

FYIs

Exclusion of Subsidized Mortgage Payments

Clients who are participating in a Section 8 Homeownership Program use their Section 8 vouchers each month to help pay their mortgage.

The amount of the voucher is excluded from the client's countable income for SNAP purposes. This amount is also excluded from the shelter costs in the SNAP benefit calculation. For TAFDC and EAEDC, the amount of the voucher is not counted for asset and income purposes.

For example, if a client's total mortgage (including principal, interest, taxes and homeowner's insurance) is \$1500 per month, and the client receives a voucher for \$1000 per month, the \$1000 is excluded from the client's countable income. For SNAP, the \$1000 is also excluded from the client's shelter costs. The resulting amount of shelter costs for the SNAP benefit calculation is \$500 rather than the full mortgage amount of \$1500.

Sexual Harassment Policy

Sexual harassment of employees in the workplace or in other settings related to their employment is unlawful and will not be tolerated by the Department. Commissioner Kehoe recently issued the Department's *Policy for the Prevention and Elimination of Sexual Harassment in the Workplace*. The policy outlines the procedure by which inappropriate conduct will be dealt with and includes:

- the definition of sexual harassment;
- responsibilities of all Department employees;
- responsibilities of each Department Manager and Supervisor;
- how to file a complaint of sexual harassment;
- procedures for investigating complaints;
- disciplinary action;
- state and federal remedies; and
- whom you can contact for help.

The policy can be found on DTA Online under "Administrative Memos" and on the Legal Division's page under "Memos Related To Employee Conduct."

Please note: the signature page at the bottom of the policy does not need to be completed at this time.