MARITAL	LIVING	STUDENT	GRAD	U.S.	YRS-OF		
SSN	FIRST	LAST	STAT	ARR V	STAT V	MMYY	CTZN V	EDUC
942786363	T	BUZZ	LIG	U	{ HL Y }		C Y	12

INQUIRY * * * C A S E F I N A N C I A L * * * 039 SHLT 01
 MNTH: 0713 * * * H O H S H E L T E R D A T A * * * FS1

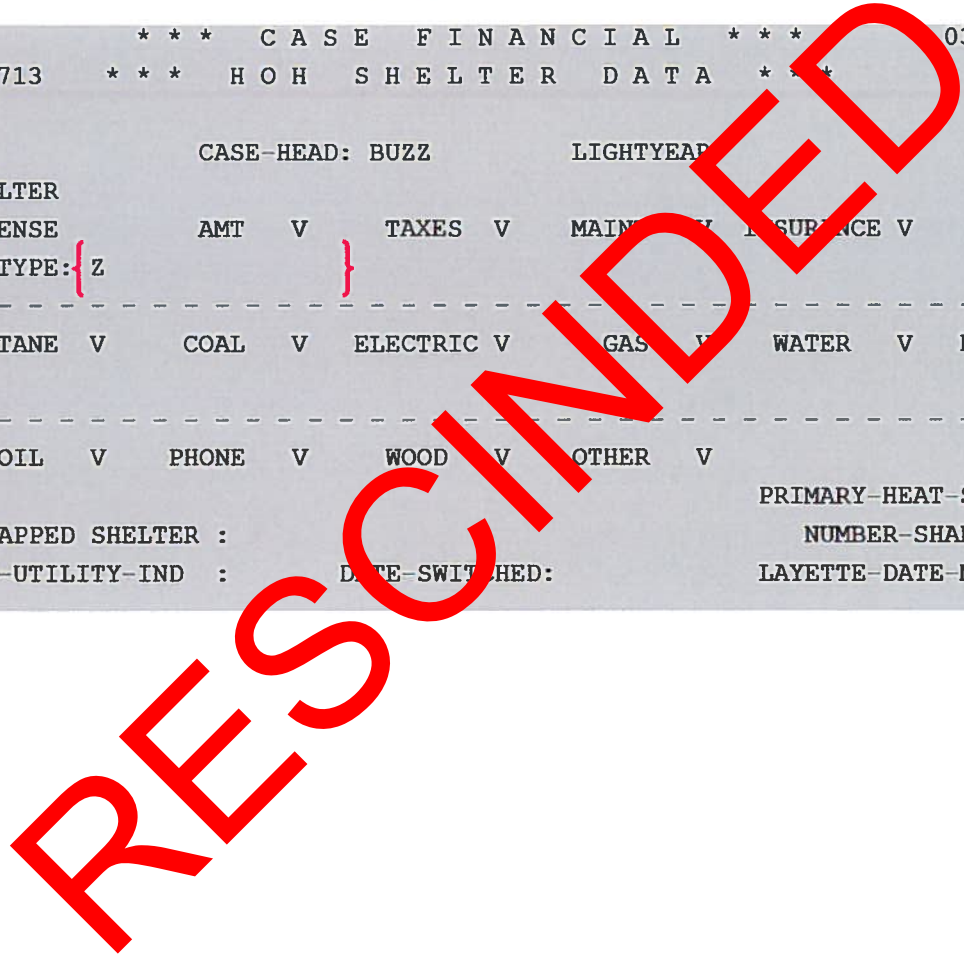
CASE-HEAD: BUZZ LIGHTYEAR

SHELTER EXPENSE AMT V TAXES V MAIN INSURANCE V
 TYPE: { Z }

BUTANE V COAL V ELECTRIC V GAS V WATER V KEROSENE V

OIL V PHONE V WOOD V OTHER V

UNCAPPED SHELTER : PRIMARY-HEAT-SRCE:
 STD-UTILITY-IND : DATE-SWITCHED: NUMBER-SHARING:
 LAYETTE-DATE-MMY:



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INQUIRY          * * *   F S   F I N A N C I A L   * * *           039 FSEL 01
MNTH: 0713      * * *   E L I G I B I L I T Y   * * *           VERF
CASE-ID: 942786363 T  CATEGORY: 039  NUM-IN-HOUSE: 1  ADULTS: 1  CHILDREN: 0
RESOURCES:
RESOURCE-LIMIT:      2000.00      STANDARD-DED:      149.00
TOTAL-RESOURCES:     0.00          CS-DEDUCTION:      0.00
EXCESS:              0.00          SHELTER-DEDUCTION: { 0.00 }
INCOME-TEST:
FA-GRANT-AMOUNT:    0.00          MEDICAL-DEDUCTION: 0.00
IV-D-DISREGARD:     0.00          DEPENDENT-CARE:    0.00
CS-PASS-THRU:       0.00          ADJUSTED-NET-INC:  251.00
GROSS-INCOME-STD:   1536.00        NET-INCOME-STD:    931.00
GROSS-EARNED:       500.00        30%-ADJ-NET-INC:  76.00
EARNED-INCOME-DED:  100.00        THRIFTY-FOOD-PLAN: 20.00
NET-EARNED-INCOME:  400.00        ALLOTMENT-AMOUNT: 124.00
GROSS-UNEARNED:     0.00          RECOUPMENT-AMOUNT: 0.00
BNFT-EFF-DT: 060413  STRAT: 0002  BNFT-APPRV:          REASON-CODES:
DEFICIT:          124.00          NOTICE-ORD:        WAIVED 10-DAY-NOTICE:

