

- A car payment when the homeless AG lives in the vehicle
- Insurance on the vehicle itself when the homeless AG lives in the vehicle

(1) Effect of Rent Subsidies

A rent subsidy paid directly to the client's landlord is not counted as income and the amount of the subsidy is not used as a shelter deduction. A rent subsidy paid directly to the client or to the utility provider is counted as income, and the amount of the rent payment actually made from the AG's income, including income counted due to direct receipt of a rent subsidy, is used as a shelter deduction.

When HUD is recovering an overpayment by withholding money for current and future subsidies, the client's contribution increases. Such an increase is not counted as an increase in shelter costs.

(2) Residents of Group Living Facilities (GLF)

The portion of the payment made to the GLF, which can be identified as being for shelter or utilities, is used as a shelter deduction.

If it is not possible to identify the portion of the payment which is for shelter, the Worker subtracts the maximum monthly benefit for the number of persons in the AG from the total monthly payment actually made from the AG's income. The remainder is used as the shelter expense.

b. Standard Utility Allowance (SUA)

The Standard Utility Allowances are fixed deductions which are adjusted yearly to allow for fluctuations in utility costs. These deductions are the Heating/Cooling Standard (HCS), the Non-Heating/Cooling Standard (NHCS), and the One Utility Standard (OUS). The current SUA amounts are found in Appendix B.

AGs that are obligated to pay from their own resources a utility expense that is billed separately from their shelter costs are eligible for an SUA deduction. AGs which are not obligated to pay any utility cost are ineligible for the SUA, regardless of utility expenses paid by others in the residence. **Eligibility for the SUA must be evaluated at certification, redetermination, and when the AG reports a change in utilities that may affect its eligibility for a deduction.**

Items which are considered utilities include, but are not limited to:

- Water, including well installation and maintenance
- LP or natural gas
- Wood, wood pellets, coal and heating oil
- Electricity
- Sewage, including septic tank system installation and maintenance
- Garbage collection
- The basic rate for one telephone either land-line or cellular service, but not both. Basic rate charges include, but are not limited to, taxes, wire maintenance fees, subscriber line charges, relay center surcharges and 911 fees. It does not include extra services such as touchtone services, call-waiting, caller ID, etc.

**NOTE:** Cable/digital/satellite television service, utility deposits, and pre-paid cell phones are not treated as utility expenses.

**EXCEPTION:** When an AG shares a residence with another AG or non-AG and shares any utility cost, the AG is eligible to receive the appropriate SUA based on all of the utilities of the residence.

**EXAMPLE:** A SNAP recipient shares a home with another individual. The utilities for the home are electric, gas, water and phone. The SNAP recipient pays the water, and the other individual pays the electric, gas and telephone. The SNAP recipient is eligible for an SUA deduction based on the utilities of the residence, which are the electric, gas, water and telephone.

The gross income test is passed.

5. Migrant Farm Laborers With Seasonal Employment

See item D.

6. Annual Contract Employment

This section applies to any person employed under a yearly contract, such as school employees, including bus drivers, cooks, janitors, aides and professional staff.

These individuals have their annual income prorated over a 12-month period. Additional earnings, such as for summer work, are added to the prorated amount during the time additional earnings are received.

Although a person may not have signed a new annual contract, he is still considered employed under an annual contract when the contract is automatically renewable, or when he has implied renewal rights. Implied renewal rights are most commonly associated with school contracts.

**NOTE:** This item does not apply during strike and disaster situations when the other party to the contract cannot fulfill it; or when labor disputes interrupt the flow of earnings specified in the contract. This item also does not apply to migrant workers or substitute employees.

7. Educational Income

All student financial assistance is excluded in its entirety.

**NOTE: Income such as stipends is not always considered financial assistance. Income from stipends must be evaluated on a case-by-case basis.**

Excluded educational assistance includes, but is not limited to:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Guaranteed Student Loans, including William D. Ford Federal Direct Loan Program and Federal Direct PLUS loans and Supplemental Loans for Students, Federal Family Education Loan (FFEL) Program
- Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) Programs, formerly known as State Student Incentive Grants

Add the determined amount to the current non-excluded income of the non-striking AG members. Eligibility and benefit level are determined as for any other AG and all appropriate deductions apply.

**NOTE:** Eligible strikers are subject to the work registration requirements detailed in Chapter 13, unless exempt for some reason other than employment.

10. Census Income

**When** wages **are** paid directly by the Census Bureau for 2010 Census related activities **they** are not counted.

Wages paid by private employers who contract with the Census Bureau are counted. This income must be coded "R" on AFEI and the employer's name must be added. This assures that the income is counted correctly.

11. Irregular Income

Any income in the certification period which is received too infrequently or irregularly to be reasonably anticipated, but not in excess of \$30 per quarter, is excluded.

However, should an AG's receipt of irregular income continue over time, it must be anticipated and a determination of a countable amount be made according to the budgeting method outlined in this Section.

12. Lump Sum Payments

Recurring lump sum payments, received by an applicant in the month of application or by a recipient, are treated as unearned income and prorated over the period of time they are intended to cover.

Non-recurring lump sum payments are excluded as income, but are counted as assets. Refer to Chapter 11.

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Income

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appropriate correspondence, if any, filed in the case record. This is necessary to avoid QC errors for non-compliance with the policy.

When means tested income is SSI, the agency must not contact SSA staff to obtain information about SSI recipients who had withholding from their payments due to an overpayment of SSI benefits.

Any other recoupment is not counted when voluntarily or involuntarily withheld to repay a prior overpayment received from that same source, if the income was counted or would have been counted in the month received.

**EXCEPTION:** Although RSDI and SSI are both paid by SSA, they are separate programs and not treated as from the same source for this policy.

(b) Non-means Tested Programs

Unearned income sources which are not means-tested include, but are not limited to, RSDI and Workers' Compensation.

Any recoupment is not counted when voluntarily or involuntarily withheld to repay a prior overpayment received from that same source, if the income was counted or would have been counted in the month received.

**EXCEPTION:** Although RSDI and SSI are both paid by SSA, they are separate programs and not treated as from the same source for this policy.

**EXAMPLE:** The client is eligible for \$450 from RSDI, however \$50 a month is withheld by SSA to repay a previous RSDI overpayment. The countable RSDI is \$400.

(2) Failure to Comply

See item 8,b above for WV WORKS income.