

**Policy Clarifications – SNAP  
PFS-17969-560**

**Submitted: 04/2016**

**Agency: CAOs**

**Citations: SNAP**

**Subject: PA CAP updates to shelter costs**

Should the CAO be updating PA CAP cases when the recipient reports a change in their shelter costs?

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**Response By: Division of Federal Programs**

**Date: 4/21/16**

Yes, when a PA CAP recipient reports a change in their shelter expenses, the CAO should update their shelter indicator appropriately. The CAO can update the Shelter indicator on IEVS exchange 6, page 3. If the recipient reports shelter costs higher than \$196 the shelter indicator should be modified to 'H'. If the recipient reports less than \$196 in shelter expenses then the indicator should be 'L'. The date in which the change is made is pre-populated and narration must be completed.

PA CAP recipients that have low shelter costs, meaning expense less than \$196 a month, will be sent an automated mailer [PA 1934](#) advising them to report to the CAO if their household costs are higher than \$196.