ALASKA

HEATING ASSISTANCE PROGRAMS

POLICY MANUAL

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF PUBLIC ASSISTANCE

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3000 Introduction and Definitions

3000 INTRODUCTION AND DEFINITIONS

The Heating Assistance Programs (*HAP*) are designed to promote the general welfare and safeguard the health and well-being of Alaska's population by offsetting the cost of home heating for eligible Alaskan residents. Two programs are administered to support this mission. They are:

- Low-Income Home Energy Assistance Program (LIHEAP) for households with income up to 150% of the federal poverty income guidelines.
- Subsidized Rental Housing Utility Deposit (SRHUD) for households moving into subsidized housing where the heat is included in the rent but a deposit is needed for electric or general use gas service.

HAP provides the financial assistance to help low-income households pay home heating costs by:

- making a one-time payment or an extension of credit to home heating suppliers on behalf of eligible households; or
- making a one-time direct payment to households whose heat is included in their rent.

The Low-Income Home Energy Assistance Program (LIHEAP) is available to households with income at or below 150% of the federal poverty income guidelines for Alaska. LIHEAP is funded by the federal government through the LIHEAP block grant, which is administered by the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Community Services (OCS), Division of Energy Assistance (DEA). In Alaska, LIHEAP funds are administered by the Department of Health and Social Services (DHSS), Division of Public Assistance (DPA) and, in some areas, by tribal organizations under the authority of Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35). Federal statute can be found at 42 U.S.C. §8621-8630 (2008). Regulations governing LIHEAP are in the Code of Federal Regulations (CFR) at:

Title: 45 Public Welfare
Subtitle B of the Energy Policy Act of 2005
Chapter: Part 96 (Block Grants)

Subchapter: H (LIHEAP) and A-F of the HHS Block Grant Regulations

Each state is responsible for implementing and administering these regulations.

The LIHEAP is authorized under Alaska Administrative Code (state regulations) at 7 AAC 44.010 – 7 AAC 44.090.

This manual contains policies for state-administered HAP only. Tribal organizations who administer LIHEAP may choose to follow the HAP policies and procedures, but are not required to do so.

3000-1 RESPONSIBILITIES IN ADMINISTRATION

3000-1 A. WORKER RESPONSIBILITIES

The policies in this manual are intended to be a guide for heating assistance award processing and are broadly written within the limits imposed by federal and state laws and regulations. The policies contained in this manual are intended to be sufficiently flexible to allow the worker to exercise reasonable judgment in executing responsibilities.

It is impossible to write policy that will cover every possible circumstance that a specific case may present. In this regard, the concept of the **prudent person** can be helpful. The term refers to the reasonableness of the judgments made by an individual in a given situation. In making a certification decision, the worker will decide if the action is reasonable based on experience and knowledge of the program. For example, if the client's shelter expenses stated on the application are out of line with rents charged in the community, the worker must ask for an explanation. Similarly, it is the worker's responsibility to exercise reasonable judgment in determining if a given number of individuals who apply for heating assistance as a single household fit the Heating Assistance Program's concept of a household.

If the worker finds a problem in a specific case that may require a change in policy or the creation of a new policy, it should be referred to the Eligibility Office Manager. If the issue cannot be resolved by the Office Manager, it might then be referred to the Heating Assistance Program Coordinator. However, if the problem applies only to a specific case or is generally covered by existing policy guidelines, the worker should make a judgment that can be defended as reasonable and prudent.

3000-1 B. RECORDS AND REPORTS

Case files will be available for review or audit by Legislative Affairs or the Department for a period of five years from the month each record is placed in the case file. Case files shall include applications for program benefits, including:

- Required forms;
- Worksheets used in the computation of income for eligibility and the basis of issuance;
- Documentation including verification methods used by the case worker;

- Copies of notices of adverse action and other notices sent to the household and responses thereto;
- Actions related to the fair hearing process;
- Fiscal adjustments including claims, refunds and restoration for lost benefits; and
- Any other data which affects a household's eligibility or basis of issuance.

3000-1 C. NONDISCRIMINATION

In accordance with Title VI of the U.S. Civil Rights Act of 1964, Federal regulations and Alaska law, it is the policy of HAP and the State of Alaska, Department of Health and Social Services that no individual shall be denied benefits or subjected to discrimination on the grounds of:

- age,
- race,
- sex,
- color,
- religious creed,
- political beliefs,
- national origin, or
- physical ability,

Procedures for civil rights complaints are detailed in the Administrative Procedures Manual Section 100-4.

3000-1 D. AVAILABILITY OF PUBLIC INFORMATION

Regulations, Plans of Operations, federal procedures, the Alaska Heating Assistance Manual, and supplemental instructions issued on policy and procedures are maintained by the Heating Assistance Program in Juneau for examination by the public. The Alaska Heating Assistance Policy Manual will also be available for examination by the public on line at: http://dhss.alaska.gov/dpa/Pages/features/org/manuals.aspx.

3000-1 E. DISCLOSURE AND USE OF INFORMATION

The DPA restricts the disclosure and use of information obtained from heating assistance households to:

1. Persons directly connected with the administration or enforcement of the Heating Assistance Program.

2. Employees of other federal assistance or federally assisted State means-tested programs for low-income individuals such as TANF, ATAP, SNAP, Medicaid, Weatherization, and SSI.

3. Employees of Legislative Audit for audit examination.

4. Officials of local, State, or federal law enforcement agencies to investigate alleged violations of the Heating Assistance Program, if a written request is provided.

All information about an applicant must remain confidential. Discussing a case with a co-worker in order to complete a determination is acceptable. Discussing a case with another DPA employee involving a family member or friend is **not** acceptable. Discussing a case with a friend/acquaintance outside of the office is **not** acceptable.

All written information which specifically identifies an applicant must be properly stored in the appropriate file cabinet when not in use, and properly discarded as necessary (i.e. shredded, ripped up, burned, or archived.)

Workers must not leave identifying applicant information exposed to office visitors.

Workers must not give applicant information to the applicant's landlord, or request applicant information from a landlord, unless the applicant authorizes it or has listed the landlord as a collateral contact. Many applicants do not want their landlords to know that they have applied for heating assistance. Workers must respect applicant privacy.

The following people may be given information regarding a case, upon request. Requests from people other than those listed must be referred to the Program Coordinator. Requests for information from newspaper or radio reporters must always be referred to the Program Coordinator.

Applicant - If an applicant calls to ask for information regarding their HAP case, the worker should ask the person to identify themselves by providing their social security number before revealing any information. The worker must ensure that the information the caller provides matches the information on the application.

Concerned Agency Representatives, Friends, Interpreters - Information may be given to third party representatives ***only if*** the applicant has authorized their participation and there is a justifiable reason

why this person is intervening (for example, language barrier, hearing disorder, disability, etc.).

Fee Agent and Department of Public Assistance (DPA) Employees - Workers may answer questions from DPA representatives regarding specific applications. If you need to verify that a person is a current fee agent, please see the listing at http://dpaweb.hss.state.ak.us/node/8.

Legislator or Legislator's Staff - Requests for case specific information in response to a constituent request may be answered by the worker. The Program Coordinator must be informed about the contact.

Ombudsman's Office - Requests for case specific information may be answered by the worker. The Program Coordinator must be informed about the contact. All other Ombudsman calls must be referred to the Program Coordinator.

Vendor - If a vendor calls to ask if one of their customers has applied for heating assistance, the answer to that question may be provided. Information regarding payment to that vendor **only** may be provided.

For specific confidentiality rights and responsibilities, refer to Division of Public Assistance Administrative Procedures Section 100-3, Alaska State Statutes 47.05.020 through 47.05.030, and Alaska Administrative Codes 7 AAC 37.010 through 7 AAC 37.130.

3000-1 F. VOLUNTEERS

Volunteers, or other persons not employed by *DPA*, may be used in outreach activities, assisting in program promotion, filing, and clerical duties. Volunteers may assist households in completing the application and forms and in obtaining required verification.

Volunteers may not conduct interviews or certify an eligible applicant household.

3000-1 G. QUALITY ASSESSMENT REVIEWS

Each season at least 10 heating assistance cases, per worker, are selected for review. The purpose of this review is to determine the accuracy of the eligibility and benefit determination.

Maintenance of program records, case files, and financial transaction documentation by the State provides a clear monitoring and audit trail.

3000-1 H. DOCUMENTATION

The goal of documentation is to establish a clear and complete record, so any person reading the documentation will understand what was done and why. Clear and complete documentation is the foundation of a positive supervisory or QA review, and an essential part of quality casework.

Documentation is a record of:

- Factors of eligibility verified and how they were verified.
- Information used to determine eligibility and benefit amount, including:
  1. The source of the information;
  2. The verification that supports the information;
  3. The method used to convert income and expense information into monthly amounts; and
  4. Why this information was used.
- Actions taken on a case and the reasons supporting those actions.
- Contacts with the client, partner agencies, contractors/grantees and third party sources (collateral contacts).

3000-1 I. PRUDENT PERSON JUDGMENT (PPJ)

The policies in this manual are intended to be a guide for the processing of heating assistance applications. They are intended to be sufficiently flexible to allow workers to exercise reasonable judgment in processing cases. This flexibility is provided because of the impossibility of writing procedures that would cover every conceivable circumstance a worker might encounter when determining eligibility.

The term “prudent person judgment” refers to the judgments made by an individual in a given situation. In making an eligibility decision, the worker should decide if the action is prudent and reasonable based on their experience and knowledge of the program. If a worker encounters a problem case for which they are having a hard time making a decision, they should consult the Casework Supervisor, Eligibility Office Manager, or Program Coordinator. Otherwise, it is expected that workers make

decisions than can be defended as reasonable and prudent, and that they clearly record the reasons for their decision in case notes.

3000-1J PROCESSING APPLICATIONS OF STAFF, FRIENDS OR RELATIVES

Applications submitted by HAP employees must be processed by another employee designated by the Eligibility Office Manager.

Applications received from relatives or close personal friends of Division staff must be processed by an employee designated by the Eligibility Office Manager.

3000-2 DEFINITIONS

The following terms are used throughout the manual. Additional terms and definitions are located in Chapter 101-1 of the Administrative Procedures Manual.

Alaska Poverty Level: The poverty guidelines for Alaska updated annually in the Federal Register by the U.S. Department of Health and Human Services under authority of Section 673 (2) of the Omnibus Budget Reconciliation Act of 1981.

Adult: A person age 18 or older. If less than 18 years of age, a person who is not under parental control of another adult. Refer to definition of **parental control**.

Agency Error: An incorrect issuance of heating assistance caused by an error by agency staff in budgeting, invalid computer programming, misunderstanding of policy, etc.

Applicant: An individual who has submitted an identifiable application for heating assistance for the individual's household and who represents the household to the department.

Authorized Representative: A responsible adult knowledgeable about the household's circumstances designated in writing by a responsible member of the heating assistance household to act on its behalf. The authorized representative may apply for the household. Emergency authorized representatives must be designated in the same manner.

Boarder/Room Renter: One or more persons living in the same house and paying rent to the owner of the home who also lives in the house.

Budget Month: The month from which the income and expenses are used to calculate the household's heating assistance benefit.

Categorical Eligibility: Households in which all members receive federally funded Temporary Assistance to Needy Families (TANF), such as ATAP or Native Family Assistance; SNAP; and/or Social Security income as already identified by these other public assistance programs. EIS is used for the income portion of the heating assistance benefit determination. If only a portion of the household members are on a public assistance program, the worker may use the income in EIS to verify said members' income but will still need to obtain proof of income for all other household members.

Change Reporting: A reporting requirement method in which households receiving heating assistance are required to report certain changes in their situation within 10 days from when they know of the change.

Child: A person under 18 years of age who is under the parental control of an adult.

Claim Determination: An action taken by the agency when a heating assistance overpayment has occurred. A claim determination establishes the amount of overpayment and the client's liability for repayment.

Crisis: A situation, in which an applicant is without fuel, has been disconnected, is within 48 hours of being disconnected, or is within one day or running out of fuel and the outdoor air temperature is above 32 degrees Fahrenheit. The applicant must meet income/expense criteria to qualify for expedited processing. Only one expedite request is allowed per season.

Disabled: A person with a physical or mental impairment, which limits one or more major life activities, as determined by eligibility for:

- Veterans disability benefits;
- Social Security disability benefits;
- Supplemental Security Income (SSI);
- State of Alaska, Adult Public Assistance (APA) and its subtypes including but not limited to Interim Assistance (IA);
- Disability retirement from a government agency because of a disability considered permanent; or
- An annuity payment under the Railroad Retirement Act <u>and</u> either is determined to be eligible to receive Medicare or is determined to be disabled.

Division: The Division of Public Assistance in the Department of Health and Social Services.

Earned Income: Income that is paid to a person to compensate them for work performed.

Elderly: A person age 60 years or older.

Expedite: See crisis and life threatening crisis definitions.

Expenditure: The actual payment made for goods and services.

Fee Agent: A paid volunteer who is authorized by the Department of Health & Social Services, Division of Public Assistance to make applications available to households, assist applicants in completing the application and related forms, secure required verification, and forward completed

applications and supporting documentation to the *DPA* office. A list of current fee agents can be found at http://dpaweb.hss.state.ak.us/node/8.

Fully Subsidized: Regular monthly financial assistance provided by a government, housing authority, or non-profit entity that covers the annual cost of heating.

General Assistance (*GA*): Assistance payments from a state or local government program that help cover an eligible household's rent, clothing, and food needs, etc. General assistance is cash provided by vendor payment or direct payment to the household. This does not include "in-kind" assistance such as a donation of clothing or furniture items.

Gross Monthly Income: Total cash receipts before taxes, of both earned and unearned income, derived from any source by any member of the household in the calendar month before the date of signature on the completed application. The division will prorate, or average, income from self-employed occupations over the 12-month period before the date of signature on the completed application to determine the household's gross monthly self-employment income.

Head Of Household: The person who signed the application at item # 33 and is listed on line 1, item #2 of the application form.

Heating Assistance: Any financial assistance granted under the Heating Assistance Program.

Home Heating Costs: An amount that the household pays for its own home heating needs either directly, or indirectly through rent.

Homeless Individual: An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:

1. A supervised shelter designed to provide temporary accommodations; or,

2. A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized; or,

3. A temporary accommodation in the residence of another individual not to exceed 60 days; or,

4. A place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (a hallway, a bus station, a lobby or similar places).

Household: An individual or group of individuals who are living together as one economic unit and for whom residential heating is customarily purchased in common, or who make undesignated payments for heat in the form of rent.

Identifiable Application: An application which contains at least the legible name, address, and signature (or witnessed mark) of the applicant.

Inadvertent Household Error: An incorrect issuance of heating assistance caused by client error due to circumstances such as failure to understand program requirements.

Intentional Program Violation: The client:

1. Made a false or misleading statement, misrepresented, concealed or withheld facts to obtain heating assistance benefits to which the client was not entitled; or,

2. Committed any act that relates to the use, presentation, transfer, acquisition, receipt, or possession of heating assistance benefits.

Irregular Work Schedule: Jobs with rotating schedules, fluctuating payroll schedules; seasonal layoffs; or other careers where income is not consistent on a monthly basis.

Life Threatening Crisis: A situation, in which an applicant is without fuel, has been disconnected, is within 48 hours of being disconnected, or is within one day or running out of fuel and the outdoor air temperature is **below** 32 degrees Fahrenheit. The applicant must meet income/expense criteria to qualify for expedited processing. Only one expedite request is allowed per season.

Limited Heating Points: An eligibility denial for a household whose gross income, household size and estimated annual heating costs are calculated to be less than the minimum necessary to qualify for heating assistance.

Live-In Caregiver: A person, not considered part of the household, who does not contribute financially to the household and provides needed health/supportive services to a member of the household as documented by a qualified professional such as a Medicaid Qualifying Trust, Office of Public Advocacy (OPA), court order or physician's note.

Mixed Household:

1. A household in which some, but not all, members receive financial assistance from TANF, APA, SSI, or SNAP.

2. A household in which one or more members are Alaskan Native or American Indian and other household members are of other ethnic backgrounds.

Mobile Home: A manufactured home or large house trailer designed for year-round living in one place.

Notice of Action: A notice sent by the HAP to the applicant requesting the information needed to complete the application in order to make an eligibility determination or informing the applicant they have been approved or denied.

Obligation: The promise to pay for goods or services, usually supported by a Field Purchase Order, Contract, Encumbrance, approved applicationor Notice of Action.

Over issuance: The amount of heating assistance issued to a household in excess of the amount it was entitled to receive.

Parental Control: To be considered **under the parental control of an adult household member**, children under 18 must be living with one or both parents or an adult who is caring for them as if he/she were their parent (for example, providing for basic needs such as lodging, meals, etc.).

Pay: To give money to another party in exchange for goods or services rendered.

Pend: To send a client a notice of action requesting additional information necessary to determine eligibility for heating assistance benefits.

Pledge: A promise to pay a vendor. The ET calls the vendor to pledge an award amount for a client.

Public Assistance (PA) Household: A household in which all members receive:

- Temporary Assistance to Needy Families (TANF), including Alaska Temporary Assistance Program (ATAP) and Native Family Assistance; SNAP, and/or,

- Adult Public Assistance (*APA*), including Old Age Assistance, Aid to the Disabled, and Aid to the Blind.

Qualified Alien: Legal immigrants as defined in Section 431 of PRWORA and described in Section 3002-1D of this manual.

Recreational Vehicle: a motor vehicle or trailer, such as a motor home, that is designed to be used for travel and equipped with living space and amenities found in a home, such as a bathroom, kitchen, and beds.

Recoupment: Collection of the unpaid balance that the household owes the division for previously awarded heating assistance to which the household was not entitled.

Seasonal Employment: Employment with a regular work season of 11 months or less on a salary basis from an employer.

Self-Employed Occupations: Occupations in which an individual receives income from the production or sale of goods or services as determined under 7 AAC 45.445 (a) - (k). For more information, see Section 3003-4 of this manual.

Self-Harvested Wood: Wood, used for heating a home that is cut and gathered by the household instead of by a vendor.

Shared Household: A home in which more than one household (see definition above) resides. Examples include multiple, unrelated adults residing in one unit with each contributing towards a portion of the heating costs (roommates) or multiple generations/families residing in the same unit and each contributing to a portion of the overall heating costs.

Shelter Costs: The total of the household's regular monthly rent or mortgage obligation for the shelter it occupies, plus the cost of 30 days of heating fuel or the amount of natural gas utility bill, and the amount of the electric bill. If actual heating fuel costs are not available, the amount of $500 for oil or $300 for wood or coal may be used when determining if a household is eligible for emergency processing.

Spouse: Either one of two individuals who would be defined as married to each other under applicable state law.

***SSI* Household:** A household in which all members receive Supplemental Security Income (SSI).

Subsidized Housing: Housing subsidized by a government, housing authority, or non-profit entity, in which tenants pay only a portion of their adjusted monthly income for rent, mortgage, and home heat. ***Please note that while Low-Income Housing Tax Credit (LIHTC) properties are not considered subsidized housing, people living in LIHTC properties may***

have Section 8 vouchers which would require that the applicant with the Section 8 voucher be treated as living in subsidized housing.

Subsidized Rental Housing Utility Deposit (SRHUD): A special grant available to households living in subsidized housing with heat included in the rent that need help with the initial utility deposit required to establish service for Section 8 or subsidized rental housing.

Supplemental Benefit: An additional benefit payment issued to all eligible households at the end of the heating assistance season. The supplement is issued when the State has received state and/or federal contingency funding or has unspent funds remaining from the block grant.

Temporary Assistance for Needy Families (TANF): Temporary Assistance for Needy Families (TANF) is a block grant program that provides assistance and work opportunities to needy families by granting each state and certain tribal organizations federal funds to develop and implement their own programs.

In Alaska, TANF funds the Alaska Temporary Assistance Program (ATAP), including Diversion payments, administered by the State of Alaska Division of Public Assistance, and the Native Family Assistance programs (NFAP), administered by Alaska Native tribal organizations.

Unearned Income: Income received that is not compensation for work performed. Unearned income examples may include but are not limited to: Workers Compensation, Alaska Temporary Assistance, Adult Public Assistance, Unemployment Insurance Benefits, Veteran's Benefits, Social Security Benefits, Supplemental Security Income, Child Support, etc.

United States Citizen: A citizen of one of the 50 states, the District of Columbia, Puerto Rico, Guam, or the Virgin Islands; and United States nationals, including nationals from American Samoa or Swain's Island.

Variable Work Schedule: Workers who are employed in mining; construction; ferry workers; and oil field and service workers who have rotating schedules, fluctuating payroll schedules, and/or seasonal lay-offs that do not reflect income on a monthly basis. Workers with these variable work schedules will have their income calculated using a 12 month average of all available income for that worker for the previous 12 months from the date they applied.

Vendor: An individual, business, or private or public agency that sells home heating related energy.

Verification: Documentation or third-party information that establishes the accuracy of statements on the application.

3001 Application Process

3001 APPLICATION PROCESS

In order for the Division of Public Assistance (*DPA*) to determine a household's eligibility, the household must:

- Submit an identifiable application;
- Complete and sign an approved application form; and
- Provide documentation and verification, including required forms, needed to determine program eligibility.

Fee agents help individuals who live in communities that do not have a local *DPA* office apply for heating assistance. DPA provides fee agents with applications and other forms individuals need to apply for assistance. Individuals are not required to go to a fee agent, and may send the application directly to the nearest DPA office. A list of current fee agents can be found at http://dpaweb.hss.state.ak.us/node/8.

An application is considered filed when a DPA office receives an identifiable application form containing the applicant's name, address, and signature. Applications received via faxed, e-mailed, or completed on line are accepted.

The receipt of an identifiable application in a DPA office establishes the application filing date. The application, however, may not be a complete application. The worker has 45 days (or 18 hours for life-threatening heating assistance expedited service applications) following the receipt of a complete application to process the application.

