



## FAMILY INDEPENDENCE ADMINISTRATION


Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner  
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner  
Office of Procedures

### POLICY BULLETIN #12-104-SYS

#### POS HDU RELEASE

<b>Date:</b> October 19, 2012	<b>Subtopic(s):</b> POS
 This procedure can now be accessed on the FIAweb.	<p>This policy bulletin informs Job Center Staff of changes to POS windows in the Special Grant Request HDU process.</p> <p>The windows include</p> <ul style="list-style-type: none"><li>• Rent Arrears and Mortgage Arrears Window</li><li>• Housing Related Benefits Window</li><li>• Moving Allowance Window</li><li>• Security Deposit Window</li><li>• Broker's Fee/Voucher Window</li></ul> <p>The POS window changes listed above, will become effective Monday October 22, 2012, The information in the CA POS Release Notes pertaining to the HDU/RAU process will become effective later in November. A policy bulletin will be issued at the time of the effective date.</p> <p><b>Note:</b> There is <u>no change</u> in the way rental assistance requests or other housing benefit requests will be processed by HDU or Center staff. In addition there is no change in the way cases are referred to RAU.</p> <p>The new process <u>does not</u> change the responsibilities of HDU or Center staff with respect to the handling of rental assistance, moving and other housing benefit requests. HDU and Center staff that have had responsibility for these requests will continue to do so.</p> <p><i>Effective Immediately</i></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298


Distribution: X

**Related Item:**

[PB #12-102-SYS](#)

**Attachment:**

**Attachment A     POS Release 16.3**

 Please use Print on Demand to obtain copies of forms.

NYC / HRA/ MIS

# POS Release 16.3

Updated Housing-Related Windows for October 22, 2012

POS Design Team  
10/19/2012

## 1. Updates to Rent Arrears and Mortgage Arrears Window

The question “**Are There Rent Arrears?**” in the **Shelter (Housing) Expenses** interview section was changed to “**Are There Rent or Mortgage/Tax Arrears**” to allow the JOS/Worker to record the following requests in a single window:

- Rent Arrears
- Mortgage Arrears
- Property Tax Arrears
- Amortization of mortgage on applicant/recipient-owned property
- Carrying charges on applicant/recipient-owned property

**Are There Rent Or Mortgage/Tax Arrears?**

Response to Question

☒ **Rent Arrears**

Arrears Amount: \$1,569.00    Period From: 01/01/2012    Period To: 07/31/2012    Months of Arrears: 08

☐ **Mortgage Arrears**

Arrears Amount: \$.00    Period From: 00/00/0000    Period To: 00/00/0000    Months of Arrears:

☐ **Property Tax Arrears**

Property Tax Arrears Amount: \$.00    Property Tax Period From: 00/00/0000    Property Tax Period To: 00/00/0000    Property Tax Months of Arrears:

☒ **Amortization of mortgage on applicant/recipient-owned property**    Amount: \$1,568.00

☒ **Carrying charges on applicant/recipient-owned property**    Amount: \$1,596.00

Document...    Comment...

OK    Cancel

- To record rent arrears, the JOS/Worker clicks on the **Rent Arrears** radio button and enters the requested information in the **Arrears Amount**, the **Period From** and **To** and the **Months of Arrears** fields.
- To record mortgage arrears and/or property tax arrears, the JOS/Worker clicks on the **Mortgage Arrears** radio button and enters the requested information in the **Arrears Amount**, the **Period From** and **To** and the **Months of Arrears** fields.
- To record amortization, the JOS/Worker clicks on the **Amortization of mortgage on applicant/recipient-owned property** checkbox and enters an amount in the **Amount** field.
- To record carrying charges, the JOS/Worker clicks on the **Carrying charges on applicant/recipient-owned property** checkbox and enters the amount in the **Amount** field.

### Removed questions

Previously, the JOS/Worker accessed three separate windows to record these requests. To accommodate this integration, the **Mortgage Arrears/Property Taxes** question and the request types of “Amortization of mortgage on applicant/recipient-owned property” and “Carrying charges on applicant/recipient-owned property” were removed from the **Issue Generic CA Benefit** question in the **Special Grants** window within the **SI Grant Request and Issuance Task List**.

## 2. Updates to Housing-Related Benefits Window

The **Housing-Related Benefits** window in the **Special Grants** section of the **SI Grant Request Task List** was updated to add required fields and improve the interfaces. This window allows the JOS/Worker to record requests for rent in advance to secure an apartment, moving allowance, security deposit, broker's fee or voucher, and furniture allowance.

A new question was added after the **Shelter Code** field: **Is Rent in Advance Required?** When the JOS/Worker clicks **Yes** for this question, the **New Rent** field will be enabled. This new field prevents mistaken entries of new rent when an advance is not required.

The **New Address** and **Landlord Address** sections of the window were moved and now capture the full required information.

This window allows you to record requests for rent in advance to secure an apartment, security deposit, storage fees, broker's fee or voucher and furniture allowance.