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Net Income minus Standard Deduction = Adjusted Net Income (\$400 - \$149 = \$251)

Example 2: HH is receiving the \$143 HL Standard

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INQUIRY * * *   C L I E N T   D E M O G R A P H I C - 2   * * *   039 DEM2 01
MNTH: 0713                                           DEM3

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CLIENT-NAMES	MARRITAL	STUDENT	GRAD	U.S.	YRS-OF	
SSN	FIRST	LAST	STAT	MMYY	CTZN	EDUC
942786360 T	SLO	MO	{ HL Y }		C Y	12
942786361 T	MRS	MO	{ HL Y }		C Y	12
942786362 T	MR	MO	{ HL Y }		C Y	

INQUIRY * * * C A S E F I N A N C I A L * * * 039 SHLT 01
 MNTH: 0713 * * * H O H S H E L T E R D A T A * * * FS1

CASE-HEAD: SLO MO
 SHELTER
 EXPENSE AMT V TAXES V MAINT V INSURANCE V
 TYPE: { Z 400.00 Y }

 BUTANE V COAL V ELECTRIC V GAS V WATER V KEROSENE V

 OIL V PHONE V WOOD V OTHER V
 PRIMARY-HEAT SRCE: Z
 UNCAPPED SHELTER : NUMBER-SHARING:
 STD-UTILITY-IND : DATE-SWITCHED: PAYETTE DATE: MYY:

INQUIRY * * * F S F I N A N C I A L * * * 039 FSEL 01
 MNTH: 0713 * * * E L I G I B I L I T Y * * * VERF
 CASE-ID: 942786360 T CATEGORY: 039 NUM-IN-HOUSE: 3 ADULTS: 2 CHILDREN: 1
 RESOURCES: STANDARD DED: 149.00
 RESOURCE-LIMIT: 3250.00 CS-DEDUCTION: 0.00
 TOTAL-RESOURCES: 0.00 STANDARD DEDUCTION: { 24.50 }
 EXCESS: 0.00 MEDICAL-DEDUCTION: 0.00
 INCOME-TEST: DEPENDENT-CARE: 0.00
 FA-GRANT-AMOUNT: 0.00 ADJUSTED-NET-INC: 608.00
 IV-D-DISREGARD: 0.00 NET-INCOME-STD: 1591.00
 CS-PASS-THRU: 90 30%-ADJ-NET-INC: 183.00
 GROSS-INCOME-STD: 0.00 THRIFTY-FOOD-PLAN: 526.00
 GROSS-EARNED: 100.00 ALLOTMENT-AMOUNT: 343.00
 EARNED-INCOME-DEF: 100.00 RECOUPMENT-AMOUNT: 0.00
 NET-EARNED-INCOME: 400.00 BENEFIT-AMOUNT: 343.00
 GROSS-UNEARNED: 500.00
 BNFT-EFF-DATE: 06 413 STRAT: 0002 BNFT-APPRV: REASON-CODES:
 DEFICIT: 143.00 NOTICE-OVRD: WAIVE-10-DAY-NOTICE:

Net EI + Gross UEI – Standard Deduction – HL Standard = Net Income Standard (\$400 + \$500 - \$149 - \$143 = \$608)

The \$143 is deducted from the ADJ – NET –INC ‘behind the scenes’.

Example 3: HH is receiving the Shelter Deduction as it is greater than the HL Standard

INQUIRY * * * CLIENT DEMOGRAPHIC - 2 * * * 039 DEM2 01
 MNTH: 0713 DEM3

CLIENT-NAMES	MARITAL	LIVING	STUDENT	GRAD	U.S.	YRS-OF		
SSN	FIRST	LAST	STAT	ARR V	STAT V	MMYY	CTZN V	EDUC
942786355	T	SHARK	BAI	U	{ HL Y }		C Y	12