3001-1 APPLICATION FORM AVAILABILITY

An applicant must apply for heating assistance benefits on the DPA HAP application form or on line at https://my.alaska.gov. The form must be signed by the head-of-household, or an individual authorized by the household to act on its behalf on line 33 of the application. The Heating Assistance Program pre-mails applications directly to all households that received heating assistance in the previous year and to those that have contacted the program to request one. Applications are also available at or from: all DPA Offices; Fee Agents; home heating suppliers; senior centers; Special Supplemental Food Program for Women, Infants and Children (WIC) clinics; Head Start Centers; concerned agencies; the internet at www.heatinghelp.alaska.gov and by mail at

Heating Assistance Program
PO Box 110642
Juneau, AK 99811-0642
Phone: 1-800-470-3058
FAX: 907-465-3319
Electronic Mail: LIHEAP@alaska.gov

Application forms are pre-mailed to the elderly and disabled in late-August, to families with young children in mid-September, and to all other participants from the previous season in late-September.

3001-2 THE APPLICATION FORM

3001-2 A WHAT IS AN IDENTIFIABLE APPLICATION FORM?

An identifiable application must include the following minimum requirements:

1. The name and address of the head of household on page 1
2. The head of household must have signed and dated page 5

3001-2 B WHO CAN SIGN THE APPLICATION FORM?

- Any adult household member
- An authorized representative
- An individual who has legal authority to act on the applicant's behalf (i.e., Office of Public Advocacy, legal guardian)
- An individual with appropriate power of attorney

The signer must certify, under penalty of perjury, the truth of the information contained in the application.

3001-2 C WHO CAN BE AN AUTHORIZED REPRESENTATIVE?

A responsible adult, 18 years or older, may be designated by the applicant in writing as an authorized representative. Authorized representatives may sign the application and act on behalf of a household. A household member

should prepare or review the application, if possible, even though the authorized representative will be filing the application.

The household may designate an emergency authorized representative (no age limit) if the need arises. The emergency authorized representative can obtain benefits on those occasions when, due to an emergency, neither a household member nor the authorized representative is able to do so. A separate written designation is needed each time an emergency authorized representative is requested to act for the household.

The household is liable for any overpayment resulting from erroneous information provided by an authorized representative.

If the applicant is illiterate, his/her mark must be witnessed by two individuals who must each sign their names and date the document. No special form is required.

3001-2 D WHO CANNOT BE AN AUTHORIZED REPRESENTATIVE?

Vendors authorized to accept heating assistance benefits, fee agents, or DPA employees involved in the certification or issuance process may not be authorized representatives without the written approval of the Director or Chief of Policy & Program Development.

3001-2 E COMPLETING THE APPLICATION FORM

In addition to sumitting an identifiable application and having it signed by an eligible individual, the applicant must answer all of the questions on the application form.

If the individual requests help in completing the application form, the worker will offer assistance.

If the application form is not completed, the heating assistance worker will allow the household an opportunity to complete the form. In this case, a written notice, known as a pend notice of action, will be sent to the household listing the items that need to be completed.

3001-2 F COMPLETE APPLICATION

A completed application includes:

1. Responses to HAP application form questions 1 through 34 including the full names, birth dates, and social security numbers of all household members;
2. The head of household's signature, along with the signature of any other adult household member (as listed on the application) and the date the application was signed on line(s) 33 and 34.
3. Proof of gross income from all household members;
4. A copy of the current heat and electric bills if the applicant pays for home energy directly, and/or wood vendor receipt totaling $200 or more, and/or a copy of receipts showing supplies purchased for self-harvesting wood;
5. A copy of the rental agreement and a recent rent receipt if the applicant rents and heat is included in their rent; and
6. A copy of the head of household's social security card or other form of government ID including a driver's license, state-issued ID, CIB card, BIA card, or tribal enrollment card.

3001-2 G SUBMITTING THE APPLICATION

The completed application may be submitted:

- in person,
- to a division office,
- to an authorized fee agent,
- by United States mail,
- by fax,
- to a tribal organization,
- to a social agency representing the client, or
- scanned and e-mailed to LIHEAP@alaska.gov
- electronically at https://my.alaska.gov
- An application for heating assistance must be postmarked or received by the division during the period that begins September 1 and ends April 30 of each year. Information received on pended cases will be accepted after April 30, as long as it is received within the pending time frame.

Applications for subsidized rental housing utility deposits (SRHUD) are accepted throughout the year.

3001-2 H DUPLICATE APPLICATIONS

ECOS screens for duplicate household members during the application entry process. A warning screen will flash on the screen if the computer detects a name, date of birth, or social security number that matches that

being entered. The eligibility technician determines if the application being entered has a duplicate household member, is a duplicate application already worked, or is a resubmitted application for an earlier denial requesting a “re-work” by checking to see if the person already has a file or is in another case file.

If the applicant has a file and the application has already been processed, the first application number is noted on the subsequent application. Entry of the second application is abandoned.

- If the first application was **approved** for a grant, the OA worker will send a letter to the applicant that explains that only one grant is allowed in a program year and notes this in ECOS notes. The second application and a copy of the letter will be placed in the original file. H:\Shared\Prior Served Letter OA.doc

- If the first application was **denied**, the OA worker will pull the original file and return to the ET worker to review and process the more recent application creating a new APP ID number, but using the newly submitted information.

- If the first case is still **waiting** or **pending** processing, the original file is located and the second file is clipped to it and they are filed together in the drawer under the first application number or given to the Pend Worker. Put notes in ECOS in both cases indicating application file location. The eligibility technician will determine if the new application is used with current processing or to register the case if the original case now has an outdated signature.

If the duplicate checker is flashing but it is determined that the person is not known to ECOS, the duplicate checker is overridden and the application is set up to be processed.

If the duplicate checker is flashing because a household member has been served in another household (**but was not the head of household**), the second application is entered into the ECOS system, highlighting the duplicate HH member with a note in the margin of the Case number where they were previously included. The ET worker will verify and review both case files to determine whether or not that household member was previously served. In this case, the ET will deny as previously served and an NOA will generate this information.

Duplicate applications are defined as identical applications submitted more than once, (i.e, same app faxed, then mailed); or an applicant applies with both State and Tribal agencies for duplicated benefits.

3001-2 I TRIBAL APPLICATIONS

Some tribal organizations serve Alaska Native and American Indian (and in some cases non-native) households in their communities. The computer will not allow entry of these applications. At registration, ECOS flashes a note indicating that the applicant may be eligible to be served by another agency and denies the case.

ECOS will allow the entry of mixed households. In situations where the household consists of both Native and non-Native adults, HAP will serve the household if the head-of-household is non-Native. The person who signs the application is considered the head-of- household. If a worker receives an application from a mixed household, they must check with the appropriate tribal organization to make sure the family has not already been served by that organization. If they have been served, the application is denied as SO and an alert is entered into the ineligibles screen. If not, the worker should notify the tribal organization that HAP will serve the household.

If the tribal organization refuses service to a household that should be eligible to be served by them, the HAP worker must bring the situation to the attention of the Program Coordinator for resolution.

3001-2 J APPLICATIONS NOT TIMELY/LATE APPLICATIONS

An application that is not postmarked or received by the Division of Public Assistance during the period that begins September 1 and ends April 30 is ineligible and is denied as Not Timely. **Exception: request for SHRUD**

3001-2K VOTER REGISTRATION APPLICATIONS

The National Voter Registration Act requires that all states that provide public assistance must offer voter registration opportunities. The heating assistance application now includes a voter registration application and a declaration.

3001-3 THE INTERVIEW

HAP does not conduct interviews to determine eligibility.

HAP may contact applicants over the phone to confirm or request information needed to determine eligibility.

3001-4 VERIFICATION

For households who appear eligible, mandatory verification, including income and heating cost verification, must be obtained. Previously verified information, which is documented inEIS, HAS F9 or ECOS notes, that has not changed cannot be required, unless the worker determines the information has become questionable. If the information was not previously documented, it must be requested and verified.

If the household is unable to obtain needed verification in a timely manner, the worker shall offer assistance in obtaining the verification.

The signed application can be used as a source of verification and provides adequate documentation when the household is ineligible. This includes cases when income exceeds maximum eligibility standards after applicable deductions are allowed. The application can be denied without further verification.

3001-4 A. VERIFICATION REQUIREMENTS FOR INITIAL APPLICATIONS

Mandatory Verification

For all households applying for heating assistance, the following verification is required:

a. Identity of the individual applying;

For CAT-EL households, Et's will continue to document CAT-EL in F9 notes but will need to print the SSDO and/or HERC screen in addition to the CASS screen so that we have proof of SSN/Identity in the file. Please also be aware that SVES can be used to verify SSN when we use it to verify SSA income. When we request the info using their ssn and we get a response with the correct name that verifies identity.

USING EIS TO VERIFY IDENTITY/SSN's:
The SVES interface may be used to verify a person's SSN and may also be used to verify US citizenship and identity. The caseworker may accomplish this by submitting a SVES inquiry for one or more persons on the INME/SVRE sreen. If the person is a Medicaid applicant or recipient and has a valid Social Security Number, EIS will enter an SV code in the SSN, Citizenship verification fields on the SSDO and HERC screens, as follows:

SSDO screen - ***SSN*** verification. If the SVES response shows that the person's SSN is valid, an SV code will be entered in the SSN verification field.

HERC screen - **Citizenship** verification. If the SVES inquiry confirms that the person is a U.S.citizen, an SV code will be entered in the citizenship verification field.

HERC screen - **Identity** verification. If the SVES inquiry confirms the person's identity, an SV code will be entered in the identity verification field.

VERIFICATION CODES
These codes may appear under the VR field on the SSDO/HERC screens. All are acceptable verification codes for HAP as proof that DPA verified the SSN or ID.

SV –Verified through Social Security (SVES)
BV –Verified through Bureau of Vital Stats interface
HC –Hard Copy exists in DPA casefile
1A –Original Passport was seen, copied and placed in the DPA case file.
5A – Original government ID was seen copied and placed in the DPA case file.

b. Residency;

c. Alien status of any household member who is not a U.S. citizen;

d. Countable gross income;

e. Proof of heating and electric costs (copies of bills); and

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***Note*:**

Proof of heating costs is mandatory. When all or a portion of the client's benefit is going to the electric bill, it is required to obtain a copy of the electric bill. When no portion of the benefit will be sent to an electric vendor, ***electric account numbers are required regardless of whether a bill is attached or not*** *and there is no request for any portion of the grant to be applied towards electricity.*

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f. Dwelling type.

Dwelling type is verified by the client indicating the dwelling type on the application and signing the application. If the worker questions the dwelling type, they may obtain a collateral statement from a landlord, neighbor, or clerk's office.

3001-4 B. PHYSICAL RESIDENCE ADDRESS

A physical address is required to ensure the applicant resides in the HAP versus a tribal service area, and assissts to determine if multiple applications have been received from the same residence. If the address is not available on EIS or on utility bills, and the community has physical addresses, the application is pended for the physical address.

- **Non-acceptable verification:** listing "same" as a P.O. Box or General Delivery mailing address.

3001-4 C. HEAT OR RENT COST

An applicant shows they have a heating cost by one of the following:

- Providing a copy of a heat bill that the applicant is responsible for paying.

- Providing a copy of receipts equaling at least $200 for wood purchased from a wood vendor.

- Providing copies of receipts for supplies, such as chain saws, blades and fuel, if an applicant cuts their own wood or gather's their own coal.

- A house sitter or caretaker must also indicate the length of time they have been residing in the dwelling in order to determine if they are responsible for paying a cost for heat. A collateral letter from the homeowner shall be provided for a house sitter or caretaker.

- Providing a rent receipt and rental agreement as an indication that the applicant pays for heat through the rental payment. The rental agreement is used to help HAP staff determine if the applicant is participating in a subsidized rental housing program, and to determine the main source of heat. Rent receipt and/or rental agreement verification is documented in ECOS notes. It is not necessary to make a copy of the rental agreement for the case file.

- Showing that they are directly responsible for paying home heating expenses if receiving State of Alaska General Relief Assistance for the month of application.

- Workers may also use information included in EIS or ECOS case notes verifying wood heat, if the information was obtained within one year of the current HAP application date. Contact the Eligibility Office Manager if uncertain whether or not the information is sufficient to make a determination.

3001-4 D. SIXTY CONSECUTIVE DAYS RESIDENCE IN TEMPORARY SHELTER

The applicant provides a signed and dated letter from someone they know who can verify their living situation and can verify that they have been residing in a temporary shelter for 60 or more consecutive days at the time of application.

3001-4 E. HOUSEHOLD COMPOSITION

The division verifies household composition through the Division of Public Assistance records, or by applicant statement notifying HAP staff of a change in the household.

The presence of a child under age six in the household is an important factor in determining the benefit level (see Priority Points). The worker will

verify that the count of children under age six is entered correctly. The age is based on the child's age as of the date the application was signed.

A person over the age of 60 has an impact on the recipient's benefit level (see Priority Points). Households with a member age 60 or over receive one additional point in their benefit calculation. It is important that the case worker check the ages of all household members at the time they work the application to determine if anyone turned 60 years of age since submitting the application. If a member turned 60 while waiting for their application to be worked, the case worker should assign one extra point to the calculation.

3001-4 F. INCOME

The division reviews and verifies each household's gross income for the month prior to application. Verification may be provided through: documentary evidence (wage stub, award letter, etc.); Division of Public Assistance and Department of Labor records; or impartial third parties such as fee agents, village council representatives, or social service agencies.

The applicant must document gross income received in the month prior to the month in which the application for heating assistance was signed. For those who are seasonally or self-employed, or who work an irregular work schedule, the previous 12 month income must be documented.

Due to extenuating circumstances such as death, medical reasons, etc. an Eligibility Technician may determine that it is in the client's best interest to use the signature month rather than the prior month. When the signature month is used, the ET's are required documentation that was used and the reason.

3001-4 G. INADEQUATE INCOME DOCUMENTATION

When a household's income is not verified by the applicant or cannot be verified from the previously mentioned sources, additional information must be requested.

If a household's expenses exceed income, no past-due bills are evident, and no explanation of how the applicant is meeting living expenses is provided, additional information should be requested to determine how the client is meeting those expenses.

3001-4 H. USE OF INTERFACES

Several data systems and computer interfaces are available through the Internet and on-line *EIS* access. These systems are used to verify applicant eligibility information. Workers must check these systems for each household member on each application as part of the verification process.

In some situations, the information will be from one of these interfaces and can be used as verification. In other situations, the worker must follow-up on the information.

3001-4 I. HOUSEHOLD COOPERATION

To determine eligibility, the application form must be completed and signed and certain information on the application must be verified by the applicant or other persons in possession of the information.

3001-4 J. QUESTIONABLE INFORMATION

When information provided on the application or supplied by the applicant is incomplete, unclear, or inconsistent ET's are required resolve all issues before making a determination of eligibility.

3001-4 K. RESOURCES

The Heating Assistance Program does not use a resource test. Therefore, resources are not counted or verified.

3001-5 ACTIONS TAKEN ON THE APPLICATION

3001-5 A. ENTERING APPLICATIONS

Envelopes are opened and applications date stamped in order of date received. Enter the date stamped by the DPA offices as date received.

Applications are entered into the computer in order of date received. The exceptions are expedite request cases and SRHUD applications, which are given priority in being entered processed.

3001-5 B. DUPLICATE APPLICATIONS

ECOS screens for duplicate household members or Head of household members that have previously applied during the application entry process. A warning screen will flash on the screen if the computer detects a name, date of birth, or social security number that matches that being entered. The entry worker determines if the application being entered has a duplicate household member, is a duplicate application already worked, or is a resubmitted application for an earlier denial requesting a “re-work” by checking to see if the person already has a file or is in another case file.

3001-5 C. EXPEDITE PROCESSING OF THE APPLICATION

Expedited service is provided to households facing immediate service terminations (including households facing eviction when the applicant’s heat is included in the rent and there is an eviction notice or the threat of action taken because the utility account has reverted back to the landlords name due to nonpayment), or who are without heat who also meet the expedite criteria as outlined below. Expedited service results in a promise of payment (pledge to vendor) to remedy the heating assistance emergency.

Note:
Only one expedite request is allowed per household per heating season (November 1 through April 30).

Criteria for Expedited Processing

Expedited service is provided to a household only if all of the following expedited service criteria are met:

1. the household has requested expedited service;

2. the household's gross income is less than their shelter cost;

3. the household has suffered or will suffer within 48 hours, termination of fuel or home heating-related utility services or faces eviction within 30 days;

4. the household has submitted a complete, verified and signed application, including a rent receipt or rental agreement if heat is included in the rent; and

5. the household must submit a copy of the shut-off notice or written notification from the vendor including the date of the proposed action and the past due amount or the most recent fuel vendor statement or wood receipt or an eviction notice for a renter who will be evicted for nonpayment of rent where their heat is included in the rent.

Shelter cost includes:

- the sum of the household's regular monthly rent or mortgage obligation for the shelter it currently occupies;

  plus

- the cost of 30 days of heating fuel up to a maximum of $500 for oil or propane heat; $300.00 for wood or coal heat; the amount of the current natural gas utility bill. May include a past due amount, delinquent amount, and deposit and reconnect fee.

  plus

- The amount of the current electric bill;
  a) May include a past due amount, delinquent amount, and deposit and reconnect fee
  b) If not provided, use zero in the calculation

Expedited Time Frames

Expedited eligibility service is available from November 1 through April 30.

Households eligible for expedited service will be provided some form of assistance that will resolve the heating emergency, no later than 18 hours after they submit a complete application.

If an applicant does not meet the expedite criteria, the worker is required to contact the applicant by e-mail or phone to inform them that they do not qualify for expedited processing and their application will be worked in date order, alerting the client to locate other resources to prevent the disconnect.

3001-5 D. APPROVING THE APPLICATION

A notice of action must be sent to the household following a determination of eligibility. Approved households must receive a notice of action no later than 45 days after HAP receives a complete application for non-expedited applications and within 18 hours for life-threatening expedited applications.

3001-5 E. PENDING THE APPLICATION

Workers request additional verification if unclear, inconsistent, or contradictory information is contained in the application or in the supporting documents.

When information from another source contradicts statements made by the applicant, the applicant must be provided an opportunity to clarify the questionable information.

1. When an application is incomplete and the necessary information is not available through sources in the HAP office, a notice requesting additional information is sent to the applicant. This request is sent on a Notice of Action form and is known as a pend notice. Applicants are given 30 days to respond to a pend notice.

   A re-pend notice is sent if partial information was received and more information is required to process the application. The applicant is then given 15 days to respond to the re-pend notice.

   If the requested information is received within the 30-day or 15-day pend periods, the application can be processed using the original application date. If the information is not received within the 30-day or 15-day pend period, the application is denied and the applicant will be required to reapply if HAP benefits are still wanted.

2. Reasons for Pending

The pending reasons, as programmed into the ECOS, are listed below:

a. Unsigned Application/Signature on Application More than 60 days Old At Time of Receipt of Application

The worker sends a pend notice and a copy of the application form to the applicant for signature and **keeps the original application** in the file.

b. Missing Proof of Income

c. Missing social security number and/or birth date

d. Missing Self-Employment documentation

e. No Visible Means of Support

f. Mobile Home dimensions missing.

g. Child Support Verification Request

h. Wood Heating Verification Request

HAP workers may not choose a vendor for the applicant unless there is only one vendor in the village. If the applicant indicates direct heating expenses, and does not list a vendor, the case is pended. The HAP will not assign a vendor to an applicant or indicate any preference among vendors.

i. Number of Bedrooms Missing

j. Who Lives with you

k. Other (you will fill in manually)

l. Subsidized housing verification

m. Temporary Shelter

n. Rent Receipt/Agreement Request

o. Missing Seasonal Income Proof

p. Physical Residence Address Request

q. Proof of ID (social security card, CIB card, state-issued ID, tribal ID card or other government issued ID card) for the head of household.

r. Proof of heating and/or electric bills.

3. **Reasons for Re-pending**

Reasons for re-pending an application are:

a. The initial pend notice was unclear.

b. Only partial information was received in response to the initial pend.

c. The applicant is elderly or disabled.

d. There are extenuating circumstances in which a re-pend is necessary. This should be documented in case notes.

3001-5 F. DENYING THE APPLICATION

A denial notice must be sent to the applicant explaining the reason for the denial. This notice should be sent as soon as possible following the determination of ineligibility, but no later than 45 days following the receipt of a complete application in the HAP office in Juneau.

Applicants denied for failing to provide needed verification by the end of the pend period will be sent a notice of denial at the end of the pend period.

If the requested information is received within 15 days after the denial date, the application can be processed using the original application date. If the information is received more than 15 days after the denial date, the applicant will be required to reapply.

Note:

When the deadline for processing an application or providing verification does not fall on a workday, it will be extended to the next workday.

3001-5 G. REASONS FOR DENYING AN APPLICATION

The following is a list of reasons why a heating assistance application will be denied:

1. **Over Income/Over Seasonal Income**: A household with income that exceeds 150 percent of poverty is ineligible for heating assistance.

   - If the household income was based on the prior calendar month, the application is denied as “OI” – Over Income.

   - If the household income was based on an average of the prior 12-month period, the application is denied as “OS” – Over Seasonal/Self-Employed.

2. **Limited Heating Points:** The household’s gross income, household size, dwelling size, and estimated annual heating costs, using community heating points, are used to compute the household’s estimated home heating burden, expressed as a point value. An applicant whose household heating cost points are calculated to be less than 2.0 is ineligible for heating assistance. These applications are denied as “LP” – Limited Heating Points.

3. **Previously Served** –Already Awarded Heating Assistance This Season: The HAP awards only one heating assistance grant per household during the program’s season. Applications from households in the following situations are denied as “PS” – Previously Served.

   - Household composition is determined at the time of application. Individuals moving into or out of the household after the grant is determined are considered previously served, as grants are household, not individual, based.

   - An application from a person who received heating assistance as a member of another household earlier in the season is ineligible for another heating assistance grant.

   - An application from a person who is currently residing with a previously served household is ineligible for heating assistance.

   - An application from a household seeking a SRHUD that has received a HAP grant within the prior 180 days, or a SRHUD within the prior 24-month period, is ineligible for heating assistance.

***Note*:**

In cases where two adults in the households who both contribute to the heating costs have separated after the award has been issued and the adult(s) who left the household request heating assistance separately, the worker should refer to the Heating Assistance Policy Manual, Section 3002-1A, #7 to determine how to treat this situation.