Case Head Name	<input type="text"/>	Household Size	<input type="text"/>
Shelter Code	<input type="text"/>	Is Rent in Advance Required ?	<input type="radio"/> Yes <input type="radio"/> No
New Rent	<input type="text"/>	Frequency	<input type="text"/>
		Monthly excess rent	<input type="text"/>
		Excess rent...	<input type="text"/>
		Move in Date	<input type="text" value="00/00/0000"/>
		Heat separate from rent?	<input type="radio"/> Yes <input type="radio"/> No
New Address:	Street Number/dir/Name/Type/apt <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> City/State/Zip <input type="text"/> <input type="text"/> <input type="text"/>		
Landlord Name:	<input type="text"/>		
Landlord Address:	Street Number Dir/Name/Type <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> City/State/Zip <input type="text"/> <input type="text"/> <input type="text"/>		
Moving Allowance	Security Deposit	Broker's Fee/ voucher	Furniture
<input type="radio"/> Yes... <input type="radio"/> No	<input type="radio"/> Yes... <input type="radio"/> No	<input type="radio"/> Yes... <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Document... <input type="text"/>		Scan <input type="checkbox"/>	Comment... <input type="text"/>

### 3. Updates to Moving Allowance window

The **Moving Allowance** window appears when the JOS/Worker clicks **Yes** for **Moving Allowance** in the **Housing-Related Benefits section**. The window was updated to allow the JOS/Worker to record three estimates from movers, and enter the full addresses for the movers.

This window allows you to enter (3) mover estimates and the mover address information.

Mover name				1st Estimate
Mover Address	Street Number	Dir/Name/Type		

Mover name				2nd Estimate
Mover Address	Street Number	Dir/Name/Type		

Mover name				3rd Estimate
Mover Address	Street Number	Dir/Name/Type		

Moving Reason	Moving Detail
Items Moved	
<input type="checkbox"/> Boxes <input type="checkbox"/> Beds <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Dressers <input type="checkbox"/> Sofas	
Other Items (Specify)	
Date items were moved?	Document... <input type="button" value="Scan"/>

### 4. Updates to Security Deposit window

The Human Resources Administration (HRA) no longer issues cash security deposits to Cash Assistance (CA) applicants/ participants who request assistance to secure an apartment in a non-NYCHA development. Effective February 1, 2011, HRA began issuing a Security Voucher (**W-147N**) in lieu of a cash security deposit to these CA applicants/participants.

Applicants or participants using a NYCHA Section 8 voucher with a private landlord must use the Security Voucher (**W-147N**).

Form **W-147N** informs the landlord of the HRA policy of providing security vouchers in lieu of cash security deposits and that the Agency will pay the landlord up to the equivalent of one month's rent if it is verified that the participant failed to pay his/her rent and/or damaged the apartment. These payments may not exceed the amount listed on the original voucher. The Landlord's Claim For Security Voucher Payment (on the back of Form **W-147N**) must be submitted within three months after the tenant has vacated the apartment.

CA applicants or participants who seek assistance in obtaining an apartment within a NYCHA public housing development must be issued a NYCHA Rent Security Voucher (**W-147E**) in lieu of a cash security deposit. There is an exception for a limited group of CA applicants or participants, who seek

assistance in moving into an apartment in one of the six NYCHA Section 8 Project Based Developments (Multi-Family) that are listed on Attachment A of Policy Bulletin 11-94-OPE (Securing NYCHA Public Housing) who are still eligible to receive a cash security deposit.

Form **W-147E** is an agreement which guarantees that HRA will pay NYCHA up to one month's rent if the tenant fails to pay his/her rent and/or damages the apartment.

The **Security Deposit** window appears when the JOS/Worker clicks **Yes** for **Security Deposit** in the **Housing-Related Benefits section**. The **Security Deposit** window was updated to accommodate HRA's updated policy and add the following questions:

- Is this a private landlord?
- NYCHA Development (drop-down menu)?
- Is this a NYCHA dwelling requiring cash?
- Accept Voucher?
- Case to be referred to RAU?

Security Deposit Vouchers are given for NYCHA and private landlords. There is an exception where cash is given. See the current policybulletin for the list of locations that can be issued cash. The case must be referred to RAU if the amount requested is greater than the cash assistance shelter allowance for the household size.

Shelter Code		New Address	
<input type="text"/>		Street Number/Dir/	
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		Name/Type/Apt	
		<input type="text"/>	
		City/State/Zip	
<input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/>	
Amount Requested	Is this a Private Landlord?	NYCHA Development	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	
Is this a NYCHA dwelling requiring cash?	Accept Voucher		
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending		
Case to be referred to RAU?	Document... Scan		
<input type="text"/>	<input type="text"/> <input type="button" value="Scan"/>		

If the security deposit request is higher than the cash assistance shelter allowance for the household or the landlord will not accept a voucher, the case must be referred to RAU.

For additional information, please see **Policy Directive 11-18-ELI** (Security Voucher Issuance Process) and **Policy Bulletin 11-94-OPE** (Securing NYCHA Public Housing).

## 5. Updates to Broker's Fee/Voucher window

The **Broker's Fee/Voucher** window appears when the JOS/Worker clicks **Yes** for **Broker's Fee/Voucher** in the **Housing-Related Benefits** section. The window was updated to add the following questions:

- Is the amount within Agency Limits?
- Will broker accept voucher at agency limits?
- Does broker prefer a check at agency level?
- Case to be referred to RAU for approval?

If the requested amount is higher than the agency limit or the broker will not accept a voucher, the case must be referred to RAU.

Please enter the information that is required for a broker fee voucher request.

Broker Name  Broker Fee Reason

Broker Address  
Street Number    
Dir/Name/Type    
City/State/zip

Reason Detail  Amount requested by broker

Is the amount within Agency Limits? ☐ Yes ☐ No  
Will broker accept voucher at agency limits? ☐ Yes ☐ No ☐ Pending  
Does broker prefer a check at agency level? ☐ Yes ☐ No

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Case to be referred to RAU for approval? ☐ Yes ☐ No

OK Cancel