INQUIRY * * * CASE FINANCIAL * * * 039 SHLT 01
 MNTH: 0713 * * * HOH SHELTER DATA * * * FS1

CASE-HEAD: SHARK BAIT

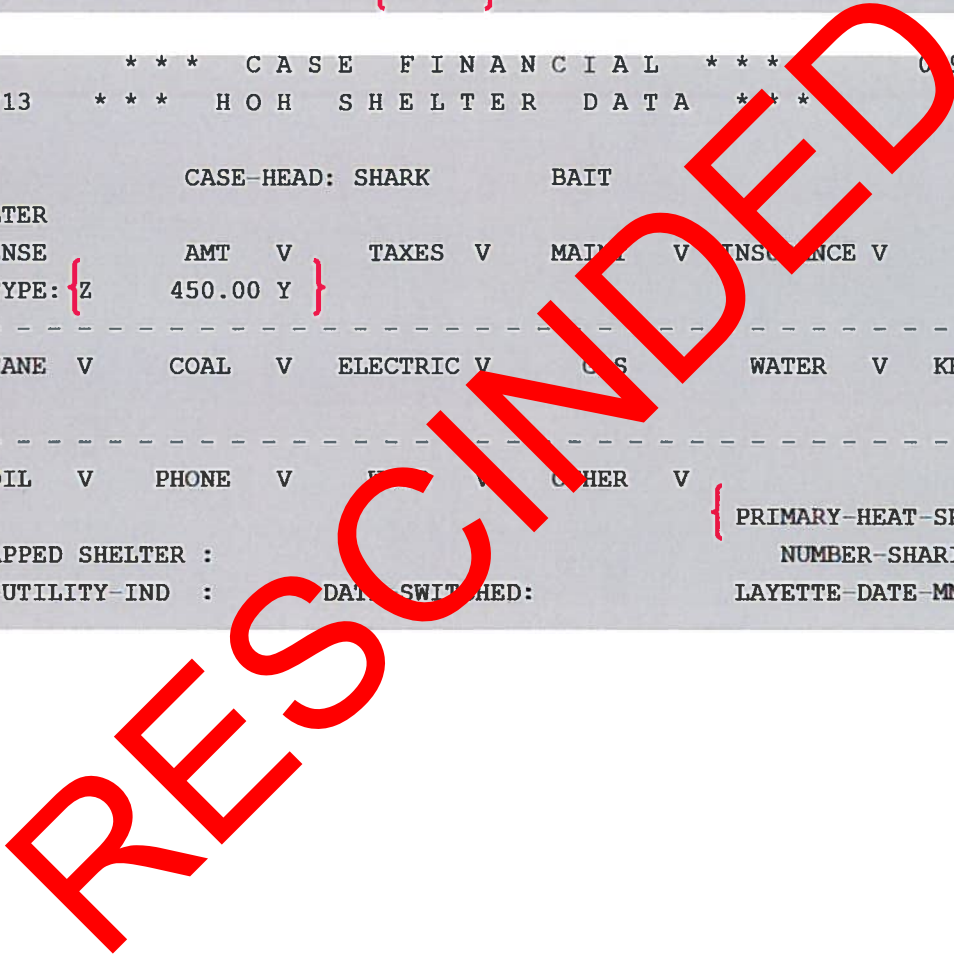
SHELTER	AMT	V	TAXES	V	MAINT	V	INSURANCE	V
EXPENSE	TYPE: { Z	450.00	Y	}				

BUTANE	V	COAL	V	ELECTRIC	V	GAS	WATER	V	KEROSENE	V
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OIL	V	PHONE	V	FIRE	V	OTHER	V			
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{ PRIMARY-HEAT-SRCE: Z }

UNCAPPED SHELTER : NUMBER-SHARING:
 STD-UTILITY-IND : DATE SWITCHED: LAYETTE-DATE-MMY:



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INQUIRY          * * * F S F I N A N C I A L * * *          039 FSEL 01
Mnth: 0713      * * * E L I G I B I L I T Y * * *          VERF
CASE-ID: 942786355 T CATEGORY: 039 NUM-IN-HOUSE: 1 ADULTS: 1 CHILDREN: 0
RESOURCES:
RESOURCE-LIMIT:    2000.00
TOTAL-RESOURCES:   0.00
EXCESS:            0.00
INCOME-TEST:
FA-GRANT-AMOUNT:   0.00
IV-D-DISREGARD:    0.00
CS-PASS-THRU:      0.00
GROSS-INCOME-STD:  1536.00
GROSS-EARNED:      500.00
EARNED-INCOME-DED: 100.00
NET-EARNED-INCOME: 400.00
GROSS-UNEARNED:    0.00
BNFT-EFF-DT: 060413 STRAT: 0002 BNFT-APPRV:
DEFICIT:          200.00          NOTICE-ON:
STANDARD-DED:     149.00
CS-DEDUCTION:     0.00
SHELTER-DEDUCTION: { 324.50 }
MEDICAL-DEDUCTION: 0.00
DEPENDENT-CARE:   0.00
ADJUSTED-NET-INC: 0.00
NET-INCOME-STD:   931.00
30%-ADJ-NET-INC: 0.00
THRIFTY-FOOD-PLAN: 0.00
ALLOTMENT-AMOUNT: 200.00
RECOUPMENT-AMOUNT: 0.00
BENEFIT-AMOUNT:   200.00
PERSON-CODES:
WALF 10-DAY-NOTICE:

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Net EI – Standard Deduction – Shelter Deduction + Adjusted Net Income (\$400 – \$149 – \$324.50 = 0.00)

RESCINDED