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4. **No Cost**: An applicant that does not pay in money for heat or rent, or pays $200 or less annually, is ineligible for heating assistance. The application is denied as "NC" – No Cost. Examples include:

   - An applicant receiving State of Alaska General Relief Assistance (GA) if the heat is included in the rent and the State is paying the entire monthly rental payment.
   - An applicant that is living with a parent or other relative who is paying for heat and not charging the applicant for rent.
   - An applicant that self-harvests wood or coal and provides no receipt to indicate they have a cost (in money) associated with obtaining their fuel.
   - An applicant that has a credit balance with a fuel vendor from a prior HAP grant that exceeds the amount the household spent for fuel during the previous 12-month period.

5. **Other:**

   - **Ineligible Dwelling** - An application received from a household residing in an ineligible dwelling is denied as "OT" – Other. The worker will explain the reason for the denial in the notice text. An ineligible dwelling is:

     - An out-of-state dwelling
     - A dwelling the applicant is not residing in at time of application or receipt of heating assistance because they are out-of-state,
     - A dwelling the applicant is not residing in at time of application or receipt of heating assistance because they have moved out of the dwelling before their application was processed. They will need to reapply for assistance at the new address,
     - A dwelling the applicant does not reside in at the time heating assistance is requested, unless the applicant is seeking a utility deposit to move in,
     - A hospital, nursing home, Alaska Pioneers Home, public or private institution to receive treatment for a mental or physical illness, student dormitory, correctional facility, or located on a military base.

- **No United States Citizen or Qualified Alien** - An application from a household that does not include a U.S. Citizen or Qualified Alien is ineligible and is denied as “OT” – Other. The worker will type in the following text: “Your household does not contain a U.S. Citizen or Qualified Alien.”
- **Subsidized Rental Housing with *No* Direct Heating Costs** – A household that resides in subsidized rental housing and has no direct home heating costs is ineligible for heating assistance. The application is denied as “SR” – Subsidized Rental.
- **Temporary Shelter** – An applicant that is residing in a dwelling normally intended for temporary occupancy, and has resided there less than 60 consecutive days before the date of the signature on the completed application, is ineligible for the HAP. The application is denied as “OT” – Other. The exception to the rule is a household in temporary shelter that is applying for a utility deposit to move into rental housing in Alaska.

  An example of the text for this denial is: (The reason is … “that you did not provide written verification that you were living at XYZ motel for 60 consecutive days or more before the date you signed your application. A motel is considered a dwelling normally intended for temporary occupancy.)

  Examples of temporary shelter include: a crisis center, hotel, motel, bed & breakfast, boarding home, hostel, tent, car, van or pick-up camper.
- **Tribal LIHEAP** – This determination of household ineligibility is made at the time the application is entered into ECOS. The application is forwarded to the tribal LIHEAP and a notice is sent to the applicant. If an applicant requests an eligibility determination by the HAP, the application is denied as “SO” – Served by Others.

  An example of the text for this denial is: (The reason is … “your area is served by a different agency. We have forwarded your application to (name of agency).”)
- **Application Withdrawn** - An applicant chooses to withdraw their application that is on file.
- **Incomplete Application** – An application that was pended for the 30-day and/or 15-day period for missing information and the information was not received by the deadline. The application is then denied as incomplete.
- **Out of Funds** – Used when the program has run out of funding.

3002 HOUSEHOLDS

3002-1A TYPES OF HOUSEHOLDS

3002-1A. 1. Eligible Household

An individual or group of individuals who are living together as one economic unit and for whom residential heating is customarily purchased in common, or who make undesignated payments for heat in the form or rent.

A household must meet all four of the following requirements to be eligible to participate in the Heating Assistance Program:

a) The dwelling for which heating assistance is requested is located in the state, and at least one member of the household is physically present in the state at the time of application for, and receipt of, heating assistance; and the household

- physically resides in the dwelling for which heating assistance is requested; or
- is seeking heating assistance to help with the natural gas or electric utility deposit necessary to move into subsidized rental housing in the state;

b) At least one member of the household is a United States citizen or a qualified alien;

c) The household's annual home heating costs exceed $200; and

d) The household's gross monthly income is not more than 150 percent of the current federal poverty guidelines for Alaska for the Low Income Home Energy Assistance Program (LIHEAP).

3002-1A. 2. Ineligible Household

A household is not eligible to participate in the Heating Assistance Program if any of the following situations apply at the time of eligibility determination:

- The household is eligible for or has received benefits from a tribal organization providing heating assistance funded by the Low-Income Home Energy Assistance Program (LIHEAP), unless an

agreement to the contrary has been executed between the division and the tribal organization. (See Addendum A &B for a detailed listing of tribal organizations and communities they serve).

- The household resides in a crisis center, hotel, motel, tent, or other shelter normally intended for temporary occupancy, and has resided there for less than 60 consecutive days before the date of signature on the completed application; unless they are seeking a utility deposit to move into a qualifying subsidized dwelling.

- The household resides in a hospital, nursing home, Alaska Pioneers' Home, or other public or private institution to receive treatment for a mental or physical illness.

- The household resides in a student dormitory, correctional facility; or on a military base.

- The household resides in subsidized rental housing and has no direct home heating costs.

- The household consists of a person who is house sitting unless:

  - The sitter has been house sitting for more than 60 days and this can be verified by a letter from the home owner.

  - The house sitter is responsible for paying heating bills and can show proof of at least $200 in heating costs.

  - The house sitter has not received heating assistance at another location.

  - The home owners have not applied for or received heating assistance during the current season for said dwelling.

3002-1A. 3. Multiple Households Residing in the Same Dwelling

When more than one household is residing in the dwelling, the worker must determine if the applicant household is:

- renting a room in the dwelling,
- the owner/occupant who rents out a portion of the dwelling, or
- sharing the dwelling.

If the applicant checks the application box for "Renting a Room", the application is determined using Housing Category Code 3.

A foster adult not considered a member of the household must be considered a household sharer, or room renter.

If the applicant owns the dwelling and is receiving rental income, eligibility is determined by counting all rental income, using the Housing Category for the total number of bedrooms in the dwelling, and counting the number of people in the applicant's household. A room renter is not counted as a member of the applicant's household. The owner/occupant's rental income may be considered a self-employment venture if the applicant chooses to deduct the non-personal costs of doing business.

If the applicant is sharing the dwelling with one or more households, and is not a room renter or an owner/occupant renting space in the dwelling as described above, the households are considered to be house sharers. The other household members are entered into ECOS as described in Section 3002-1A. 4 below.

***Note**:*

*Each household in the dwelling should be worked separately and then the share reduction applied. For example, if more than one household living in the dwelling contains a member age 60 or over, disabled, or a child under 6 years of age, each household containing a member of this population would be entitled to the extra point **before** computing their percentage of the total residence.*

3002-1A. 4. Household Sharers File

If an applicant lists other households as living in the same dwelling, the members of the other households must be entered into the computer. This ensures that each household in the dwelling gets their proportionate share of the grant, and if one of the households listed as house sharing subsequently applies for a grant the worker can cross reference the cases.

3002-1A. 5. Housing Percent Share

If the household resides in a single residence with one or more other households, the heating cost points are reduced to the household's proportion of the total number of households in the dwelling. If there are two households, the worker enters the share as 50%; with three households the share is entered as 33%, etc. In a house sharer

situation, a household's share should never exceed 50%. The amount each household contributes to heat or rent is not considered.

3002-1A. 6. Deceased Household Members

If a household member dies, the remaining credit balance can be used by the remaining household members.

If there are no other household members, the remaining credit balance can be used by the estate to pay heating or electric service expenses incurred by the individual prior to their death. If any credit remains after paying these expenses, the vendor refunds the remaining credit to the HAP.

If the applicant, who is the sole household member dies prior to the date the case is processed, the worker may contact the heat and electric vendors to see if there is unpaid debt. If so, the worker will issue the grant up to the amount needed to pay the debt. The case will be left "out of balance" if the grant exceeds the debt. The worker will change the last action code on the case to "X" and note their actions in ECOS.

When a household member dies in the month of application, the worker may determine whether the household will benefit better by using the signature month rather than the prior month's income due to the change in circumstance.

3002-1A. 7. Dissolution of Household

In cases where households have been dissolved after the award has been issued and where:

a. two or more adults resided together at the original application location
b. said adults applied for heating assistance together
c. said adults contributed towards the total home energy costs
d. one or more adult members meeting the criteria in b and c above leave the household, and
e. the member(s) who left the household apply for their own heating assistance grant

The application will be pended to request proof of the new applicant's contribution to the shared energy costs at their previous (shared) residence. Proof of costs would include:

a. a copy of a heat or utility bill with their name on it at the old address; or
b. a rental agreement indicating rent paid is for housing and energy; or
c. a letter from other adults in the previous household verifying the applicant's percentage of contribution to the household energy costs; and
d. proof of a new residence, energy bills, and need.

Once this proof has been provided, the applicant who was listed on a previous application will be entitled to their percentage of any remaining Heating Assistance benefit paid to the vendor. They are only entitled to their share of any remaining balance because they already received the value (heat) of any award already used to furnish fuel at the residence.

The vendor is contacted via phone and instructed to freeze the remaining balance on the account at the original location. The worker then follows up with a letter, in writing, to the vendor instructing them to send a portion of the frozen balance to the new applicant's vendor of choice. Copies of the letter are sent to all parties and put into the client's file. The caseworker should also put notes on the case in ECOS.

3002-1A. 8. Categorical Households

Federal regulations call certain households "categorical" because they are enrolled in programs that are income tested and will usually be eligible for heating assistance. When **all** household members are receiving assistance from TANF, ATAP, SNAP or SSI/APA, the worker will use the income from the household's open public assistance case in EIS as their gross monthly income for the income portion of the heating assistance benefit calculation.

If only a portion of the household members are on a public assistance program, the worker may use the income in EIS to verify said members income but will still need to obtain proof of income for all other household members not on the public assistance case.

3002-1A. 9. Atypical Household Situations

a. Ionia

Ionia, Inc. is a non-profit organization set up to help mentally disabled individuals. All households have at least one disabled household member in it. Many of these families are related. They are all separate homes and cabins. There are 10 homes. The 54932 Burdock Road, Kasilof, AK, is a corporate address and mail is distributed to each household. The rent is based on the fair market value for a home in that area, not subsidized. Ionia, Inc. also sells wood, but the households are free to shop around for a cheaper price.

b. Office of Public Advocacy

Applications received from the Office of Public Advocacy are processed in the following manner:

The type of residence varies: group home, renting a room, living in an apartment, etc.

The worker will pend for information that is not provided, unless the applicant resides at the same physical location as last year and the needed information can be obtained.

The signature on the application must be that of the public advocate or the applicant.

3002-1A. 10. Household Size and Composition

a. The household composition is an important factor in determining an applicant's eligibility and grant amount. If the household composition is not clearly indicated in the application, and cannot be ascertained through the EIS, the application will be pended for this information.

b. All U.S. Citizens and Qualified Aliens residing in the household at the time of application are included when computing the household size.

Note on Citizenship and Alien Status:

*If a household member is **not** a US citizen or qualified alien, they should not be counted as a family member in the case but their income **is** counted and included.*

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c. If a person who contributed financial support for the month prior to the application date is no longer in the household, the person is not counted nor is their income counted. A person moving into the household prior to the grant determination is included as a household member and their income is counted.

d. If the applicant lists another household member as a house sharer in Question #4 of the application, the individual(s) that comprise the other household are not included in the applicant's household size.

e. An applicant's spouse living in the applicant's dwelling must be included in the applicant's household. The spouse cannot be considered as a house sharer.

3002-1A. 11. Shared Custody Situations

A child can only be claimed as a member of one household. In situations where the parents of a child share custody and the child moves between the homes on a regular basis, it is up to the parents to decide who will claim the child(ren). HAP will include the child(ren) on the first application they receive with the child(ren)'s information.

3002-1B. RESIDENCY

To be eligible to participate in the Heating Assistance Program, the dwelling for which heating assistance is requested must be located in the state of Alaska and the household must physically reside in the dwelling for which heating assistance is requested. Additionally, at least one member of the household must be a United States citizen or a qualified alien.

Residency in the state must be verified. Documentation used to verify other factors of eligibility such as rent receipt and utility bills(s) will generally be sufficient to verify residency.

3002-1C. IDENTITY

The identity of the person making the application must be verified. When an authorized representative applies on behalf of a household, the identity of both the authorized representative and the head of household must be verified. Identity may be verified through readily available documentary evidence, such as pay stubs, utility accounts, tax returns, rental agreements, bank statements or other document that contains the individuals name and address. Verification of identity may also be obtained through a collateral contact or through the EIS CANO Screen, HERC screen if the person received Medicaid, or DOL websites. In addition to the above listed forms of ID, the file must contain a copy of the social security card (or other form of government ID) for the head of household.

3002-1 D. CITIZENSHIP AND ELIGIBLE ALIEN STATUS

To receive heating assistance a person must be:

- A United States citizen or U.S. National; or
- A qualified alien.

All other household members are treated as excluded household members.

Every heating assistance household must declare that all household members have U.S. citizenship or satisfactory immigration status. This declaration is accomplished by:

- providing the information on each household member under Question 3 of the heating assistance application; and
- the head of household signing the application.

1. United States Citizens and United States Nationals

United States citizens and U.S. Nationals include:

- Individuals born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, Virgin Islands, and the Northern Mariana Islands;
- Naturalized citizens;

- U.S. Nationals born in American Samoa or Swain's Island. An individual who was **not** born in American Samoa or Swains Island, but one of his or her parents were born in American Samoa or Swains Island, **may** be a U.S. National.

U.S. citizenship is verified only when questionable. Sources of verification include birth certificates, certificates of citizenship or naturalization provided by the U.S. Citizenship & Immigration Services (***USCIS***), U.S. passports, and official identification cards showing U.S. citizenship. U.S National status may be verified with a U.S. passport stamped U.S. National.

2. Qualified Aliens

A qualified alien is a person who is a:

a. A lawful permanent resident admitted;

b. A refugee;

c. An asylee;

d. An alien who has had deportation withheld under 243(h) of the Immigration and Nationality Act (***INA***) as in effect prior to April 1, 1997; or 241(b)(3) of the ***INA***, as amended;

e. An alien granted parole for at least one year by the U.S. Citizenship and Immigration Services (***USCIS***);

f. An alien granted conditional entry under immigration law in effect before April 1, 1980.

g. An alien who is a Cuban/Haitian entrant as defined in section 501(e) of the Refugee Education Assistance Act of 1980;

h. A battered spouse or child of a battered spouse of a U.S. citizen or permanent legal resident, and aliens protected under 1508 of the Violence Against Women Act of 2000;

i. Victim of trafficking under the Trafficking Victims Protection Act of 2000 (including certain family members of victims of a severe form of trafficking);

j. Non-citizen Native Americans as defined in 4(e) of the Indian Self-Determination and Education Assistance Act, 25 USC 450b(e) and 289 Native Americans;

k. Special immigrants from Iraq and Afghanistan admitted under section 101 (a) (27) of the ***INA***.

3. Citizenship for Certain Children Born Outside the United States

Effective February 27, 2001, the Child Citizenship Act of 2000 allows a child born outside of the United States to acquire citizenship of the United States automatically when all of the following conditions have been fulfilled:

a. At least one parent of the child is a citizen of the United States, whether by birth or naturalization;

b. The child is under the age of eighteen years; and

c. The child is residing in the United States in the legal and physical custody of the United States citizen parent, pursuant to a lawful admission for permanent residence.

> ***Note***:
>
> *Because proof of citizenship is not automatically issued to eligible children, parents must provide proof of the child's relationship (such as a birth certificate) to their* U.S. *citizen parent and proof that the child is lawfully admitted into the* U.S. *Parents of a foreign born child who meet the conditions of the new law should be encouraged to apply for a certificate of citizenship for their child with the* USCIS *and/or for a passport for their child with the Department of State.*

4. Foreign Born Children Adopted By United States Citizens

Under the Child Citizenship Act of 2000, a foreign born child under age eighteen, who has been legally adopted by at least one ***U.S.*** citizen parent, automatically becomes a ***U.S.*** citizen when the legal adoption is finalized. Most of the time, a parent will be able to verify the ***U.S.*** citizenship of their child by producing a ***U.S.*** birth certificate.

Effective January 1, 2004, a new entrant (IR-3) program was implemented, which focuses on newly entering orphans with full and final adoptions abroad. Under this new program, these children will automatically receive a Certificate of Citizenship within 45 days of entry into the ***U.S.***

5. Documentation of U.S. Citizenship and Eligible Alien Status

Verify U.S. citizenship only when questionable. Sources of verification include birth certificates, certificates of citizenship or naturalization provided by the U.S. Citizenship & Immigration Services (USCIS), a U.S. passport, and official identification cards showing U.S. citizenship. U.S. National status may be verified with a U.S. passport stamped U.S. National.

Note:

Aliens born in the Marshall Islands, Western Samoa, the Federated States of Micronesia and Palau are the most common types of non-immigrants. These people can travel freely between the islands and the ***U.S.*** *, but are considered non-qualified aliens and are not eligible to receive benefits. For these people to receive benefits, they must take action to become a qualified alien.*

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6. Case Processing for Households with Eligible Aliens

a. Household Provides Documentation of Alien Status

An alien that provides documentation verifying eligible alien status, if otherwise eligible, can be issued benefits.

b. Documentation Not Provided With Application

A household member whose U.S. citizenship is questionable or who has not provided documentation of alien status **is not eligible until citizenship/alien status is verified.**

Pend the application and send a notice to the household giving it at least 30 days to provide the documentation. If documentation verifying U.S. citizenship or qualified alien status is received during the pend period, process the application including the person as an eligible household member.

c. Documentation of Alien Status Not Provided Following the Request for Information

The person whose U.S. citizenship remains questionable or alien status is unverified at the end of the pend period shall be treated as an excluded member.

When a household indicates inability or unwillingness to provide documentation for any household member, that member is considered an excluded household member.

When the only member of an applicant household indicates inability or unwillingness to provide documentation of his or her own alien status or questionable U.S. citizenship, they are ineligible and the application is denied.

Note:

When determining heating assistance benefits, the illegal alien's income is included in the income calculation but the person is not counted as a family member. For example, if the household consists of five members, four of which are legal and qualified, the worker would include the income from all five household members, including the illegal alien, but only consider the household a four-member household when determining household size and composition.

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7. Ineligible Aliens

Any alien, legal or not, who does not meet the alien eligibility requirements is ineligible for heating assistance. Ineligible aliens in households with eligible household members are treated as excluded members.

3002-1 E. SOCIAL SECURITY NUMBERS

Households must provide a Social Security Number (SSN) for each household member. If a household member does not have a Social Security Number, the individual must apply for one. ***Applicants must provide a copy of a social security card or other form of government***

issues ID for the head of household. Copies of other members' ID or social security cards are preferred but not mandatory.

3002-2 RESOURCES

The Heating Assistance Program does not count resources.

3003 INCOME

3003 INCOME

Applicant households must report all gross income received. All income from any source is countable unless specifically excluded.

Income that is garnished is countable. Garnishment is different from recoupment. Recoupment occurs from an income source to repay an overpayment from that source. A garnishment reduces income to pay a debt. Workers must examine the reason income is being reduced to decide if the reduction is a garnishment or a recoupment.

3003-1 COUNTABLE INCOME

3003-1 A. Earned Income

1. Wages

a. Definition:

Earned income includes, but is not limited to: monetary compensation for services as an employee, including gross earned income before any deductions or garnishments, cost of living allowances (COLA), leave cash-outs, vacation pay, bonuses, stipends and back-pay; advances; tips (as reported by the employee) and commissions; military pay; and earnings from on-the-job training programs under the Workforce Investment Act.

Income from babysitting, housekeeping, craft sales, fishing, etc. is considered wages unless the applicant is claiming self-employment.

Exception:

Income earned through the Mature Alaskans Seeking Skills Training (MASST) is not countable.

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b. Verification:

Acceptable verification includes, but is not limited to, employer's statement which is signed and dated; employer's wage record; paycheck stub; or military Leave and Earnings Statement (***LES***).

Note on Military Pay:

For more information on how to treat military pay, please see Section 3003-6 of this manual.

2. Jury Duty Payments and Witness Fees

a. Definition:

Jury duty payments and witness fees issued to the applicant count as earned income in the month received. Any portion of a jury duty payment or witness fee that is designated as a reimbursement for items such as food, lodging, parking or transportation is excluded income.

b. Verification:

Acceptable verification includes a copy of their check, check stub or official letter.

Exceptions:

Jury duty payments issued directly to the employer are exempt income.

3. Self-Employment Income

a. Definition:

Self-employment includes occupations such as small business, crafts, boarding house manager/owner, ownership of rental property, and seasonal self-employment such as fishing. Heating Assistance uses net self-employment from the previous 12-month period, after allowable deductions. *See Section 3003-4 of this manual for more information on self employment.*

b. Verification:

The applicant is responsible for verifying all income and expenses claimed. Acceptable sources of verification are tax records (such as Form 1040 and Schedules C, E, K, and S1), bookkeeping records, and account statements.

4. Tips or Gratuities

Verification includes pay stubs that list the tips, statement from the applicant, or the EIS CANO screen. A client's verbal or written statement is acceptable verification of tips received.

3003-1B. Unearned Income

1. Public Assistance

a. Definition:

Public assistance income includes ***TANF*** payments (Alaska Temporary Assistance Program and Native Family Assistance) and Adult Public Assistance payments (Aid to the Disabled, Aid to the Blind, Old Age Assistance, Interim Assistance). ATAP diversion payments are also countable.

b. Verification:

Verify through the ***DPA*** case file or ***EIS*** computer screen, or Native Family Assistance agency. A copy of their check is also acceptable verification.

