

For questions regarding changes included in Attachment I, please contact the following individual at 1-800-343-8859:

<u>Contact</u>	<u>Section</u>
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Section I – CNS Changes related to Temporary Housing Assistance (THA)

A. New reason code R70: Client’s Share of Temporary Housing Cost

A new TA CNS case reason code, R70 – Client’s Share of Temporary Housing Costs, has been created to provide an explanation to clients who live in a temporary housing situation (shelter types 06, 19, 21, 33 & 36) when the restricted shelter amount on the ABEL budget is less than the actual shelter amount. The CNS notice will explain that the client must pay his/her share of the cost of the temporary housing to the provider. When R70 is entered on CNS the following screen is presented:

```
WVCN026          WMS/Client Notice Subsystem          Date 09/25/06
                  Client's Share of Temporary Housing Cost Input Screen  Time 11:48:01
CASE NAME JOHN SMITHERS
CASE NO THA001
CASE REASON R70 : SHARETHCOSTS

Complete the statement below for Temporary Assistance case openings and
undercare actions when the shelter type is equal to 06, 19, 21, 33 or 36
and the restricted shelter amount is less than actual shelter cost.

"You must pay $_____ monthly to the temporary housing provider.
The payment must be made to _____
at the rate of $_____ every _____."

Xmit _
```

When budget circumstances warrant, failure to enter R70 on CNS will result in the following WMS error: 1203 – RESTRICTED TEMP SHELTT LESS THAN ACTUAL – NOTICE # W/ R/C R70 REQ. This edit is applied for opening/reopening, change and recertification transactions.

B. New reason code R71: Ineligible for Temporary Housing Assistance

A forthcoming Administrative Directive will provide districts with details concerning responsibilities of clients in temporary housing situations. In the meantime, CNS has been enhanced to allow workers to prepare and send notices to clients who are ineligible for Temporary Housing Assistance (THA).

Workers may use newly created TA case reason code **R71 – Ineligible for Temporary Housing Assistance** on CNS, in conjunction with any appropriate opening, denial, change, recertification or closing reason code on WMS, to explain to the client why THA cannot be provided. Entry of reason code R71 will cause CNS screens WCN024 and WCN025 to be presented:

```
WMS/Client Notice Subsystem      Date 09/21/06
Temporary Housing Assistance Data Collection Screen  Time 10:48:34
CASE NAME TEMPORARY HOUSING
CASE NO THA1
CASE REASON R71 : INELIG THA

Client ineligible for THA effective _____
Name(s) of individual(s) who failed to comply: _____

Assessment Requirement:
_ Client failed to keep assessment appointment on _____
_ Client failed to complete assessment process by providing necessary
information/documentation. State information/documentation not provided:
_____
_ Other: _____

_ Client failed to pay share of cost of temporary housing
_ Client engaged in violent or disruptive behavior
_____
_ Client failed to accept referral to (specify housing resource refused):
_____
_ Client failed to seek other housing by making __ contacts per _wk _mo
(ILP - Next Screen) Xmit _
```

```
WCN025                WMS/Client Notice Subsystem          Date 09/21/06
                    Temporary Housing Assistance Data Collection Screen  Time 11:00:41
CASE NAME TEMPORARY HOUSING
CASE NO THA1
CASE REASON R71 : INELIG THA

Independent Living Plan (ILP):

_ Client failed to develop ILP

_ Client failed to cooperate with requirements of ILP
  _ First Instance      _ Second or greater instance

Directly quote the requirement(s) from the ILP that the client failed to meet:
_____
_____
_____

Xmit _
```

These screens are designed to capture all of the information required for CNS to produce a notice. Workers should be aware of the following data entry considerations:

- An effective date in the format MMDDYY is required.
- If the household contains multiple individuals, the name(s) of the individual(s) who have failed to comply with THA requirements must be entered.
- At least one selection must be made on either screen. Some combinations of multiple selections are allowed, while inappropriate combinations will produce error messages.
- Generally, most selections require additional data entry, such as a date or some sort of worker explanation.
- If the client has failed to comply with his/her Independent Living Plan (ILP), only the effective date, and possibly the name(s), is required on the first screen, WCN024. Details concerning failure to comply with the ILP must be provided on the second screen, WCN025.

C. Automatic notification concerning Temporary Housing Assistance at closing

Temporary Assistance cases that close with an ABEL shelter type of 06-Hotel/Motel Temporary, 19-Tier II Family Shelter (3 Meals/Day), 21-Shelter for Homeless(3 Meals/Day), 33-Homeless Shelter Tier II (Less Than 3 Meals/Day) or 36-Shelter for Homeless (Less Than 3 Meals/Day) will have the following language automatically generated on CNS notices:

“Important – please note: Temporary Housing Assistance (THA) is a public assistance benefit. Because your public assistance case is closing, you will also be ineligible for THA on the effective date of this notice.”

Section II – CNS Mail-In Recertification Notices

Administrative Directive 06-ADM-10, originally released August 23, 2006 and revised September 19, 2006, notified districts of WMS and CNS system support for the production of TA Mail-In Recertification notices. Additionally, a prior Dear WMS/CNS Coordinator letter sent June 26, 2006, also discussed this process. This letter notified districts of a new anticipated future action (AFA) code of Z26 – TA Mail-In Recert which became data-enterable as of July 17, 2006. As the letter stated, this AFA code will be used to identify cases to be included in a monthly automated run of those who should be sent a mail-in recert notice. Cases will be pulled-down during the fifth month of a twelve month authorization period. The initial pull-down of cases is currently scheduled for January, 2007.

As an alternative to the monthly automated run, workers may also choose to send CNS Mail-In Recert notices using reason code **Z26 – TA Mail-In Recert** (same value and definition as the AFA code). Batch entry of the Z26 reason code is allowed. Reports must be returned to the agency ten days after they are sent.