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TO: Commissioners; IM Directors

FROM: Patricia A. Stevens, Deputy Commissioner, Division of Temporary Assistance /s/

SUBJECT: Food/Non-Food Guidelines for Financial Statement for Utility Assistance

EFFECTIVE DATE: IMMEDIATELY

CONTACT PERSON: Temporary Assistance Team Representative at  
 1-800-343-8859: Team I - Ext. 3-0332;  
 Team II - Ext. 4-9344; Team III - Ext. 4-9307;  
 Team IV Ext. 4-3231; Team V - Ext. 3-1469  
 Team VI - (212) 383-1658

FINANCIAL STATEMENT (DSS-3596)

This is to provide you with updated information on the Food/Non-Food Expenses used on the Financial Statement for utility arrearage assistance.

The "Financial Statement" (DSS-3596) allows for Food/Non-Food monthly expenses. Guidelines for these expenses are established by the Office of Temporary and Disability Assistance based on the Food Stamp Program's Thrifty Food Plan which is updated annually. The effective date for these updated guidelines is October 1, 1999. These amounts are only guidelines. The Food/Non-Food amounts used for this expense are to be based on the actual monthly expenses of the household up to the maximum amounts listed below. Households may exceed these guidelines only under special circumstances such as special dietary needs or a medical condition. These cases should be reviewed on a case-by-case basis.

<u>HOUSEHOLD SIZE</u>	<u>FOOD/NON-FOOD EXPENSE</u>
1	\$ 191
2	\$ 351
3	\$ 503
4	\$ 639
5	\$ 759
6	\$ 911
7	\$1,007
8	\$1,151
Each Additional Person	+\$144