Exceptions:

Reductions due to Fraud: *When a* ***TANF*** *or* ***APA*** *benefit is reduced to repay a fraud overpayment, the calculation of the heating assistance benefit will use the* ***TANF*** *or* ***APA*** *amount the household would have received without the grant reduction. This applies only if a formal fraud finding has been determined by the administrative disqualification process or a conviction by court.*

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2. ***SSI*** / ***SSA*** / ***VA*** Income

a. Definition:

Social Security benefits (***SSA***) - retirement, survivor's disability and dependents benefits; Supplemental Security Income (***SSI***) - aged, blind and disabled person's benefits; and Veteran's benefits are considered unearned income.

b. Verification:

Verify with a copy of the current check; current Social Security or ***VA*** award letter; a statement from Social Security or Veteran's Administration verifying the monthly amount; SDX/Bendex printouts; ***EIS*** interface screen. VA can also be verified using a bank statement since VA benefits are not subject to deductions or by calling the Veteran's Administration office at 1-800-827-1000.

c. Budget:

The monthly entitlement including the cost of Medicare, if deducted, is counted as income in the month of intended use.

3. Child Support Payments

a. Definition:

Child support income includes:

- Payments received from the non-custodial parent or a child support enforcement agency, including full or partial monthly obligation payments, payments toward obligation arrearage, and voluntary payments.

- Payments paid by the non-custodial parents to a third party to pay for a household expense **may** be countable. Please see the examples below for clarification.

- Child Support Services Division (***CSSD***) pass-through payments paid through ***DPA*** or a Native Family Assistance Program agency to a ***TANF*** recipient.

Example #1:

A court order specifies Harry must pay child support of $500 per month cash to be sent to the family and $800 per month be paid to the landlord (or directly to the mortgage company). Because the $800 cannot be given to the family in cash (per the court order) it's not considered income. Only the $500 cash that goes to the family is considered income.

Example #2:

A court order states that Melinda, the absent parent, must pay $450 per month to the family for child support. Melinda makes that payment plus sends $250 per month to the landlord to help with the rent. The $250 is a gift (the family is not legally entitled to it) so it is exempt income.

Example #3:

A court order specifies that Joe, the absent parent, must pay $450 to the household as child support. At the custodial parent's request the $450 is sent to the landlord for rent instead. The custodial parent is legally entitled to the $450 which could be paid in cash; therefore the income is countable income.

***Exception**:*

Funds provided and used for the care of a child not living at home and the funds are sent to the child are exempt and not countable.

b. Verification:

Includes, but not limited to, ***CSSD*** computer screen, the ***CSSD*** payment stub, a signed statement from the non-custodial parent, the ***EIS*** CANO, a court order showing the amount of the award, or a check stub.

c. Budget

When the person receiving child support is a *TANF* recipient:

- ***CSSD*** pass-through payments paid through ***DPA*** or a Native Family Assistance Program agency to a ***TANF*** recipient are counted as unearned income.

- Only the first $50 per month received and kept by ***TANF*** recipients directly from the non-custodial parent is countable. The remainder is considered assigned child support and is excluded income. Assigned child support is child support given or paid to ***TANF*** recipients that should be turned over to a child support agency to

maintain ***TANF*** eligibility.

- Child support payments received by ***TANF*** recipients from a child support enforcement agency are **disbursements** and are countable income. However, payments made in error are excluded income.

Note:

*A **TANF** applicant becomes a recipient the moment the worker authorizes the **TANF** benefit on **EIS** . All direct child support payment received and kept prior to this authorization is countable income.*

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4. Third-Party Payee

a. Definition:

Payments made to a third-party payee on behalf of a recipient. For example, ***SSI***, ***SSA*****,** and ***ATAP*** payments assigned to payees who represent recipients unable to manage the payments.

b. Verification:

Includes, but not limited to, a signed statement from the agency that designated the third-party beneficiary, and a copy of the checks received.

5. Educational Income

Any portion of education assistance that will **NOT** be used or set aside for paying tuition, fees, or other necessary education expenses is countable unearned income.

Exception:

*Education assistance that is **not funded under Title IV of the Higher Education Act or the Bureau of Indian Affairs** student assistance program funds is excluded as income if it is used or will be used for paying tuition, fees, or other necessary education expenses at any educational institution, including vocational, technical, and correspondence schools, and schools for people with disabilities.*

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6. Other Sources of Countable Unearned Income

The following are considered other sources of unearned income (not all-inclusive):

a. **Worker's Compensation**;

   Verification:

   Acceptable verification includes a fax, e-mail, or statement from Worker's Compensation or from the EIS CANO screen.

b. **Unemployment Insurance Benefits (*UIB*),** including amounts garnished and recouped, count as income on the date of issuance;

   Verification:

   Acceptable verification includes DOL's BB53 screen, statements from other states regarding disbursement amounts, or from the EIS CANO screen.

c. **Annuities, pensions, retirement, and disability benefits**;

   Verification:

   Acceptable verification includes EIS CANO screen, benefit statement or award letter, year-end statement or a R-1099.

   Note:

   Annuity payments paid quarterly shall be averaged over the three months and counted as monthly income; annuity payments paid annually shall be averaged over twelve months and counted as monthly income.

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d. **SBS payments and cash outs**;

e. **Alimony payments**;

   Verification:

   Acceptable verification includes the EIS CANO screen, a court order showing the amount awarded, or a check stub.

f. **Rental income** (gross income minus costs of doing business). Costs of doing business may include the mortgage, taxes, and

insurance. When a household member is actively engaged in the management of the property at least 20 hours per week, it will be considered earned income.

Note:

Rental income received in a lump sum shall be averaged over the months of intended use and counted as monthly income.

Income received from the lease of a limited entry fishing permit is considered unearned rental income.

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g. Foster care payments;

The total foster care payment made to a household for a legally assigned foster child or adult, if the foster child/adult is included as a member of the household. If the child/adult is not included, the foster care payment is not included as income to the household. In cases where the foster person is an adult that in not considered a member of the household, the foster adult must be considered a household sharer or room renter.

Verification:

Acceptable verification includes check stubs or the EIS CANO screen.

h. Dividends, interest, royalties, estates, trusts and similar recurring payments;

Verification:

Acceptable verification includes a bank statement, letter declaring the amounts, EIS CANO screen, or statements from the trust regarding disbursement amounts.

Exceptions*:*

- *The Heating Assistance Program does not count Alaska Permanent Fund Dividends unless it is received by a household for a person who is not a household member.*

- *Heating Assistance does not count up to $2,000 per year per person of Native Corporate Dividends, including inherited shares, unless it is income from native dividends placed in a trust.*
- *If the client has income from a trust such as a Miller or Qualifying Medical Trust, do not count the income that is deposited into the trust. Only count disbursements received from the trust account by the client during the month.*

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i. Excess reimbursements;

When payments received as an advance or reimbursement for volunteer job training or work-related services exceed the expense incurred, the excess amount is included as income;

j. Strike benefits;

Verification:

Acceptable verification includes a copy of their check or a statement from the union.

k. Cash payments, including payments to a household from a wage earner **not** residing with the household because of his or her employment;

Verification:

Acceptable verification includes the EIS CANO screen or a statement from the person providing the cash gifts.

l. Military family allotments;

Verification:

Acceptable verification includes the EIS CANO screen or their Leave and Earnings Statement.

Note:

For more information on how to treat military pay, please see Section 3003-6 of this manual.

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m. Any money benefit not otherwise exempted including lump sum payments unless specified as not countable;

n. Bingo and lottery winnings;

Verification:

Acceptable verification includes the EIS CANO screen, a Bingo/Pull Tab statement, or a letter from the game provider.

Note:

Lottery winnings paid on an annual basis shall be averaged over twelve months and counted as monthly income.

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o. Bureau of Indian Affairs (*BIA*) General Assistance Program payments made to the household;

Verification:

Acceptable verification includes the EIS CANO screen, a check stub, or a letter from the BIA office.

p. Refugee cash assistance payments. Monthly refugee cash assistance payments made through the Refugee Assistance & Immigration Services program administered by Catholic Social Services are countable income. See Administrative Procedures Manual section 128-4 for more information about refugee assistance.

q. Subsidized adoption payments

Are intended to cover expenses incurred due to the special needs of an adopted child. These payments are countable for Heating Assistance.

Verification:

Acceptable verification includes EIS CANO screen, Native Family assistance agency, TANF records, or a check stub.

r. Cash gifts over $20 per person, per month.

s. Income from the sale of stocks or bonds or escrow income.

Verification:

Acceptable verification includes a letter regarding the condition of the payment or a bank statement.

t. Payments from the sale of personal property, house, boat, loan repayment, and escrow repayments.

u. Trade Readjustment Act payments.

v. Capital Gains

Verification:

Acceptable verification includes IRS Form 1040 or the EIS CANO screen.

w. Recoupment

Monies withheld from an assistance payment, earned income, or other income source, or monies received from any income source which is voluntarily or involuntarily returned, to repay a prior overpayment from that income source.

x. Natural Resource Conservation Service Grants

Grants awarded through the NRCS to improve water management and/or improve resource conditions.

Verification:

Acceptable verification includes a copy of the grant award or award letter showing the total grant amount and the period of time represented by the award (6 months, 1 yr, 2 yrs).

y. Health Care Stipends

Money received by an applicant from their employer to purchase health care insurance in the open market.

Verification:

Acceptable verification includes a copy the applicant's pay stub or separate check to the applicant indicating they are receiving funds

to purchase health insurance (instead of the employer providing the actual insurance).

***Note*:**

If the cost of employer provided health insurance is included in the applicant's paycheck as an employee benefit (for example, the State of Alaska provides employee health insurance as a fringe benefit), the benefit is non-countable income.

3003-2. NONCOUNTABLE (EXEMPT) INCOME

1. Title IV Higher Education Act and Bureau of Indian Affairs Grants and Awards

The total amount of any grant, scholarship, or award issued under any program funded under Title IV of the Higher Education Act or under a Bureau of Indian Affairs student assistance program is not counted as income in determining eligibility or benefit amount.

Payments that fit this category include:

- Pell Grants
- State Student Incentive Grants (SIG)
- Academic Achievement Incentive Scholarships
- Byrd Scholars
- Federal Supplemental Educational Opportunities Grants (FSEOG)
- Federal Educational Loans (Federal PLUS Loans, Perkins Loans, Stafford Loans, Ford Loans, etc.)
- Upward Bound
- Gear Up (Gaining Early Awareness and Readiness for Undergraduate Programs)
- LEAP (Leveraging Educational Assistance Partnership)

- SLEAP (Special Leveraging Educational Assistance Partnership)
- Work-Study Programs

Verify that the source of the education assistance is Title IV or ***BIA*** Bureau of Indian Affairs by viewing the individual's award letter. Contact the awarding institution if the award letter is not available or is unclear.

2. Other Education Assistance

Education assistance that is not funded under Title IV of the Higher Education Act or the Bureau of Indian Affairs student assistance program funds is excluded as income if it is used or will be used for paying tuition, fees, or other necessary education expenses at any educational institution, including vocational, technical, and correspondence schools, and schools for people with disabilities.

Exception:

*Any portion of education assistance that will **NOT** be used or set aside for paying tuition, fees, or other necessary education expenses is countable unearned income.*

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3. Work-Study Earned Income

College or university students may be enrolled in a work-study program in which they attend school part-time and work part-time at a job. Any income an applicant or recipient earns from employment in a work-study program will not be counted as income.

This disregard applies to both adults and children. The worker must verify that part-time employment of an applicant or recipient who claims to be in a work-study program is in fact a work-study job and not an individually acquired regular part-time job.

4. Loans

All bona fide loans, including educational, personal, and commercial loans, are disregarded as income. A bona fide loan is a debt that the borrower has an obligation to repay and expresses his or her intention to repay.

The bona fide nature of a loan must be verified and documented in the case file. Commercial and educational loans can normally be verified by

seeing a copy of the written loan agreement or a document identifying the payment as a loan. In the case of personal loans, the verification must provide, at minimum, acknowledgment by the borrower and lender that an obligation to repay the loan exists, and acknowledgment by the borrower that they intend to repay the loan (with or without interest).

If it is determined the funds received are not from a bona fide loan, (there is no repayment obligation or the borrower has no intention of repayment) the amount received may or may not be countable income, depending on the source of the funds. All or some of the money may be exempt, such as a charitable contribution or excluded vendor payment, or counted as unearned income, such as a gift received directly from the source.

5. In-Kind Income

Any gain or benefit that is not in the form of money is exempt income, such as shelter, produce from a garden, clothing, non-cash employee benefits such as the Legal Trust benefit provided to State of Alaska employees, and non-cash assistance such as the Medicare Part D Low-Income Subsidy.

***Exception**:*

Any payments made by a non-custodial parent to the household to pay for household expenses are countable. See manual section 3003-1B3 of this manual for more information.

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6. Wages Held

Wages held by an employer without the employee's approval are exempt income, except for garnishments.

7. Public Housing and Section 8 Housing Choice Voucher Subsidies

The U. S. Department of Housing and Urban Development (HUD), through Alaska Housing Finance Corporation (AHFC) or a Native or Regional Housing Authority, and Farmers Home Administration (FHA) make payments **directly to a landlord** for rent and/or utility costs. These payments are excluded vendor payments. The portion of the rent or utility bills paid by this payment is **not** allowed as a shelter expense.

However, when households that are in public housing or that receive Section 8 Housing Choice Voucher subsidies are responsible for paying utility costs, the AHFC or the Native or Regional Housing Authority may

make a payment **to the household**. This payment is called a **utility allowance** or **utility reimbursement** and is **included** as income.

8. Alaska Native Claims Settlement Act Income

The first $2,000 per year/per person of Alaska Native Claims Settlement Act (***ANCSA*** Alaska Native Claims Settlement Act) Alaska Native corporation payments to shareholders are exempt. Any amount over the $2,000 per person/per year is countable. Native corporation Elder benefits are exempt.

9. Student Reimbursements or Allowances

Any payment made under Title IV of the Higher Education Act or under Bureau of Indian Affairs (***BIA*** Bureau of Indian Affairs) student assistance programs is entirely excluded. Other educational income that is either used or intended to be used for allowable educational expenses is excluded.

10. Reimbursements

Reimbursements for past or future expenses, to the extent they do not exceed actual expenses and do not represent a gain or benefit to the household, are exempt. Reimbursements will not be considered to exceed actual expenses unless the provider or the household indicates the amount is excessive. Noncountable reimbursements include:

- Payments, including ***TANF*** Temporary Assistance for Needy Families supportive service payments, for job or training related expenses such as travel costs, per diem, uniforms, and transportation to and from the job or training site.

- Payments for medical expenses.

11. Monies Received for Care of Third Parties

Funds provided and used for the care of a third party beneficiary who is not a household member (third party payee) are exempt. For example, a household receives child support for a child not living in the home. The household sends the child support to the child. This child support is **not** income to the household. This also includes situations where separate households share rent and one household receives a rent payment from the other and pays the landlord. The household that pays the landlord would not have the money counted as income that was given to it by the other household to pay the rent.

12. Earnings of Elementary and Secondary Students Under Age 18

Earned income of a student is exempt when an individual:

- Is under age 18; **and,**
- Lives with his or her parents or is under parental control of an adult household member; **and**,
- Is currently enrolled at least half-time in elementary or secondary school. This exclusion continues during semester breaks and summer vacation.

Note:

Applicants 18 years of Age *– When looking at applications with a household member that is 18 years old, use the date and signature of the application to determine if the person was 18 years old at the time the application was signed.*

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13. Volunteer Payments

Payments made under any program of the Corporation for National and Community Service (CNCS) are excluded income. This income may be identified under a number of program names, including, but not limited to, AmeriCorps, AmeriCorps-VISTA, AmeriCorps-NCCP (National Civilian Community Corps), National Senior Volunteer Corporation, Retired & Senior Volunteer Corps, Foster Grandparents Program, Senior Companion Program, and Vista Volunteer Income (a.k.a. Domestic Volunteer Service Act).

Payments received for support services or reimbursement for out-of-pocket expenses, such as lunches or transportation, made to an individual or volunteer are noncountable, exempt income.

14. Costs of Producing Self-employment Income

These costs are exempt.

15. *MASST* - Mature Alaskans Seeking Skills Training Payments

Allowances, earnings and payments from an employer and funded by the Mature Alaskans Seeking Skills Training (***MASST***) are exempt income. The ***MASST*** program, federally known as the Senior Community Service Employment Program (***SCSEP***), is administered under Title V of the Older Americans Act, P.L. 100-175.

16. General Relief Assistance Payments

State of Alaska General Relief Assistance Program payments paid on behalf of the household to a vendor for household expenses such as rent, food, fuel, clothing, utilities, house repair, transportation, and burial are exempt.

Bureau of Indian Affairs (***BIA***) General Assistance Program burial payments made to a vendor are excluded as income.

17. Income Excluded by Federal Law

Income excluded by federal law is exempt. Refer to a partial listing of these income types at Addendum C.

18. Income Tax Returns

Federal income taxes are exempt.

19. Victims of Crime Compensation Payments

Any payment received from a fund established by a State to aid victims of crime is excluded from income.

20. Cash Gifts

Cash gifts under $20 per person per month are noncountable.

21. Social Security Advances

This income is a loan from a financial institution to a person receiving direct deposit Social Security income. It is paid to the bank when the monthly SSA benefit is received.

22. JOBS Allowances

Allowances received under the Alaska Job Opportunities and Basic Skills (JOBS) Program.

23. SNAP hold harmless payments.

24. **Veteran's Benefits provided to children of Vietnam veterans** (including adult children) who were born with the congenital defect spina bifida.

25. **Veteran's Benefits paid to children of women Vietnam veterans born with certain other birth defects.**

26. **Alaska Permanent Fund Dividend**

27. **Alaska's Senior Benefits**

28. **Jury duty payments issued directly to the employer**

29. **Reimbursement of medical expenses**

30. **Income from a reverse mortgage.**

31. **Rebates**

32. **The portion of a military retirement payment which goes to an ex-spouse under a divorce decree property settlement is not counted as income to the retiree.**

***Note*:**

Alimony is countable to the person receiving it; not the person paying it.

3003-3 SEASONAL EMPLOYMENT

A. Definition:

Seasonal employment means employment with a regular work season of 11 months or less that is compensated on a salary basis. Seasonal employment may also include irregular work schedules such as workers who are employed in mining; construction; ferry workers; and oil field and service workers who have rotating schedules, fluctuating payroll schedules, and seasonal lay-offs that do not reflect income on a monthly basis. Workers with these irregular work schedules will have their income calculated using a 12 month average of all available income for the previous 12 months from the date they applied.

B. Verification:

Acceptable verification includes a completed seasonal work statement, DOL BTWI screen, 1099 form, or final settlement statement.

C. Budget:

1. Heating Assistance prorates income from seasonal employment during the 12-month period before the date of signature on the completed application, over a 12-month period, to determine the household's gross monthly income. To this amount the worker will add all additional income received in the prior month.

2. **Threshold Test**

   Each season the HAP establishes a seasonal income threshold test. This approach increases the efficiency of eligibility determinations for very low-income households. The threshold test is used to determine if a prior month figure can be used for very low-income households with seasonal income, rather than the 12-month computation. The threshold test amount is the maximum annual qualifying income for a one-person household, rounded down to the next lower thousand dollars. For FY 2020 the threshold test amount will be $23,000.

   To apply the threshold test, the worker compares the gross income from the most recent available four consecutive employment quarters prior to the date of signature on the application, with the threshold test. If the annual gross income is less than the threshold test, the worker will compute the seasonal gross earned income using the lesser of either the prior calendar month or the averaged earned income amount. If only one of the above is available, the worker will use that information rather than pend for additional income verification. To this amount the worker will add all unearned income received in the prior month.

   The threshold test method will not be used if it results in an over income denial. The previous 12-month earned and unearned income average will be used to determine eligibility in this situation.

3003-4 INCOME FROM SELF-EMPLOYMENT

Self-employment endeavors vary depending upon the nature of each self-employment enterprise. Exact instructions fitting every situation are impossible to provide. Therefore, case workers must use prudent person judgment in determining all factors related to budgeting self-employment income and must carefully and thoroughly document relevant information.

Relevant information includes the type of verification used to determine adjusted gross self-employment income and allowable costs of doing business (noting expenses which are not allowed), the budgeting method used, and for seasonal self-employment income, the period of self-employment.

Note:

It is not acceptable to take a verbal statement that a person is self-employed. It is, however, acceptable to verbally ask clarifying questions about hard copy documents and materials provide and note that conversation in ECOS case notes.

3003-4 A. DEFINITIONS RELATING TO SELF EMPLOYMENT

a. Definition of Self-Employment

Self-employment is the process of actively earning income directly from one's own business, trade, or profession. Persons are considered self-employed if they:

- Are responsible for obtaining or providing a service or product; and,
- Earn income directly from their own business; and
- Are not required to have federal income tax and FICA payments withheld from their earnings; and
- Are not required to complete an ***IRS*** W4 form for an employer; and
- Are not covered by worker's compensation.

Self-employment may include income from a trade or business, hobby, commercial boarding house, rental property, or other income producing property. Examples of self-employed individuals include:

- Grocers
- Farmers
- Subcontractors
- Ivory Carvers
- Child Care Providers
- Cosmetic Sales Persons
- Door-To-Door Sales Persons
- Storekeepers
- Trappers
- Craft Persons
- Fisher Persons
- Basket Weavers
- Carpenters
- Artists
- Repair Persons

- Persons Providing and Charging Room and Board
- Persons that Own and Manage Rental Property

b. Self-Employed Fisher Persons

Owners of fishing boats and individuals holding fishing permits are considered self-employed fisher persons if they are actively involved in the fishing operation.

Individuals who lease their boat or fishing permit and are not actively involved in the fishing operation are not considered self-employed fisher persons. In these cases, the income obtained from the lease of the boat or permit is considered rental property income.

c. Rental Income

Rental income is treated as self-employment income. The adjusted gross income is considered earned income.

d. Monthly Self-Employment Income

Monthly self-employment income is self-employment income that is, or could be, earned on a monthly basis during any or all months throughout the year. Examples of individuals with monthly self-employment income include:

- Artists
- Craft Persons
- Basket Weavers
- Cosmetic Sales Person
- Taxi Drivers
- Ivory Carvers
- Child Care Providers
- Rental Property Owners

e. Seasonal Self-Employment Income

Seasonal self-employment income is self-employment income that is earned during a specified season or during part of a year. Examples of individuals with seasonal self-employment income include:

- Fisher Persons
- Trappers
- Farmers
- Christmas Tree Lot Operators

f. Gross Self-Employment Income

Gross self-employment income means the total amount of money the trade or business produces. Gross self-employment income is

computed by totaling the gross business receipts (income) for the business enterprise. Allowable costs of doing business are not deducted in determining gross self-employment income.

g. Adjusted Gross Self-Employment Income

Adjusted gross self-employment income means the gross self-employment earnings less allowable costs of doing business. Allowable costs of doing business can be determined by using the self-employment standard deduction or actual costs of doing business. To determine adjusted gross self-employment income, subtract the total amount of allowable costs of doing business from the gross self-employment earnings. The amount of self-employment earnings countable to a self-employed individual is the adjusted gross self-employment income.

h. Self-Employment Costs of Doing Business

Self-employment costs of doing business can be determined by allowing the self-employment standard deduction from gross income or actual expenses if the household believes their costs were more than 50% of their gross earnings. Self-employment costs of doing business are those declared non-personal expenses that are directly related to producing the self-employment income, and which are not specifically prohibited. If an expense is determined to be an allowable cost of doing business, the expense is deducted in computing adjusted gross income whether it is paid or not.

i. Durable Goods

Durable goods are items of value purchased for use in the self-employment enterprise that are normally used for more than one year or season and can usually be sold once the self-employment business ends. Durable goods include items such as:

- Office equipment
- File cabinets
- Transmission gears
- Electronic equipment
- Vehicles
- Floats and buoys
- Photo lab equipment
- Spare engines
- Farm equipment
- Playground equipment
- Livestock
- Boats/skiffs and their engines
- Fishing nets (gill nets, seine nets)

j. Period of Self-Employment

The period of self-employment is the number of months in which a seasonally self-employed individual is actively engaged in producing, or attempting to produce, self-employment income. The period of self-employment does not include months in which maintenance or preparation of tools or equipment is the only self-employment activity performed.

3003-4 B . COSTS OF DOING BUSINESS

Allowable costs of doing business are determined using either the self-employment standard deduction or actual allowable expenses. The worker must give the household the choice of using actual expenses if they believe their expenses exceed the amount allowed using the standard deduction. If the household chooses to use actual expenses, they must provide verification of the expenses
.
See **Example 3** below for an explanation of when to use the standard deduction and when to use actuals.

a. Using The Self-Employment Standard Deduction as Cost of Doing Business

The self-employment standard deduction is 50% of the estimated gross self-employment income.

Example:

Joe is self-employed as a carpenter. His gross self-employment income is $2,000 per month. The allowable costs of doing business are $1,000 ($2,000 x 50%). Joe's adjusted gross self-employment income is $1,000.

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b. Using Actuals as Cost of Doing Business

If the household believes their self-employment expenses are higher than 50% of their gross self-employment income, they may claim actual expenses as their cost of doing business.

1. Expenses Allowed as Costs of Doing Business

Allowable costs of doing business, directly related to the business, include but are not limited to:

- Labor, including gross wages for an employee, employee life and health insurance premiums, and mandatory employer contributions to employee benefits plans such as Unemployment Insurance and Social Security.

- Payments made to a self-employed helper, such as costs for contracted work, shares paid to a self-employed crewmember, etc.

- Stock and inventory, including the actual amount plus tax of a product purchased for resale.

- Raw materials.

- Purchase of durable goods.

- Interest and principal paid on loans to purchase durable goods.

- Insurance premiums, taxes, assessments, and utilities for income producing property.

  If the household's home is used as the place of business, a percentage of the mortgage interest and principal, insurance, taxes, and utilities can be allowed as costs of doing business. To be allowed these costs, the self-employed individual must provide a description of the portion of the home used in the business, proof of the gross amount of the expenses, and a reasonable method for estimating the proportion of expenses attributed to the business (such as a percentage of use, amounts claimed under ***IRS*** rules, etc.)

  The portion of the costs allowed as business expenses is not allowed as shelter costs in the heating assistance budget.

- Service, maintenance, and repair of business property and equipment.

- Rental of business property and equipment.

- Business supplies.

- Advertisement.

- Licenses and permit fees.

- Legal and professional fees, such as fees paid to lawyers and accountants.

- Business travel, including mileage and costs incurred by self-employed individuals to travel outside their community to work, sell goods or services, purchase business equipment, and seek repair of business equipment. Travel must be directly related to the business. Transportation to and from work is not an allowable cost of doing business.

- Purchase of non-durable items.

- Vehicle expenses.

  For self-employment reasons, allowable business-related expenses include gas, oil, registration and licensing fees, insurance, interest and principal payments on vehicle loans, necessary service and repairs, and replacement of worn items (such as tires). **Do not** allow vehicle depreciation as a business expense.

2. Expenses Not Allowed as Costs of Doing Business

Expenses not allowed as costs of doing business are:

- Depreciation and amortization.

- Net losses from previous periods.

- Federal, state and local income taxes.

- Monies set aside for retirement purposes except when paid for an employee who is not a member of the heating assistance household.

- Personal work-related expenses, such as transportation to and from work and child or dependent care.

- Normal living expenses for the self-employed individual and his or her family members, such as shelter and food.

- Personal costs for the self-employed individual and his or her family, such as life and medical insurance and entertainment.

c. Examples Clarifying the use of the Standard Expense Deduction

Below are examples of actions taken using the standard expense deduction.

Example: Actual Expenses Total Less than the Standard Deduction

Maria applies for assistance and states she wants to claim actual expenses because she believes they are greater than 50% of her gross income. After receiving verification of her expenses, the worker determines her actual expenses are less than the standard deduction. The standard 50% deduction is allowed because it results in a higher benefit to the household. A clear explanation of why the standard deduction was used must be included in the notice to the client and this action documented on the ECOS notes screen.

Example: Requested Verification Not Provided

Brian submitted an application on October 2. He states he wants to claim actual expenses so the worker pends the application for verification of these expenses. Brian did not provide proof of his expenses by the requested date. Instead of denying the application, the worker works the case and allows the 50% standard deduction. The notice to Brian must explain that the 50% standard deduction was used because he did not provide proof of his expenses by the requested date.

Example: Lack of Business Expenses

Carolyn reports she is self-employed as a dog walker. She has no expenses for her business. Since she has no expenses, the self-employment standard deduction is not allowed.

3003-4 C. VERIFICATION OF SELF-EMPLOYMENT INCOME AND EXPENSES

Written verification of self-employment income and expenses is required. Verification may include records showing the history of income and expenses, or documentation for what is expected to be received and

spent in the future. Verification of expenses must contain enough information for the worker to determine allowable expenses. If an expense is not identifiable, the expense is not allowed as a cost of doing business. If the information received is questionable, additional clarification and verification must be sought. Administrative Procedures Manual section 105-1 C provides policy on when information is considered questionable.

The method by which an individual's net self-employment income was determined should be fully documented in the case file so that anyone reviewing the information will be able to determine how the amount was calculated.

Possible means of verification are listed below:

a. Self-Employment Business Records

The self-employed person's written business records are the best and preferred method of verification. Self-employment has no employer verification. The self-employed person is the employer, and thus, business records maintained by the individual are acceptable verification.

The self-employed person has primary responsibility to tabulate the income and expense types and amounts in an organized manner. Acceptable business records range from informal personal records, such as a listing of receipts for business income and costs of doing business, to professionally prepared documents such as financial statements.

The verification used must include sufficient information to determine when income was received and costs incurred and if the costs are allowable. The worker should document the information including detail of the type of expense, the amount of the expense and whether it is allowable. Individual receipts for income and costs may be requested if additional information is needed or any of the items listed are questionable.

b.Tax Forms

Income tax documents provide acceptable documentation of self-employment income and expenses. Such forms include: Form 1040 Individual Income Tax Return, Schedule C Profit or Loss from Business, Schedule E Supplemental Income and Loss, Schedule F Profit or Loss from Farming, Form 1065 Partnership Return of Income including

Schedule K-1 Partner's Share of Income, and Form 1120-S, Income Tax Return for an S-Corporation including Schedule K-1 Shareholder's Share of Income.

Some costs of doing business allowed by the ***IRS***, such as depreciation, are not allowable costs of doing business under public assistance program policy. When using tax forms as verification, review the claimed expenses, noting which are allowed under program rules.

c. Third Party Contacts

Written documentation from a third party verifying the self-employed person's income or expenses is acceptable. This may include verification from city or borough offices, taxicab stand owners, parent companies, fish processors/canneries, and the Department of Fish and Game.

3003-4 D. UNIQUE SELF-EMPLOYMENT SITUATIONS

a. Household Members as Employees

For some households, the self-employment enterprise involves more than one member. In some of these cases, household members may be paid wages, contract payments, or crew shares of the catch proceeds from the enterprise. In these situations, the payments are treated as follows:

- When a dependent child in the household receives payment of wages, contract payments, or crew shares for work in the self-employment enterprise, the amount paid to the child is **not** an allowable cost of doing business and the wages/shares do **not** count as income to the child. The amount paid to the child is not deducted from the gross self-employment income for the enterprise.

- When another adult in the household receives payment of wages, contract payments, or crew shares for work in the self-employment enterprise, the amount paid to the adult is an allowable cost of doing business when allowing actual deductions and the wages/shares count as earned income to the adult receiving the payment. The amount paid to the adult is deducted from the gross self-employment income for the enterprise.

In other situations, the self-employment enterprise may be established as a partnership or S-corporation and more than one household member may share in the total business income. In these situations, the income received is counted as income as described in the following section.

b. Partnerships and Corporations

Most self-employment enterprises are owned and operated by a single individual and all of the business income belongs to that individual. These are known as **sole proprietorships** and the individual's countable income from these enterprises is determined by subtracting the total allowable costs of doing business from the total business receipts. Any salary or disbursement received by the individual from the business is not considered in the calculation of the gross self-employment income. These amounts are not allowable costs of doing business and are not deducted from the gross self-employment income for the enterprise.

Self-employment enterprises may also be formed as partnerships and corporations, which means that business income is shared.

Following are descriptions of these types of enterprises.

1. Partnerships

Some enterprises involve a partnership, which means two or more individuals have agreed to manage the business together and share the business income. A written agreement is not required for a partnership to exist, but there may be one. An individual's countable income from these enterprises is determined by subtracting the total allowable costs of doing business from the total business receipts, and dividing the amount by each partner's share. The share of income from a partnership is countable even if it is not distributed. Any salary or disbursements received by the individual from the business is not considered in the calculation of the gross self-employment income. These amounts are not allowable costs of doing business and are not deducted from the gross self-employment income for the enterprise.

A partnership is required to file an income tax Form 1065 Partnership Return of Income including Schedule K-1 Partner's Share of Income, which shows the income and expenses for the business. Unless the partnership is a new business, each partner should have a copy of these forms for reporting their share of the income.

Some partnerships involve a general partner, who is actively involved in operating the business, and a limited partner, who is an investor only, not an active participant. The general partner is considered self-employed and their portion of the income from the partnership counts as self-employment income. Any income received by the limited partner is treated as unearned income.

2. Corporations

A business may be a corporation, which is a distinct legal entity with legal status separate from the individuals who form it. One type of corporation, the S-corporation, is considered a self-employment enterprise. It confers a special tax status to shareholders and operates like a partnership. Income from an S-corporation is taxed at the individual level and is treated like self-employment income from a partnership. The income is passed through to the shareholders based on each shareholder's pro rata share.

The S-corporation must file a Form 1120-S, Income Tax Return for an S-Corporation including Schedule K-1 Shareholder's Share of Income. Unless the corporation is a new business, each shareholder should have a copy of these forms for reporting their share of the income.

Another type of corporation, the C-corporation, is **not** considered to be a self-employment enterprise. In the C-corporation, taxes are paid on business income by the corporation and not by the stockholders. If profits are distributed to the stockholders as dividends, the dividend is treated as unearned income to the stockholder. An individual may receive a salary from a C-corporation. The salary is counted as wages, not self-employment income, even if the individual is the primary stockholder in the corporation. Such wages may include in-kind compensation resulting from the business paying for personal and household bills. Stocks that individuals own in these corporations are counted as resources, even if they are not publicly traded on the stock market.

3003-5 E. THRESHOLD TEST

Each season the HAP establishes a self-employment threshold test. This approach increases the efficiency of eligibility determinations for very low-income households. The threshold test is used to determine if a prior month figure can be used for very low-income households with self-employment income, rather than the 12-month computation. The threshold test amount is the maximum annual qualifying income for a

one-person household, rounded down to the next lower thousand dollars. For FY 2020 the threshold test amount will be $23,000 ($1,950 X 12 = $23,400; rounded down to $23,000).

To apply the threshold test, the worker compares the gross amount of the self-employment venture (before expenses) with the threshold test. If the total annual gross self-employment income is less than the threshold test, the worker will compute net self-employment income using the prior calendar month or an average. The threshold test method will not be used if it results in an over income denial. The previous 12-month income average will be used to determine eligibility in this situation.

3003-6 MILITARY PAY

Members of the military receive their wages through the Leave and Earnings Statement *(LES).* This statement reflects a military person's monthly payments and allowances, tax deductions, and other allotments that are deducted from their gross pay. Please see Addendum D for a detailed list of *LES* Entitlement, Deduction and Allotment definitions and instructions on how to count each in the military household's benefit determination.

How the resources, income, and deductions of military personnel affect the household's benefits depends on:

- The military person's location,
- The military person's deployment status, and
- Program policy.

Please see Section 3002 of this manual for more information about household composition.

A. Resources

Types of resources typical to a military person's household are as follows:

1. **Joint bank account**. If the military person is deployed, any monies deposited into a joint bank account and accessible to the household will count as unearned income to the household in the month received and as a resource the following month. However, the amount of money from a joint account used by a deployed individual is not countable income to the family.

2. **Bonuses for reenlistment and special pay for warfare**. Bonuses paid to a military person will appear in the **Entitlements** section of the *LES*. Lump sums are countable in the month they are received.

3. **Vehicles**. There is no special treatment for the vehicles of military families.

4. **The Thrift Savings Plan (*TSP*).** This is a form of a government employee retirement plan and is an excluded resource as long as the employee does not withdraw the funds.

5. **Savings bonds**. The cash in value of a savings bond is a countable resource once the funds can be accessed.

B. Income

A military person's income is treated differently if the military person is living with the household or if the person is deployed.

Note on Military Pay:

The income on the Leave and Earnings Statement (LES) is considered as monthly income, even when the military person receives a mid-month check.

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1. Earned Income

a. Countable Income

If the military person is living in the home, payments and allowances shown in the **Entitlements** section of the Leave and Earnings Statement (*LES)* will be considered earned income and counted in the budget. The most common of these are base pay, or basic pay, basic allowance for subsistence (***BAS***), a military person's food allowance, and basic allowance for housing (*BAH*).

If the allowance is listed in the **Entitlements** section and is also listed in the **Deductions** or **Allotments** section of the *LES*, count only the amount above the **Deductions** or **Allotments** amount as earned income in the budget.

1. Housing and food allowance (BAS, BAQ or BAH):

   - Households living on base: exempt as in-kind income.

- Households living off base who receive the allowance directly: counts as earned income.
- Households living on or off base whose housing expenses are paid directly to the vendor: exempt vendor payment.

Note:

BAS is counted as income to the family. Families that live on base are allowed this income and while BAH is excluded because it is paid directly to the vendor, BAS is paid in cash to the family for food items.

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2. Bonuses paid to a military person will appear in the **Entitlements** section of the *LES*. If a bonus is received in a lump sum, it is exempt as income under the non-recurring lump sum provision but is counted as a resource in the month received. If the bonus is paid in installments, it counts as earned income in the month received.

Example:

Doug and his family move to a new off-base location. He receives his monthly rent on his LES. His BAH allotment in the entitlement column is $1500. Doug's landlord verifies that his monthly rent is $1300. The $1500 BAH is countable earned income and rent of $1300 is allowed as a shelter deduction.

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b. Excluded Income

- Exclude the amount of the Clothing Maintenance Allowance (*CMA*) used to purchase clothing as a reimbursement.
- Dislocation Allowance (*DLA*) or any other allowance which are one-time payments, will only count as earned income if the allowance can be anticipated.
- The portion of a military retirement payment which goes to an ex-spouse under a divorce decree property settlement is not counted as income to the retiree.

Example:
William receives his LES and it shows a Clothing Maintenance Allowance (CMA) of $125 in the entitlement column. In the deduction column, the (CMA) is listed as $100. Even though William did not spend the entire amount of the clothing allowance the entire $125 is exempt income.

2. Unearned Income

a. Deposit to a Joint Account

The amount that a deployed military person deposits to a joint account will be counted as unearned income to the household. Any amount spent by the deployed member is not available to the household so is not counted as income.

Example:

Bill is in the military and receives $1000 per month in wages. Bill's wife Virginia and their daughter Anna have an open case. Bill has his military pay deposited into a bank account in his name only; Virginia has no access to the funds or to the account. Do not count any of Bill's income in the eligibility determination for Virginia and Anna.

Example:

Joe is in the military. His paycheck is $1000 a month. He deposits $500 into his account and $500 into a joint account with his wife, Andrea. The $500 deposited into the joint account is budgeted as unearned income to the household. Since Andrea does not have access to Joe's account, only the amount deposited in their joint account counts.

***Example**:*

Ralph is in the military making $1200 a month. An allotment check of $1000 is paid directly to his wife Karla, and $200 to himself. The money sent to Karla counts as unearned income.

Example:

Bill is in the military making $1500 a month. He deposits the entire amount into a joint account with his wife, Joy. Bill uses his debit card to access monies from this account for his personal use. The money that Bill withdraws is not accessible to Joy, so it does not count as income.

b. Combat Pay

Combat pay is exempt when determining eligibility. Disregard any amount of combat pay that goes to the household in excess of the military person's pre-deployment earnings.

Combat pay will be listed in the **Entitlements** column, and may appear as follows:

- Combat pay
- Hostile fire pay
- SAVE pay
- Imminent danger pay
- Incentive pay for hazardous duty
- Hardship duty pay-Location
- Hardship duty pay-Mission
- Hardship duty pay-Involuntary Extension

Note:

Combat zones are designated by an Executive Order from the President as areas in which the U.S. Armed Forces are engaging or have engaged in combat. For combat pay to be excluded as income, the military person must be deployed to one of the combat zones listed at: *https://www.irs.gov/newsroom/combat-zones*

Budgeting Combat Pay

1. If the military person was in the household before deployment, the amount of their military pay is countable earned income.
2. If the military person was not in the household before deployment, the amount provided to the household before deployment is considered countable unearned income.
3. Once the military person is deployed to a combat zone:

- If the amount provided to the household is equal to or less than the amount provided before deployment, the amount provided is countable unearned income.
- If the amount provided to the household is more than the amount provided before deployment, the additional amount is considered exempt combat pay.

Example:

Mike is in the military stationed overseas. Mike's wife Bonnie and their daughter have an open case. Mike sends his wife $1000 every month. When Mike is deployed to a combat zone his pay is increased to $1300 a month, which is deposited into a joint account. The additional $300 is considered combat pay and is exempt. The remaining $1000 is budgeted as countable unearned income because that's the amount she was receiving before Mike was deployed to a combat zone.

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3. Deductions

There are certain allowable expenses that are specific to a military person's pay. Listed below are allowable expenses that are located in the **Deductions** column of the *LES*.

a. **Housing allowances** (BAQ or BAH):

- Households living on base whose housing is paid as in-kind income: no deductions are allowed for expenses paid by in-kind income.
- Households living off base whose housing allowance is received directly: shelter deductions paid by the household are allowed.
- Households living on or off base whose housing expenses are paid directly to the vendor: no shelter deductions are allowed for expenses paid via a vendor payment.

b. **Support or Community debt**. This deduction is either a spousal or child support obligation. A deduction is allowed for the monthly child support obligation if verified by a court order or through *CSSD*.

3003-7 GUIDELINES FOR COMPUTING INCOME

The cents on the final income amounts of 50 cents or more are rounded up to the nearest dollar. Amounts of 49 cents or less are rounded down.

If a household member worked a variable work schedule, such as workers who are employed in mining; construction; ferry workers; on-call workers; and oil field and service workers who have rotating schedules, fluctuating payroll schedules, and/or seasonal lay-offs that do not reflect income on a monthly basis, HAP will calculated their income using a 12 month average of all available income for the previous 12 months from the date they applied.

If a household member was self-employed during the prior 12 months, but is no longer self-employed, HAP will consider the prior 12-month income unless the self-employed person is now legally disabled.

If a household member was seasonally employed during the prior 12 months, but is no longer seasonally employed, HAP will consider the prior 12-month income unless the seasonally employed person is now legally disabled.

A household may have submitted incomplete income verification or be over income for the month of application, but eligible in the subsequent month. In such cases the household does not have to reapply. The same application is used for the determination of eligibility for the subsequent month.

In some cases the application is signed months before it arrives at the HAPRequest a new application if the original was received more than two months after the signature date.

Income from ***all*** members in the household, including illegal aliens, is counted, except **earned** income from **students** under the age of 18, who are not the head of the household.

All unearned income is counted, unless it is specifically listed in Section 3003-2 of this manual, Non-Countable Income.

If the household's income in not clearly indicated on the application, and cannot be ascertained through the other information resources available to the HAP, the application should be pended for this information.

If the household's gross monthly income exceeds the maximum allowable, ECOS flags the case as "OI" – Over Income, or "OS" – Over Seasonal or Self-Employment Income and a denial notice is issued.

3003-8 INCOME GRID

For a quick reference regarding countable and non-countable income, please see the table below:

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Adoption Subsidy	Subsidy payment to parents who adopted a special needs child.	X		
Adult Public Assistance (APA)	Gross regular and adjustments or recoupment payments from public assistance	X		EIS screens (APBH/APIH), current award letter, statement from worker
AHFC Mortgage Payments (UAP?)	UPA payments are cash payments to the household and noted on the AHFC worksheet	X		AHFC worksheet
Alaska General Relief Assistance (GRA)	Alaska General Relief Assistance		X	
Alaska Longevity Bonus	See: Senior Benefits		X	
Alaska Native Corporation Payments	Alaska Native Claims Settlement Act (*ANCSA*) Alaska Native Claims Settlement Act) Alaska Native corporation payments…First $2,000 received annually to shareholders are exempt. Payments over $2,000 annually are countable income.	X	X	
Alaska Temporary Assistance (ATAP)	Gross regular and adjustments or recoupment payments from public assistance	X		EIS screen (TABH/TAIH), award letter, worker statement
Alaska Senior Benefits (GA)	Alaska Senior Assistance and Alaska Native Elder Assistance		X	
Alimony	Support from an absent family member or someone not living in the household. Child support or alimony payment made directly to a mortgage company on behalf of a client is considered income.	X		EIS screen (CANO), court order showing amount awarded, check stub.

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Annuities/insurance, pension, retirement, and disability benefits	Annuity payments paid quarterly shall be averaged over the three months and counted as monthly income; annuity payments paid annually shall be averaged over twelve months and counted as monthly income.	X		EIS screen (CANO), benefit statement letter, year-end statement , R-1099
APA: Adult Public Assistance	Gross regular and adjustments or recoupment payments from public assistance	X		EIS screen (APBH/APIH), current award letter, statement from worker
ATAP (Alaska Temporary Assistance)	Gross regular and adjustments or recoupment payments from public assistance	X		EIS screen (TABH/TAIH), award letter, statement from worker
Basic Allowance for Housing (BAH)	Military housing allowance	X		Copy of checks/stub
BIA General Assistance (BIA)	When paid directly to the household Paid to the vendor General Assistance Program burial payments made to a vendor are excluded as income.	X	X X	EIS screen (CANO), check stub, letter from BIA office
Bingo and lottery winnings		X		EIS screen (CANO), Bingo/Pull Tab Statement, letter from provider
Capital gains	Any profit that results from investments into a capital asset, such as *stocks*, *bonds* or *real estate*, which exceeds the purchase price	X		IRS form 1040 EIS screen (CANO)

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Cash gifts	That do not exceed a total of $20 per month per individual in the household		X	EIS screen (CANO), HAP application, statement from person providing cash gifts
Cash-out Pension or Retirement		X		Benefit statement, year-end statement, current pay stubs showing gross.
Cash payments	Including payments to household from a wage earner not residing with the household because of his or her employment; or an absent family member or someone not living in the household	X		EIS screen (CANO), copies of checks/stubs, work statement
Child support	Support from an absent family member or someone not living in the household. Child support or alimony payment made directly to a mortgage company on behalf of a client is considered income. Payments received from the non-custodial parent or a child support enforcement agency, including full or partial monthly obligation payments, payments toward obligation arrearage, and voluntary payments. Payments paid by the non-custodial parents to a third party to pay for a household expense. Child Support Services Division (*CSSD*) pass-through payments paid through *DPA* or a Native Family Assistance Program agency to a *TANF* recipient.	X		CSSD screen, a signed statement from the non-custodial parent, EIS screen (CANO), court order showing amount awarded, check stub, stated on application. A signed statement from the non-custodial parent, the *TAIH* screen on *EIS* showing the issuance of a pass-through payment.
COLA	Cost of living allowance	X		Copy of checks/stub

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Combat Pay	Additional payment received by a member of the US Armed forces deployed to a designated combat zone is excluded income for the duration of the deployment if the additional pay is the result of deployment to or while serving in a combat zone, and it was not received immediately prior to serving in the combat zone.		X	Pay stub
Conservation Innovation Grants (CIG)	NRCS funding opportunity for agriculturalists to stimulate development of conservation approaches.	X		
Contract for deed	Consider annual interest payment	X		Annual interest statement
Crime Victims Benefits			X	
Declaration of Personal Income	Irregular income resulting from occasional sources such as yard work, childcare, collecting cans/bottles, donating blood/plasma, payments from sale of personal belongs, house, boat, loan repayments, escrow payments, etc.	X		Client statement on HAP application.
Deposits	Made into bank accounts owned or jointly owned by the household, unless identified as income previously considered	X		Copy of bank statement

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Disability benefits	Payment from: • Veterans disability benefit • Social Security disability insurance • SS-Ds Supplemental Security Income (SSI) • State of Alaska Adult Public Assistance (APA or IA) • Disability retirement benefits from a government agency because of a disability considered permanent, or • Railroad Retirement Act (below) • EXCEPTIONS: Veterans' benefits provided to children of Vietnam veterans (including adult children) who were born with the congenital defect spinal bifida, benefits paid to children of women, Vietnam veterans, born with certain other birth defects.	X	X	EIS screen (CANO), current benefit statement, bank statement (VA disability benefits are not subject to deductions) or call VA Office 1.800.827.1000
Diversion payments	TA payment	X		EIS screen (GAIH)
Dividends, interest & royalties	From non-native corporations, investments, stocks, Excluded: PFD's received by household members, and first $2,000 Native Corporation dividends.	X		Letter declaring amounts, bank statements
Dividends, Native	Alaska Native Claims Settlement Act (*ANCSA*) Alaska Native Claims Settlement Act) Alaska Native corporation payments to shareholders and Alaska after first $2,000 exempted income.	X		

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Earned Income Tax Credits	Any Earned Income Credit displayed on a pay check should be deducted from the gross income. EIC is not counted as income		X	Checks/stubs
Education Income	Education assistance that is not funded under Title IV of the Higher Education Act or the Bureau of Indian Affairs student assistance program funds is excluded as income if it is used or will be used for paying tuition, fees, or other necessary education expenses at any educational institution, including vocational, technical, and correspondence schools, and schools for people with disabilities. See Exception below.		X	
Education Income	Any portion of education assistance that is not used or set aside for paying tuition, fees, or other necessary education expenses <u>is countable unearned income.</u>	X		
Escrow income		X		Letter declaring monthly amount, bank statement
Excess Reimbursements	When payments received as an advance or reimbursement for volunteer job training or work-related services exceed the expense incurred, the excess amount is included as income	X		
Federal income tax refunds			X	
Food stamps			X	

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Foster Care	Households receiving foster care income may choose not to count foster care income if they do not consider the foster child/adult to be a member of their household. In these cases, the foster child/adult is not counted as a household member. A foster adult not considered a member of the household must be considered a household sharer, or room renter.	X		Check stubs, EIS screen (CANO)
General Relief Assistance Payments	State of Alaska General Relief Assistance Program payments paid on behalf of the household to a vendor for household expenses such as rent, food, fuel, clothing, utilities, house repair, transportation, and burial are exempt		X	(In Regs, exempt)
G.I. Bill payment		X		Current award letter, checks/stub
Housing Allowance	In kind**, non-cash** housing is exempt. Housing allowances as cash on a paystub is countable income.	X	X	
Ineligible Alien	Households with household members that are: • ineligible alien, • non- US Citizen • failure to provide a social security number We count their income but they will not be counted as a household member	X		Wage stubs or statement from employer specifying gross wages, EIS screen
Inheritance		X		Letter regarding conditions of payments

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
In-kind /non-cash income	Any gain or benefit that is not in the form of money in exchange for food and shelter, produce from a garden, clothing, non-cash employee benefits, such as the Legal Trust benefit provided to State of Alaska employees, and non-cash assistance such as the Medicare Part D Low-Income Subsidy. All bona fide loans, including educational, personal, and commercial loans, are disregarded as income. A bona fide loan is a debt that the borrower has an obligation to repay and expresses his or her intention to repay.		X	The nature of a loan must be verified and documented in the case file. Commercial and educational loans: a copy of written loan agreement or any document identifying the payment as a loan. Personal loans: must provide acknowledgment by the borrower and lender there is an obligation to repay loan.
Interest	Bank or investment interest	X		Bank Statement
Interim Assistance (IA)	Interim Assistance; gross regular and adjustments or recoupment payments from public assistance	X		EIS screen (APBH/APIH)
JOBS	Alaska Job Opportunities and Basic Skills allowances		X	
JTPA	The Job Training Partnership Act of 1983		X	
Jury duty pay & witness fees	Jury duty payments and witness fees count as earned income. Any portion of a jury duty payment or witness fee that is designated as a reimbursement for items such as food, lodging, parking or transportation is excluded income. Exception: Jury duty payments issue d directly to the employer is exempt income	X		Copy of check, check stub, official letter
Loans	Money received from an educational, personal, commercial, or other loan for which the borrower has an obligation to repay		X	

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Lottery Winnings	Lottery winnings paid on an annual basis shall be averaged over twelve months and counted as monthly income.	X		
Lump sum payments	Unless specified as not countable	X		
MASST (Title V)	Allowances, earnings and payments from an employer and funded by the MASST Mature Alaskans Seeking Skills Training program, federally known as the Senior Community Service Employment Program (SCSEP Senior Community Service Employment Program), is administered under Title V of the Older Americans Act, P.L. 100-175.		X	Wage stubs or statement from employer specifying gross wages, EIS screen (CANO)
Military Pay	When a household member is deployed, the deployed person's income is counted as household income, except that portion paid directly to the deployed person for expenses. **Also add in their: COLA and BAH** NOTE ON MILITARY PAY: The income on the Leave and Earnings Statement is considered a single monthly payment, even when military personnel receive a mid-month paycheck. For example, a military person receives a mid-month check on November 15 and the end of the month check on November 30. The November, showing income for November 1 through 30, is received December 1. **The income shown on this is countable income for November. See** Combat Pay SAVE Pay is excluded military income.	X	X	Leave and Earnings Statement, EIS screen (CANO)

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Money from 3rd Party	Funds provided and used for the care of a third party beneficiary who is not a household member (third party payee) are exempt. For example, a household receives child support for a child not living in the home. The household sends the child support to the child. This child support is not income to the household. This also includes situations where separate households share rent and one household receives a rent payment from the other and pays the landlord. The household that pays the landlord would not have the money counted as income that was given to it by the other household to pay the rent.		X	
Native Dividends	Native Corporation Dividends . First $2,000 is exempt, additional dividends after first $2,000 are countable, per person per year.	X	X	Dividend Check stub or 1099
Native Elders Assistance	Tribal payments to elders because they are elders.		X	
Natural Resource Conservation Grants	Grants awarded through the NRCS to improve water management and/or improve resource conditions.	Y		Copy of the grant award or letter showing the total grant amount and the time period of the award (6 mo, 1 yr, 2 yrs).
Offsets (DOL)	Dept. of Labor offsets. Per 7AAC 44.040 l "The department will calculate the household's gross monthly income by counting total cash receipts before taxes, earned and unearned, derived from any source by any member of the household in the calendar month before the date of signature on the completed application."	X		

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Other Income	Income will be attributed to the household from individuals not considered to be household members. These situations include: Households with a member disqualified as an ineligible alien or for failure to provide a social security number or declare citizenship. The excluded member's income is countable income.	X		Acceptable verification depends on the type and source of income.
Other Income	Sale of personal property, house, boat, car, receipt of a loan payment, escrow payment, etc.	X		
PASS Child Care Payments	PASS I, II, and III Child Care payments paid to persons for their child care expenses are excluded income. These payments are countable earned income to the child care provider		X	
Pensions		X		EIS screen (CANO), benefit statement, year-end statement, R-1099
PERS/TRS	State of Alaska retirement plans; including cash-outs	X		EIS screen (CANO), benefit statement, year-end statement, current pay stubs showing gross amount
PFD	Alaska Permanent Fund Dividend *Exception: a PFD received by the household by a non- household member. This would be considered countable income*		X	*EIS screen (CANO), bank statement*

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Public Assistance	Public assistance income includes *TANF* payments (Alaska Temporary Assistance Program and Native Family Assistance) and Adult Public Assistance payments (Aid to the Disabled, Aid to the Blind, Old Age Assistance, and Interim Assistance.	X		EIS Screen or Native Family Assistance Agency.
Railroad Retirement Act payments	An annuity payment under the Railroad Retirement Act and determined to be eligible to receive Medicare or determined disabled.	X		Current award letter EIS screen (CANO), year-end statement , R-1099
Recoupment	Monies withheld from an assistance payment, earned income, or other income source or monies received from any income source which is voluntarily or involuntarily returned, to repay a prior overpayment from that income source.	X		
Reduction for Fraud	**Reductions due to Fraud:** When a TANF or APA benefit is reduced to repay a fraud overpayment, the calculation of the food stamp allotment will use the TANF or APA amount the household would have received without the grant reduction. This applies only if a formal fraud finding was determined by the administrative disqualification process or a conviction by court.	X		

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Reimbursements	Payments received for reimbursement of expenses incurred in connection with employment, such as travel, meals, mileage, training, or per diem reimbursement; payments received for reimbursement of medical expenses and reimbursements made to an individual serving as a volunteer.		X	
Rental Income	Rental income (gross income minus costs of doing business). Costs of doing business may include the mortgage, taxes, and insurance. Note: Rental income received in a lump sum shall be averaged over the months of intended use and counted as monthly income.	X		
Retirement & SBS	Payments or cash-outs	X		
Reverse Mortgage	Payments from a reverse mortgage.		X	
Room Renter	Count the rent but don't count the room renter as part of the household	X		Rent receipt, EIS screen (CANO), last year's HAP case
SAVE PAY	Military Pay that is not countable income.		X	See FS 3003 6.B.2b
Seasonal Work	A regular season of 11 months or less. May include fishing, logging, school district, tourism, firefighting jobs	X		Completed seasonal work statement, DOL (BTWI), 1099 form, final settlement statement (fishing)

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Self-Employment	Net self-employment income for the previous 12-month period, after allowable deductions. Self-employment includes occupations such as small business, crafts, boarding house manager/owner, ownership of rental property, and seasonal self-employment such as fishing.	X		Completed self-employment form, IRS 1040 + Schedule C income tax form, DOL (BTWI) Acceptable: tax and bookkeeping records, account statements. Written verification of self-employment income and expenses are required.
Senior Benefits	Per our regulations – exempt		X	
Social Security Advances	This income is a *loan* from a financial institution to a person receiving direct deposit SSA income. It is paid to the bank when the month SSA benefit is received		X	
Social Security Benefits (SSI/SSA)	Social Security benefits (*SSA*) – retirement, survivor's disability and dependents benefits; Supplemental Income (*SSI*) – aged, blind and disabled person's benefits; and Veteran's benefits are considered unearned income.	X		Award letters, SVES SDX/Bendex, EIS screen (CANO), a statement from Social Security, last year's HAP case.

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
SSI Payment – Exception	The portion of the *SSI* payment that is deducted as a payee fee, up to 10% of the monthly benefit not to exceed $35* is excluded. If the client's disability is based on drug addiction or alcoholism, the fee can be 10% of the monthly benefit not to exceed $68*. To qualify to collect a payee fee, the organization must be a community based nonprofit social service agency. (*Fee amounts effective December 2007)		X	
Stocks & Bonds		X		Letter regarding condition of payment, bank statement
Strike Benefits	Cash payments, including payments to a household from a wage earner not residing with the household because of his or her employment.	X		Copy of check, statement/ Union
Student Reimbursements or Allowances	Any payment made under Title IV of the Higher Education Act or under Bureau of Indian Affairs (*BIA* Bureau of Indian Affairs) student assistance programs is entirely excluded. Other educational income that is either used or intended to be used for allowable educational expenses is excluded.		X	
Student Loans Grants			X	Award Letters, billing statements, statement from household
Student Study grants	Also known as *Work-Study grants*		X	

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Student Wages	Wages received by a **half-time student** less than 18 years of age (this exclusion continues during semester breaks and summer vacation); and that is not the head of household. Use the date and signature to determine if the person was 18 years old at the time of application.		X	
Subsidized Adoption payments	Including adoption stipends	X		EIS screen (CANO) or Native Family assistance agency, 3rd party
Supplemental Security		X		SVES, benefit statement, last year's HAP case
TANF	Temporary Assistance for Needy Families; gross regular and adjustments or recoupment payments from public assistance	X		EIS screen (CANO) or Native Family assistance agency, TANF records or check stub
Tips or Gratuities		X		Pay stubs that list the tips, statement from, EIS screen (CANO). Client statement.
Title IV	Higher Education Act and Bureau of Indian Affairs Student Assistance Programs: Pell, Byrd Scholars, LEAP, SLEAP, Upward Bound, SIG, Stafford, Perkins, Work-Study, etc.		X	Award Letter or Contact awarding institution
Title V (CSEP)	Received by senior citizens under the Community Service Employment Program (CSEP) and/or Mature Alaskan Seeking Skills Training (MASST)		X	
Trade Readjustment Act (TRA)		X		

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Trust Disbursements to the individual	Monthly payments to the client. Only count disbursements received from the trust account by the client during the month.	X		Statements from trust regarding disbursements amount, EIS screen (CANO)
Income to a Special Needs Trust	Paid to a third party payee for client SSA, SSI or Inheritances		X	
Unemployment Insurance (UIB)	Direct deposit benefits are counted as income on the date of issuance; including amounts garnished; off-sets/ recoupment.	X		DOL screen BB53, statements from other states re: disbursements amounts, EIS screen (CANO)
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970	The following payments are excluded as income under Title II: payments to persons displaced as a result of the acquisition of real property; relocation payments to a displaced homeowner toward the purchase of a replacement dwelling (such payment may only be to a displaced owner who purchases and occupies a dwelling within one year following displacement); replacement housing payments to a disabled person not eligible for a homeowner's payment.		X	
Vendor payments	Cash payments made by a person or organization outside of a household directly to a vendor or provider to meet expenses for a household. Including former spouse paying rent/mortgage	X		Statement from person providing the payment, copies of checks/stubs, EIS

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Veterans **Retirement** Benefits…for Retired Military Personnel, that are veterans, but not disabled. (Different from Veteran's **Disability** Benefits.		X		Current award letter, EIS screen, year end statement, R-1099. Retiree Account Statement, which will show income tax deductions.
Veteran's **Disability** Benefits.		X		Bank statement permitted since these payments have no deductions.
Veteran's [Vietnam] Disability Benefits.	Veterans' benefits provided to children of Vietnam veterans (including adult children) who were born with the congenital defect spinal bifida, benefits paid to children of women, Vietnam veterans, born with certain other birth defects.		X	
Veterans Voc Rehab Schools			X	
Veterans Voc Rehab Housing		X		
Victims of Crime	Any payment received from a fund established by a State to aid victims of crime is excluded from income		X	
Vocation Rehabilitation Payments	Payments made to, or on behalf of, a household member by the division of vocational rehabilitation, DOLWD, for purposes related to training programs in which the individual is enrolled.		X	

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Volunteer Payments	Any payments (salary, wages, stipend or reimbursements) paid to volunteers under the Senior Corp and AmeriCorps programs of the Corporation for National and Community Services (CNCS) are excluded income: AmeriCorps-State and National AmeriCorps-VISTA AmeriCorps-NCCC –National Civilian Community Corps Foster Grandparents RSVP – Retired & Senior Volunteer Corps Senior Companion Program		X	Volunteer status and participation in an exempt program must be verified
Volunteers	Payments received for support services or reimbursement of out-of pocket expenses, such as lunches or transportation, made to an individual servings as a volunteer		X	
Wages	Wages and salaries before any deductions or garnishments; cost of living allowance (COLA), leave cash-outs, vacation pay, bonuses, training stipends, and back-pay. Including commissions, bonuses, profit sharing, tips, stipends, severance pay, sick leave, royalties and honoraria which result from the client's work service, cash advances. Income from babysitting, housekeeping, craft sales, fishing, etc. is considered wages unless the applicant is claiming self-employment.	X		Employer's statement signed and dated, employer's wage record, paycheck stub, collateral contact with the employer, EIS screen (CANO)
Wage Withholding	Wages held by an employer **without the employee's approval** are exempt income, except for garnishments.		X	
WIC	Payments or benefits received under the Women, Infant, and Children Program (*WIC* Women, Infant, and Children Food Program) are exempt		X	

Income Types	Definition	Considered Income?		Proof of income
		Yes	No	
Workers Compensation	Gross income including recoupment's and adjustment payments	X		FAX, email or statement from Workers Comp, EIS screen (CANO)
Workforce Investment Act	On the job training program: Earnings paid to persons participating in on-the-job training under a Workforce Investment Act program are exempt when the person earning the money is under 19 years old. *WIA* Workforce Investment Act earnings paid to persons 19 years or older are countable earned income.		X	Employer's statement signed and dated, employer's wage record, paycheck stub, collateral contact with the employer, EIS
Work-Study Earned Income	College or university students may be enrolled in a work-study program in which they attend school part-time and work part-time at a job. Any income a household or recipient earns from employment in a work-study program will not be counted as income.		X	This disregard applies to both adults and children. The worker must verify that part-time employment of recipient who claims to be in a work-study program is in fact in **a work-study job** and not an individually acquired regular part-time job.

3004 DETERMINING ELIGIBILITY AND BENEFIT LEVEL

3004-1 ELIGIBILITY DETERMINATION TIMEFRAMES

A. Order Received

An application for heating assistance is processed in the order in which it is received, unless it meets the expedited processing requirement or is for a Subsidized Rental Housing Utility Deposit (SRHUD). Preference is also given to applications that contain an elderly or disabled member of the household when working applications from each specific application date.

B. One Award Per Season

Only one heating assistance grant is awarded per household for applications received during the period that begins September 1 and ends April 30 of each year.

If funding remains at the end of the season, a supplement will be issued to each household receiving benefits before the end of the fiscal year.

C. Processing Time Frames

Heating Assistance
The HAP will make an eligibility determination and mail the “Notice of Action” to the applicant as soon as possible, but no later than 45 calendar days after the completed application is received by the HAP office in Juneau.

Expedited Heating Assistance
An applicant qualifying for an expedited eligibility determination will have the eligibility determination completed and assistance awarded within 18 hours for life threatening, and 48 hours for a non-life threatening situations, after receipt of a complete application in the HAP office in Juneau.

Subsidized Rental Housing Utility Deposit (SRHUD)
The HAP will make an eligibility determination and will authorize SRHUD assistance to an eligible applicant as soon as possible, but no later than 10 days after receipt of the completed application in the HAP office in Juneau. If the household’s income is not clearly

indicated in the application, and cannot be ascertained through the other information resources available to the HAP, the application will be pended for this information.

3004-2 ASSISTANCE CATEGORIES

The presence of an individual that is over age 60, is legally disabled, or a child under six years of age, are factors in determining the benefit level. This information should be recorded in ECOS for each individual in the household on the “application members” screen. Income information related to these categories should be recorded on the “income” screen.

Other categories that are tracked in ECOS include:

- Veteran’s Disability Benefits – recorded for each applicable individual in the household on the “application members” and “income” screens in ECOS.
- SNAP – recorded for each applicable individual in the household on the “application summary” screen in ECOS.
- ATAP/TANF – recorded on the “application summary” and “income” screens in ECOS.
- Disabled – recorded for each applicable individual in the household on the “application members” and “income” screens in ECOS.
- Supplemental Security Income – recorded for each applicable individual in the household on the “income” screen in ECOS.
- Adult Public Assistance – recorded for each applicable individual in the household on the “application summary” and “income” screens in ECOS.
- Elderly -– recorded for each applicable individual in the household on the “application members” screen in ECOS.
- Unemployment Insurance Benefits (UIB) -– recorded for each applicable individual in the household on the “income” screen in ECOS.

For each applicable category the worker must enter a “Y” in ECOS on the grant calculation screen. In the case of UIB the worker must enter the number of people in the household receiving UIB.

3004-3 Dwelling Type and Factor

The number of bedrooms, square footage, or type of structure is an important and necessary factor in determining an applicant’s eligibility and grant amount. Please see the following chart that

outlines the various types of dwellings the program serves and their corresponding dwelling factor (multiplier) used to determine the applicant's benefit amount.

Type of Dwelling	Dwelling Factor
Mobile home or boat with heated living space of 980 square feet or more	1.4
Recreational vehicle, tent, truck, van, car or pickup camper;	0.4
One-room dwelling such as a studio apartment, hotel or boarding home	0.15
Boat with heated living space less than 980 square feet	0.35
One-bedroom dwelling, or a one-room house or cabin without bedrooms	0.55
Three-or-more-bedroom single family, duplex or triplex home	1.3
Two-bedroom unit in an apartment building of four or more attached units, or resides in a mobile home with less than 980 square feet of heated living space, regardless of the number of bedrooms.	0.7
Two-bedroom single family home	1.0

3004-4 Fuel Type

Primary fuel used to heat the home is an important factor in determining an applicant's eligibility and grant amount. The application must provide this information.

If the primary heat source is not clearly indicated on the application, and no heating bills are included, the application must be pended for this information.

The fuel types are:

Code	Fuel Name
C	Coal
E	Electric/Steam
K	Kerosene
N	Natural Gas
O	Oil
P	Propane
S	Wood Pellets
W	Wood (cord)

For the purposes of identifying the fuel type, it does not matter if the applicant pays for their own heat, or has heat included in the rent payment.

3004-5 Grant Computation

Step 1 – **Community fuel points**
The division has assigned heating cost points to each community in the state, based upon the community's annual fuel cost and climatic conditions. These points are listed in **Addendum A**.

- If the household uses natural gas and another fuel type for heat, the division will use the community heating cost points for natural gas. If no natural gas points are listed for a specific community, use the points from the nearest community with natural gas on the listing.
- If the household uses self-harvested wood or coal for heat, the division will use the community heating cost points for oil multiplied by 0.5.
- If the household uses purchased wood or coal for heat, the division will use the community heating cost points for oil multiplied by 0.8.
- If the household uses wood pellets for heat, the division will use the community heating cost points for oil multiplied by 0.9.
- If the household uses steam for heat, regardless of how the steam is produced, the division will use the community heating cost points for oil for that community.
- If the household uses electric for heat, the division will use the community heating points for oil.

Step 2 – **Dwelling type**
The division will multiply the community heating cost points by the first one of the following factors that describes the household's dwelling. If more than one factor applies, the division will use the factor listed first:

(1) the factor of 1.4 if the household resides in a mobile home or boat with heated living space of 980 square feet or more;
(2) the factor of 0.4 if the household resides in a recreational vehicle, tent, or pickup camper;
(3) he factor of 0.15 if the household resides in a one-room dwelling such as a studio apartment, hotel or boarding home;
(4) the factor of 0.35 if the household resides on a boat with heated living space less than 980 square feet;

(5) the factor of 0.55 if the household resides in a one-bedroom dwelling, or a one-room house or cabin without bedrooms;
(6) the factor of 1.3 if the household resides in a three-or-more-bedroom single family, duplex or triplex home;
(7) the factor of 0.7 if the household resides in a two-bedroom unit in an apartment building of four or more attached units, or resides in a mobile home with less than 980 square feet of heated living space, regardless of the number of bedrooms.
(8) the factor of 1 if the household resides in a two-bedroom single family home;
(0) the factor of 0 if the household is applying for a SRHUD

A loft counts as one bedroom. If a household claims ½ of a bedroom, default to the lower number of bedrooms.

If the household resides in a single residence with one or more other households, the heating cost points are reduced to the household's proportionate share of the home heating expenses.

Step 3 – **Household size and income**
The division reviews and verifies each household's gross income for the month prior to application. Verification may be provided through: documentary evidence (wage stub, award letter, etc.); Division of Public Assistance and Department of Labor records; or impartial third parties such as fee agents, village council representatives, or social service agencies.

The division will assign each household the following percentage of heating cost points based upon the household's gross monthly income and family size, expressed as a percentage of the Alaska poverty level. The Alaska poverty level figures are included in **Addendum E.**

- 100 percent of points if the household's gross monthly income is no more than 25 percent of Alaska's federal poverty level;
- 90 percent of points if the household's gross monthly income is more than 25 percent but no more than 50 percent of Alaska's federal poverty level;
- 80 percent of points if the household's gross monthly income is more than 50 percent but no more than 75 percent of Alaska's federal poverty level;
- 70 percent of points if the household's gross monthly income is more than 75 percent but no more than 100 percent of Alaska's federal poverty level;

- 60 percent of points if the household's gross monthly income is more than 100 percent but no more than 125 percent of Alaska's federal poverty level;
- 50 percent of points if the household's gross monthly income is more 125 percent of the Alaska's federal poverty level but no more than 150 percent.

If the household's gross monthly income exceeds the maximum allowable poverty level the household is not eligible.

Step 4 – **Priority groups**
The division will add one point to the income adjusted heating cost points if the household includes one or more members 60 years of age or older, legally disabled, or under six years of age.

Step 5 – **Subsidized Housing Adjustment – If Applicable**

Households residing in any type of subsidized housing who are responsible for paying all or a portion of their heating costs directly to a vendor and who also receive a utility allowance as part of their housing cost calculation shall have their benefit reduced by 50 percent regardless of the amount of the utility allowance for heat.

Note: *Applicants living in subsidized housing and participating in a step down program that automatically decreases the rental assistance subsidy paid by the authority after year one, for example AHFC, should be treated as a regular application with no utility allowance after the first year.*

Step 6 – **Heating points of 2.0 or more**
Households must have heating cost points of 2.0 or more to be eligible for heating assistance. If the household's total points compute to less than 2.0, the household is denied as "Limited Heating Points".

Step 7 – **Round points**
The division will round the final total heating cost points to the nearest whole number. The total heating cost points may not exceed 35 points.

Step 8 – **Multiply by the benefit rate to determine household benefit**

The heating assistance software will multiply the final heating points by the benefit rate to determine the amount of the household's heating assistance.

Note:

The amount of heating assistance may be reduced by the amount of the unpaid balance that the household owes the division for previously awarded heating assistance to which the household was not entitled. The division will use this method of recoupment of overpayments only if the household has not responded to the division's request for repayment or the household defaults on its repayment agreement.

The following examples illustrate how a household's heating assistance benefit is determined using a price per point. For the FY 2020 heating assistance season this rate is $140 per point.

	Example 1		**Benefit calculation:**
Step 1.	Community, Fuel	Anchorage, N Gas	5 points
Step 2.	Dwelling	3 bedroom house	5 points x 1.3 = 6.5 points
Step 3.	Household Size, Income	4, $3,100	101-125% of poverty = 60% 6.5 points x 0.6 = 3.9 points
Step 4.	Household includes elderly, disabled or child under age 6	No	N/A
Step 5.	Heating points of 2.0 or more	Yes	3.9 points
Step 6.	Round points		Rounded = 4 points
Step 7.	Multiply by benefit rate		4 points x $140 = $560

	Example 2		**Benefit calculation:**
Step 1.	Community, Fuel	Fairbanks, Oil	10 points
Step 2.	Dwelling	2 bedrm, 4+unit bldg	10 points x 0.7 = 7 points
Step 3.	Household Size, Income	2, $2,250	126-150% of poverty = 50% 7 points x 0.5 = 3.5 points
Step 4.	Household includes elderly, disabled or child under age 6	Yes	3.5 points + 1 = 4.5 points
Step 5.	Heating points of 2.0 or more	Yes	4.5 points
Step 6.	Round points		Rounded = 5 points
Step 7.	Multiply by benefit rate		5 points x $140 = $700

	Example 3		**Benefit calculation:**
Step 1.	Community, Fuel	Savoonga, Oil	27 points

Step 2.	Dwelling	2 bedroom house	No adjustment
Step 3.	Household Size, Income	5, $2,700	76-100% of poverty = 70% 27 points x 0.7 = 18.9 points
Step 4.	Household includes elderly, disabled or child under age 6	Yes	18.9 points + 1 = 19.9 points
Step 5.	Heating points of 2.0 or more	Yes	19.9 points
Step 6.	Round points		Rounded = 20 points
Step 7.	Multiply by benefit rate		20 points x $140 = $2,800

	Example 4		**Benefit calculation:**
Step 1.	Community, Fuel	Anchorage, N Gas	5 points
Step 2.	Dwelling	Studio apartment	5 points x 0.15 = 0.75 points
Step 3.	Household Size, Income	1, $1,600	126-150% of poverty = 50% .75 points x 0.5 = 0.375 points
Step 4.	Household includes elderly, disabled or child under age 6	No	N/A
Step 5.	Heating points of 2.0 or more	No	0.375 points = less than1 point
Step 6.	Round points		N/A
Step 7.	Multiply by benefit rate		Ineligible

3005 EXPEDITE CASES

3005-1 EXPEDITED APPLICATIONS

Expedited service is provided to households facing immediate service termination, or who are without heat providing the household meets the eligibility criteria. Expedited service results in a promise of payment (pledge to vendor) to remedy the heating emergency. Only one expedite request is allowed per heating season.

3005-1 A. Criteria for Expedited Processing

Expedited service is provided to a household *only if **all** of the following expedited service criteria are met:*

- the applicant has requested expedited service;
- the household's gross income is less than their shelter cost. *Shelter cost means:*
  - *the sum of the household's regular monthly rent or mortgage obligation for the shelter it currently occupies,*

  plus

  - *the cost of 30 days of heating fuel up to a maximum of $500 for oil or propane heat; $300.00 for wood or coal heat; the amount of the current natural gas utility bill. May include a past due amount, delinquent amount, and deposit and reconnect fee. If actual heating costs are not available, use the maximums stated herein.*

  plus

  - *the amount of the current electric bill. May include a past due amount, delinquent amount, and deposit and reconnect fee.*

  - the applicant has suffered or will suffer within 48 hours, termination of fuel or home heating-related utility services or a renter who will be evicted for nonpayment of rent where their heat is included in their rent.; and

- the applicant has submitted a complete, verified and signed application, including a rent receipt or rental agreement if heat is included in the rent.

- the applicant must submit a copy of the shut-off notice or written notification from the vendor including the date of the proposed action and the past due amount.

Note:

If there is a business operating out of the home and a portion of the costs are allowed as a business expense, that portion of their mortgage is not allowed as a shelter cost.

Any subsidies directly paid to a landlord or utility company are not allowed shelter costs. *See Section 3003-2, #7 for further clarification.*

3005-1 B. Expedited Time Frames

Expedited eligibility service is available from November 1 through April 30.

Applicants eligible for expedited service will be provided some form of assistance that will resolve the heating emergency, no later than 18 hours for life threatening and 48 hours for non-life threatening crisis after they complete a verified application.

3005-2 Expedited Processing Households With Elderly Or Disabled Members

Elderly or disabled applicants must be able to apply for and receive some form of assistance to resolve the emergency situation within 18 hours for life threatening and 48 hours for non-life threatening crisis, without leaving their home. Telephone requests for assistance are accepted in emergency situations by a HAP worker who collects their application information over the phone. In these cases, last year's application is used as a guideline if information is missing.

If the applicant is eligible, we must still obtain a signature on the application. The application completed over the phone is sent to the client and they are advised that the completed application form is being sent to them for signature on the signature page. Benefits are issued while we wait for the signature page.

3006 SRHUD (Subsidized Rental Housing Utility Deposit)

HAP will award heating assistance for the minimum amount needed (up to $500) to establish natural gas and/or electric utility service required to participate in subsidize rental housing. Unlike the regular HAP, SRHUDs are available year around. In order to be eligible for a SRHUD, the applicant must meet all of the following requirements:

(1) the housing program will fully subsidize the household's home heating costs;

(2) the applicant has requested a subsidized rental housing utility deposit;

(3) the household has not received a regular grant within 180 days of the request for a subsidized rental housing utility deposit;

(4) the division has verified the application as required by 7 AAC 44.041 or 7 AAC 44.240; and

(5) the amount of the heating assistance, up to a maximum of $500, is sufficient to establish utility service.

***Note*:**

The amount of the SRHUD paid to the vendor may include the cost of the deposit and payment of any back balance from a previous location, up to $500 total, required to establish service in the applicant’s name at their new, subsidized residence. SHRUD’s should not be used to reestablish service that was disconnected at the current location. If/when the tenant moves from the property the program paid a deposit for, the deposit is returned to the client not the program.

GRANT COMPUTATION

HAP will not award heating assistance under this section more than once to a household in a 24-month period.

3007 SPECIALIZED PROCEDURES

Some cases require the worker to review alerts that have been put in the system before processing a case. These cases may require special procedures when processing the case.

3007-1 ECOS Alert Codes - THIS SECTION WILL BE UPDATED ONCE ECOS IS FULLY FUNCTIONAL

When the worker enters their initials into ECOS, or opens the grant calculation screen, the computer system may pop up an alert window. This window alerts the worker that the household may be ineligible, or that there is information that the worker needs to be aware of in processing the case. The alert list includes:

Alert Code	Reason	Description
AN	Alaska Native	Alaska Native or American Indian household served by a LIHEAP tribal provider.
FR	Fraud	The household has provided fraudulent information in the past and may have a prior grant debt to repay prior to receiving another HAP grant. Consult with the Eligibility Office Manager when you see this alert.
NG	Natural Gas	Eligibility in alert year should have been based on gas heat. Check the address where client was living in the year with the alert. If living at the same address, determine as gas heat.
RC	Recoupment	The applicant owes HAP money from a grant they received that was for the incorrect amount. The amount owed can be deducted from future HAP benefits. Consult with the Eligibility Office Manager when you see this alert.
SE	Subsidized Eligible	The applicant lives in subsidized rental housing, but met the program eligibility requirements.
SH	Subsidized Housing (AHFC Alert)	AHFC Alert to clients in subsidized housing program, usually Choice or Section 8 Voucher program, pre-2012 clients and alert system.
SO	Served by Other	The applicant is served by a tribal organization.
SR	Subsidized Rental Housing (Denial Code)	the applicant lives in subsidized rental housing and is ineligible for HAP. A housing list with various subsidized housing complexes is at: H:\Shared\hap shortcuts\SUBLIST Public Housing = Heat included in the rent.
TR	Tracking	There is information about this applicant of which the worker should be aware. Look in the case notes for the year specified in the alert. Review the information that caused the alert.
UD	Utility Deposit	the household has received a SRHUD

3007-2 Subsidized Heat and Application Processing

Applications involving subsidized heat are handled in the following manner:

3007-2 A AHFC Subsidized Rental Housing Alerts – SR

If the applicant lives in AHFC administered subsidized rental housing (public housing) or received a Section 8 (Choice) voucher and heat is included in the rent, the application is denied with reason code SR. The worker should put the following note in the case: "SR per AHFC, heat included." Worker will verify that the address is the same on the current application as the SH alert address.

3007-2 B Subsidized Housing Alerts - SH

The applicant that resides in subsidized housing and pays directly for heat will qualify for a partial or full benefit depending on if they are also receiving a utility allowance. The worker contacts the housing authority for a current client rental worksheet to determine if they are receiving a utility allowance as part of their rental calculation. If the household is receiving any type of utility allowance for heat, the heating assistance benefit is processed normally and the final amount is reduced by 50% because they are already receiving a subsidy towards heating costs.

If the applicant is not receiving a utility allowance and is paying for their heat, their benefit is processed normally and they are awarded a full benefit.

If the household pays directly for heating costs and the worker determines the household is in LITHC Program, Tax Credit Program, or other Home purchase program, the worker will contact the housing authority to determine if there is a monthly utility allowance. If there is no subsidized utility allowance, the case is processed as any other home owner or renter. If there is a utility allowance, the household should receive a 50% benefit.

3007-2 C Subsidized Eligible Housing Alerts - SE

When the applicant resides in subsidized housing and pays directly for heat, they would qualify for a full benefit. If the application is

eligible, a SE alert is created to flag this account in future years so the worker will check to see if the housing situation remains the same. If the applicant has moved or is denied for another reason (such as being over income), the worker must remove the SE alert from the alert list.

3007-3 HUD and Other Housing Authorities, Mutual Help or Home Purchase Programs

For all other housing – information must be obtained from the unit's Property Manager. The native housing authority property manager contact information is provided in ***Addendum F***.

3007-3 A **Mutual Help** – USDA Mutual Self-Help Loan program and HUD Mutual Help Homeownership Programs are used primarily to help low-income households obtain financial assistance for the construction of individual homes. Mutual Help program applicants may or may not qualify for consideration for heating assistance. The worker obtains a copy of the utility worksheet from the housing program (if the applicant has not provided it). If the worksheet indicates that the household is receiving a utility allowance, they would receive a 50% benefit. If they do not receive a utility allowance, they would receive a full benefit.

3007-3 B **Low Income Tax Credit Programs *(LITC) -** May be a Home Ownership or Rental program, such as T&H in Southeast Alaska and is generally not considered subsidized housing unless there is a utility allowance. This program's credit is usually on favor of the developer. If there IS a utility allowance, through AFHC or other program, then process accordingly under subsidized housing guidelines. If heat is included in the rent, and there is no utility allowance for heat, process as heat included in rent NON-SUBSIDIZED heat case.

***Note*:**

Some LITC properties may have a mix of low-income, fair market and Section 8 housing vouchers in one complex. The worker must research the correct housing program for each household applying to determine the correct method of calculating the grant.

3007-4 Other Unique Situations

The caseworker may see some different types of family composition such as a household with a house sharer, multiple families residing in the same dwelling, children being claimed in more than one household, dissolution of a household, and Ionia residents. For more guidance on how to treat these households and situations, please see Section 3002-1A of this manual.

3008 ISSUING BENEFITS & PAYMENTS

3008-1 Time Frames for Assistance Payments

The program begins awarding payments on the first working day in November of each year.

Expedited eligibility determination and assistance payment awards begin on November 1 of each year and run through April 30 of the following calendar year.

If a disaster occurs in an area where the household is located, the division may begin issuing heating assistance payments before November 1 if the governor has issued a disaster proclamation and the disaster has increased the need for heating assistance to the household.

Payments for subsidized rental housing utility deposits (SRHUDs) are made throughout the year.

3008-2 Use of HAP Payments

A. A heating assistance payment can only be used for the purchase of:

- Fuel oil, kerosene, propane, natural gas, electricity, wood, wood pellets, coal, or other petroleum products used for home heating and lighting needs;
- Payment of incidental charges, including deposits, delivery charges, connection fees, and late-payment charges associated with their purchase or delivery;
- Rental payments if the household pays home heating costs indirectly through rent;
- A household may use a portion of their oil grant to purchase one bottle of propane (up to 30#) for cooking or lights;
- A household may use up to 25% of their heating grant to purchase gasoline if the household generates their own electricity; and

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Note:

If an applicant requests 25% of their heating grant be allowed to purchase gasoline for a generator, the case worker must contact the local electric company to verify that said household does not have electric service with the company. This will be done to verify that the household truly resides in an off-the-grid property that uses a generator for electric.

- If a household's primary heating source is wood and they self-harvest their own wood, their grant can be used for gasoline and two-cycle oil. In these cases it is understood that the use of the gasoline and oil are for chain saw and snow machine use in the harvesting and transporting of wood. Customers can only purchase gasoline if the vendor notice states, "If you supply chainsaw fuel the above grant may be used to purchase same." If the notice does not state this and that is all the customer uses, the vendor must contact the Heating Assistance Program.

If a community is out of fuel, HAP recipients may use a small portion of their oil grant to purchase gasoline to travel to a neighboring community to procure fuel. If this situation arises, the worker notifies the HAP Program Coordinator who will discuss the situation with the affected fuel vendors.

B. Heating assistance payments cannot be used for:

- A household cannot use a portion of their oil grant to purchase gas to self-harvest wood as a secondary heating source. If they heat with oil and receive an oil grant, it must be used for oil.

- Ethyl Glycol cannot be purchased with HAP grant funds. It is used as anti-freeze.

- Under no circumstances is gasoline to be provided for the operation of automobiles, boats, or other vehicles except for fuel gathering and transportation of energy sources in rural areas or if the automobile is the customer's home.

- Solar Heating Panels or Other Alternate Energy Sources. Materials/equipment to install these systems are also not allowable uses of a heating assistance grant.

3008-3 Distribution of Grant Between Heating and Electricity

While home heating is the priority of this program, applicants may opt to have part of their heating assistance benefit applied towards their electric account because electricity is required to operate most home heating equipment. Typically, 75 percent of the grant is issued for home heating with the remaining 25 percent issued for electricity.

***Note**:*

Some vendors have been set up under more than one fuel type in ECOS (Ex: Perryville-Fuel Oil; and Perryville-Electric). If an applicant has the same vendor for both heating and electric, the caseworker must be careful to choose the correct vendor where they want the benefit credited. If they choose to split the benefit between fuel types, the caseworker must issue the fuel oil portion to the vendor's fuel oil account and the electric portion to the vendor's electric account in order for IRIS to generate the correct payments.

3008-4 Methods of Payment

A. Vendor Payment

In most cases, payment is issued directly to the applicant's vendor(s), who credits the payment to the household's account.

If an applicant's oil service is in the landlord's name (and this service is solely for the applicant's dwelling) the grant is issued to the oil vendor under the applicant's name. The grant is not issued under the landlord's name.

Vendor payments are made only to vendors listed in ECOS, which means that they have signed a vendor agreement with the Division of Public Assistance, Heating Assistance Program, and agree to the conditions contained in the agreement.

HAP vendors must avert disconnection of service, reconnect discontinued service, or deliver fuel upon notification from HAP that the household is entitled to receive heating assistance.

Applicants do **not** have the option to request a direct cash payment in order to “shop around for the best fuel or wood price”. The applicant must name the vendor from whom they intend to purchase the fuel.

Applicants are not allowed to switch vendors after the grant has been issued unless they move out of the area or change primary fuel types.

B. Direct Payment (DP)

Payment is issued directly to the applicant if the household:

- is paying home heating and electricity costs indirectly through rent,
- is cutting their own wood (unless they list a native village store as vendor in order to buy gas for the chainsaw),
- is purchasing wood from a vendor that has not signed a HAP vendor agreement and no current HAP vendor services the area,

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***Note*:**

If a client’s heating supplier (wood or any other form) is not a current HAP vendor, a DP will only be allowed the first year. The ET should inform the client that the following year they will need to use an approved vendor. The case worker must note the name, address and phone number of the supplier in F9 notes and enter the information into the direct pay log so the supplier may be contacted by the account tech or program coordinator about becoming a participating vendor.

- is paying heating costs directly to their landlord,
- has electricity as the primary heat source and has a grant in an amount which is insufficient to restore disconnected service.

Direct payments are not issued in response to an applicant's request to "shop around for the best price".

C. Vendor Payment and Direct Payment

A portion of the grant amount (25%) is issued to the applicant's home electricity vendor and the remainder to the applicant if the household pays home heating costs indirectly through rental payments, but pays directly for home electricity.

D. Two-Party Payment (2P)

Two-Party payments have been eliminated.

3008-5 Bad Debt

Grant funds can no longer be used to pay the oldest portion of an outstanding bill. HAP payments must be used for fuel/service obtained after October 1. If, at the end of the season, a credit balance remains with the vendor, that balance may be applied to bad debt.

3008-6 Grant Transfers

- A recipient requesting to transfer some of his grant balance because the household has a broken furnace is referred to their weatherization provider.

- If a recipient moves their physical residence from one community to another or from one dwelling to another with a different heat source, the recipient may request that their remaining balance be transferred to their new heating vendor. The original vendor must send any remaining balance back to the HAP. HAP will then reissue to the new vendor in the new service area.

- In special situations a vendor may transfer a grant to another directly in their community at the request of a HAP Supervisor. The circumstances for the situation must be documented in case notes in ECOS.

- If a recipient moves to a dwelling where the heat and electricity are included in the rent, their grant refund will be issued to them as a direct payment unless they have moved out of state.

- If a recipient moves without closing their account or leaving a forwarding address, the vendor should refund the remaining credit balance to the state after one year.

- If the household moves out of state, the remaining grant is refunded to HAP and is not reissued to the client or an out-of-state vendor.

- A recipient may **not** request a transfer to a new vendor if they have not moved to a new community or switched fuel sources unless their designated vendor goes out of business or is unable to provide fuel when needed.

3009 FAIR HEARINGS

A fair hearing provides the opportunity for an individual or household to have their case reviewed by an impartial party or authority outside the Division of Public Assistance. An opportunity for a fair hearing must be granted to an applicant who requests a hearing in writing within 30 days of the mailing of the notice of action. The hearing must be requested in writing.

Clients are also notified of their right to a fair hearing on the back of most notices sent to the household. This information includes:

- How they may request a fair hearing;
- That if necessary, the agency will assist them in making the request;
- The timeframe allowed to request a fair hearing;

Applicants requesting a fair hearing should first be directed to their worker. The worker should carefully review the file and check their work to make certain they have processed the case correctly. The worker then makes a copy of the entire file. The worker notes the date of the initial fair hearing request in case notes and immediately notifies the Eligibility Office Manager with the copy of the file.

The Eligibility Office Manager (EOM) will review the eligibility determination on the case again, and attempt to contact the client for a pre-determination hearing. The EOM then forwards the file to the DPA field services office the same day. The PAA must be notified of a fair hearing request the same day it is received, even if the Eligibility Office Manager has not yet been able to resolve the issue with the applicant.

3010 PERFORMANCE MEASURES

Every year the Heating Assistance Program must collect and report data to the Administration for Children and Families (ACF) who in turns reports that information to Congress. The following information is required for reporting:

- The number of elderly the program assisted.
- The number of households containing a disabled individual the program assisted.
- The number of households with children under the age of six the program assisted.
- The average yearly income of each household that received a benefit.
- The annual heating and electric costs for each household that received a benefit.
- Each household's benefit amount.
- How many households avoided a disconnect or running out of fuel because they received a heating assistance benefit.
- The number of households that were reconnected or delivered fuel when the tank was empty because they received a heating assistance benefit.

This data will be obtained through information reported on the heating assistance application and through data exchanges with vendors. It is imperative that applicants answer all questions on their application to assist with accurate collection and reporting of said statistics.

3011 FRAUD

Fraud is illegal. It is defined as intentionally making false statements, misrepresenting facts, or misrepresenting situations to get benefits a household is not eligible to receive. Additionally, it is illegal to sell, trade or give away fuel or services paid for with heating assistance funds. The Heating Assistance Program follows up on all reports of fraud, waste and abuse.

If a household is found to commit fraud, they will be asked to repay the benefits they received. If they do not repay the benefits, the amount due will be withheld from future heating assistance payments made to the household until the total overpayment is recouped.

If a vendor commits fraud, they will be asked to repay any monies due the state and will be removed from the Approved Vendor List which is posted on the Heating Assistance website www.heatinghelp.alaska.gov.

If a resident or vendor sees fraud being committed, they should contact the Heating Assistance Program at 1-800-470-3058 and ask to speak with a supervisor or e-mail the program at liheap@alaska.gov.

3012 PROGRAM ADMINISTRATION AND COSTS

Program Administration and Costs

The following is an overview of what costs are considered administration versus direct program costs for the State of Alaska Heating Assistance Program:

Administrative Costs	**Direct Program Costs**
Administrative staff salary and benefits	Client Benefits
Procurement	Outreach
Travel to National Conferences & Trainings	Application Printing & Mailing Costs
Computer Maintenance & IT Support	Weatherization Benefits
Leases & Storage for Archives	File Review/QA
Dues	Postage
Public Relations	Program Staff Salary & Benefits
Supplies	

ADDENDUM A

Heating Assistance Program's Community Listing

Community List

Indicates the tribe serves Alaska Native/American Indians only
"0" Indicates the tribe serves all residents

Zip Code	Community Name	Served By	Points Oil / N Gas
99546	Adak (Station)	/	06/00/
99615	Akhiok	/	08/00/
99551	Akiachak	0/AVCP	21/00/
99552	Akiak	0/AVCP	21/00/
99553	Akutan	*/APIA	11/00/
99554	Alakanuk	0/AVCP	21/00/
99720	Alatna	0/TCC	27/00/
99555	Aleknagik	0/BBNA	13/00/
99645	Alexander Creek	/	07/00/
99720	Allakaket	0/TCC	27/00/
99786	Ambler	/	35/00/
99721	Anaktuvuk Pass	/	16/00/
99556	Anchor Point	/	06/06/
99501	Anchorage	*/CITC	08/05/
99744	Anderson	*/TCC	11/00/
99820	Angoon	0/THRHA	08/00/
99557	Aniak	0/ATC	21/00/
99926	Annette	/	06/00/
99558	Anvik	0/TCC	19/00/
99722	Arctic Village	0/TCC	32/00/
99547	Atka	*/APIA	06/00/
99559	Atmautluak	0/AVCP	19/00/
99791	Atqasuk	/	24/00/
99821	Auke Bay	*/THRHA	05/00/
99723	Barrow	/	21/06/
99724	Beaver	0/TCC	24/00/
99695	Beluga	/	07/06/
99559	Bethel	0/ONC	16/00/
99726	Bettles	0/TCC	29/00/
99623	Big Lake	/	07/05/
99730	Birch Creek	0/TCC	27/00/
99785	Brevig Mission	/	23/00/

99727	Buckland	/	33/00/
99729	Cantwell	/	11/00/
99730	Central	0/TCC	23/00/
99788	Chalkyitsik	0/TCC	28/00/
99676	Chase	/	08/00/
99561	Chefornak	0/AVCP	20/00/
99790	Chena Hot Springs	/	11/00/
99574	Chenega Bay	/	08/00/
99563	Chevak	0/AVCP	25/00/
99674	Chickaloon	/	08/00/
99732	Chicken	0/TCC	19/00/
99564	Chignik	0/BBNA	09/00/
99565	Chignik Lagoon	0/BBNA	09/00/
99548	Chignik Lake	0/BBNA	09/00/
99615	Chiniak	/	06/00/
99586	Chistochina	/	12/00/
99566	Chitina	/	11/00/
99557	Chuathbaluk	0/CTC	21/00/
99567	Chugiak	*/CITC	07/05/
99733	Circle	0/TCC	23/00/
99730	Circle Hot Springs	0/TCC	23/00/
99568	Clam Gulch	/	07/06/
99569	Clarks Point	0/BBNA	16/00/
99704	Clear	*/TCC	11/00/
99918	Coffman Cove	/	06/00/
99571	Cold Bay	/	11/00/
99701	Coldfoot	/	19/00/
99709	College	/	10/00/
99572	Cooper Landing	* /KIT	09/06/
99573	Copper Center	/	11/00/
99574	Cordova	/	07/00/
99921	Craig	0/THRHA	05/00/
99575	Crooked Creek	/	26/00/
99736	Deering	/	31/00/
99737	Delta Junction	*/TCC	11/00/
99755	Denali Park	/	10/00/
99576	Dillingham	0/BBNA	11/00/
99762	Diomede	/	27/00/
99737	Dot Lake	0/TCC	12/00/
99824	Douglas	*/THRHA	05/00/
99692	Dutch Harbor	*/APIA	06/00/
99738	Eagle	0/TCC	19/00/
99577	Eagle River	*/CITC	08/05/
99921	Edna Bay	/	11/00/
99578	Eek	0/AVCP	22/00/
99579	Egegik	0/BBNA	15/00/
99702	Eielson AFB	0/USA	11/00/
99567	Eklutna	/	08/05/
99576	Ekuk	0/BBNA	16/00/
99580	Ekwok	0/BBNA	14/00/
99825	Elfin Cove	/	06/00/

99739	Elim	/	26/00/
99506	Elmendorf AFB	0/USA	08/05/
99581	Emmonak	0/AVCP	24/00/
99603	English Bay	/	19/00/
99725	Ester	/	11/00/
99726	Evansville	0/TCC	29/00/
99827	Excursion Inlet	/	07/00/
99701	Fairbanks	/	10/08/
99583	False Pass	*/APIA	11/00/
99731	Fort Greely	0/USA	11/00/
99703	Fort Wainwright	/	10/00/
99740	Fort Yukon	0/TCC	23/00/
99712	Fox	/	11/00/
99603	Fritz Creek	/	07/06/
99850	Funter Bay	/	07/00/
99586	Gakona	/	11/00/
99741	Galena	0/TCC	20/00/
99742	Gambell	/	27/00/
99742	Georgetown	0/AVCP	26/00/
99587	Girdwood	*/CITC	08/05/
99588	Glennallen	/	11/00/
99762	Golovin	/	26/00/
99589	Goodnews Bay	0/AVCP	20/00/
99590	Grayling	0/TCC	22/00/
99586	Gulkana	/	11/00/
99826	Gustavus	/	06/00/
99827	Haines	*/THRHA	06/00/
99603	Halibut Cove	/	07/06/
99743	Healy	*/TCC	10/00/
99706	Healy Lake	*/TCC	13/00/
99921	Hollis	/	05/00/
99602	Holy Cross	0/TCC	21/00/
99603	Homer	/	07/06/
99829	Hoonah	0/THRHA	07/00/
99604	Hooper Bay	0/AVCP	25/00/
99605	Hope	/	07/00/
99623	Houston	/	07/05/
99745	Hughes	0/TCC	33/00/
99746	Huslia	0/TCC	30/00/
99922	Hydaburg	0/THRHA	05/00/
99923	Hyder	/	04/00/
99613	Igiugig	0/BBNA	12/00/
99606	Iliamna	0/BBNA	19/00/
99540	Indian	/	08/05/
99695	Ivanof Bay	0/BBNA	12/00/
99801	Juneau	*/THRHA	05/00/
99830	Kake	0/THRHA	06/00/
99747	Kaktovik	/	24/00/
99626	Kalskag (lower)	0/AVCP	23/00/
99607	Kalskag (upper)	0/AVCP	23/00/
99748	Kaltag	0/TCC	22/00/

99608	Karluk	/	10/00/
99901	Kasaan	0/THRHA	05/00/
99609	Kasigluk	0/AVCP	19/00/
99610	Kasilof	* /KIT	07/06/
99611	Kenai	*/KIT	08/06/
99588	Kennicott	/	11/00/
99573	Kenny Lake (Tonsina)	/	11/00/
99901	Ketchikan	*/THRHA	04/00/
99749	Kiana	/	26/00/
99612	King Cove	*/APIA	11/00/
99549	King Salmon	0/BBNA	13/00/
99614	Kipnuk	0/AVCP	20/00/
99750	Kivalina	/	28/00/
99925	Klawock	0/THRHA	05/00/
99827	Klukwan	0/THRHA	08/00/
99654	Knik	/	07/05/
99751	Kobuk	/	35/00/
99615	Kodiak	/	06/00/
99606	Kokhanok	0/BBNA	19/00/
99576	Koliganek	0/BBNA	16/00/
99545	Kongiganak	0/AVCP	22/00/
99620	Kotlik	0/AVCP	24/00/
99752	Kotzebue	/	21/00/
99753	Koyuk	/	25/00/
99754	Koyukuk	0/TCC	20/00/
99621	Kwethluk	0/AVCP	20/00/
99622	Kwigillingok	0/AVCP	22/00/
99757	Lake Minchumina	0/TCC	27/00/
99624	Larsen Bay	/	07/00/
99625	Levelock	0/BBNA	12/00/
99557	Lime Village	0/AVCP	26/00/
99790	Livengood	/	14/00/
99901	Loring	/	04/00/
99756	Manley Hot Springs	0 /TCC	13/00/
99628	Manokotak	0/BBNA	16/00/
99585	Marshall	0/AVCP	25/00/
99588	McCarthy	/	11/00/
99627	McGrath	0/TCC	22/00/
99755	Mckinley Park	/	10/00/
99630	Mekoryuk	0/AVCP	21/00/
99780	Mentasta Lake	/	12/00/
99926	Metlakatla	0/THRHA	06/00/
99758	Minto	0/TCC	16/00/
99705	Moose Creek	/	11/00/
99631	Moose Pass	/	06/00/
99835	Mount Edgecumbe	*/THRHA	06/00/
99632	Mountain Village	0/AVCP	25/00/
99903	Myers Chuck	/	05/00/
99633	Naknek	0/BBNA	13/00/
99603	Nanwalek	/	08/00/
99634	Napakiak	0/AVCP	11/00/

99559	Napaskiak	0/AVCP	20/00/
99950	Naukati	/	06/00/
99571	Nelson Lagoon	*/APIA	08/00/
99760	Nenana	0/TCC	11/00/
99636	New Stuyahok	0/BBNA	16/00/
99606	Newhalen	0/BBNA	19/00/
99559	Newtok	0/AVCP	25/00/
99690	Nightmute	0/AVCP	21/00/
99611	Nikiski	*/KIT	07/06/
99556	Nikolaevsk	/	06/06/
99691	Nikolai	0/TCC	27/00/
99638	Nikolski	*/APIA	06/00/
99639	Ninilchik	/	08/06/
99761	Noatak	/	32/00/
99762	Nome	/	17/00/
99640	Nondalton	0/BBNA	19/00/
99763	Noorvik	/	26/00/
99705	North Pole	/	11/00/
99764	Northway	0/TCC	12/00/
99789	Nuiqsut	/	20/00/
99765	Nulato	0/TCC	24/00/
99666	Nunam Iqua (Sheldon Pt)	0/AVCP	24/00/
99641	Nunapitchuk	0/AVCP	19/00/
99643	Old Harbor	/	07/00/
99559	Oscarville	0/AVCP	20/00/
99644	Ouzinkie	/	06/00/
99645	Palmer	/	07/05/
99586	Paxson	/	12/00/
99647	Pedro Bay	/	19/00/
99832	Pelican	*/THRHA	07/00/
99648	Perryville	/	09/00/
99567	Peters Creek	/	08/05/
99833	Petersburg	*/THRHA	05/00/
99649	Pilot Point	0/BBNA	12/00/
99650	Pilot Station	0/AVCP	25/00/
99658	Pitka's Point	0/AVCP	25/00/
99651	Platinum	0/AVCP	20/00/
99712	Pleasant Valley	/	11/00/
99927	Point Baker	/	11/00/
99766	Point Hope	/	23/00/
99759	Point Lay	/	18/00/
99836	Port Alexander	/	11/00/
99653	Port Alsworth	/	19/00/
99603	Port Graham	/	08/00/
99549	Port Heiden	0/BBNA	12/00/
99550	Port Lions	/	08/00/
99927	Port Protection	/	11/00/
99587	Portage	*/CITC	08/05/
99576	Portage Creek	0/BBNA	14/00/
99655	Quinhagak	0/AVCP	20/00/
99767	Rampart	0/TCC	20/00/

99656	Red Devil	0/AVCP	26/00/
99505	Richardson (Fort)	0/USA	08/05/
99768	Ruby	0/TCC	19/00/
99657	Russian Mission	0/AVCP	25/00/
99591	Saint George	*/APIA	11/00/
99658	Saint Mary's	0/AVCP	25/00/
99659	Saint Michael	/	23/00/
99660	Saint Paul	*/APIA	11/00/
99714	Salcha	/	11/00/
99661	Sand Point	*/APIA	08/00/
99769	Savoonga	/	27/00/
99901	Saxman	0/THRHA	04/00/
99662	Scammon Bay	0/AVCP	22/00/
99770	Selawik	/	29/00/
99663	Seldovia	*/SVT	09/00/
99664	Seward	/	06/00/
99665	Shageluk	0/TCC	24/00/
99771	Shaktoolik	/	21/00/
99666	Sheldon Point-Nunam Iqua	0/AVCP	24/00/
99772	Shishmaref	/	29/00/
99773	Shungnak	/	35/00/
99835	Sitka	*/STA	06/00/
99840	Skagway	*/THRHA	08/00/
99667	Skwentna	/	11/00/
99586	Slana	/	12/00/
99668	Sleetmute	0/AVCP	26/00/
99669	Soldotna	*/KIT	09/06/
99613	Solomon	/	26/00/
99670	South Naknek	0/BBNA	13/00/
99671	Stebbins	/	21/00/
99672	Sterling	*/KIT	09/06/
99774	Stevens Village	0/TCC	23/00/
99557	Stony River	/	26/00/
99667	Susitna	/	10/00/
99674	Sutton	/	07/05/
99675	Takotna	0/TCC	20/00/
99676	Talkeetna	/	08/00/
99776	Tanacross	0/TCC	12/00/
99777	Tanana	0/TCC	20/00/
99677	Tatitlek	/	11/00/
99757	Telida	0/TCC	27/00/
99778	Teller	/	23/00/
99841	Tenakee	*/THRHA	07/00/
99780	Tetlin	0/TCC	12/00/
99919	Thorne Bay	/	05/00/
99678	Togiak	0/BBNA	17/00/
99780	Tok	*/TCC	12/00/
99637	Toksook Bay	0/AVCP	21/00/
99573	Tonsina	/	11/00/
99683	Trapper Creek	/	08/00/
99679	Tuluksak	0AVCP	21/00/

99680	Tuntutuliak	0/AVCP	20/00/
99681	Tununak	0/AVCP	20/00/
99576	Twin Hills	0/BBNA	17/00/
99716	Two Rivers	/	11/00/
99682	Tyonek	/	07/00/
99649	Ugashik	0/BBNA	12/00/
99684	Unalakleet	/	21/00/
99685	Unalaska	*/APIA	06/00/
99686	Valdez	/	08/00/
99781	Venetie	0/TCC	23/00/
99782	Wainwright	/	21/00/
99783	Wales	/	27/00/
99928	Ward Cove	/	04/00/
99623	Wasilla	/	07/05/
99921	Whale Pass	/	06/00/
99784	White Mountain	/	26/00/
99693	Whittier	/	08/05/
99688	Willow	/	07/00/
99701	Wiseman	/	19/00/
99929	Wrangell	*/THRHA	05/00/
99689	Yakutat	0 /YTT	06/00/

ADDENDUM B
FY 2020
HAP TRIBAL PROVIDERS

Aleutian/Pribilof Islands Assoc. (APIA)
Kimber Olson
1131 W. International Airport Blvd
Anchorage, Alaska 99503-2111
kimbero@apiai.org
Ph: 1-800-478-2742 Fax: 907-279-9711
Ph: 907-222-9732 - Kimber

Bristol Bay Native Association (BBNA)
Serena Aikins-McArthur
P.O. Box 310
Dillingham, AK 99576
smcarthur@bbna.com
Ph: 907-842-2262 X410 Fax: 907-842-3498
Direct: 842-6110

Assoc. of Village Council Presidents (AVCP)
Katheryn Nenneman
P.O. Box 219
Bethel, Alaska 99559
knenneman@avcp.org
Ph: 907-543-8711 Fax: 907-543-7479

Kenaitze Indian Tribe I.R.A. (KIT)
Vacant
P.O. Box 988
Kenai, Alaska 99611
rturner@kenaitze.org
Ph: 907-335-7600 Fax: 907-335-7239

Cook Inlet Tribal Council
Brittany Suralta
3600 San Jeronimo Drive
Anchorage, AK 99508
bsuralta@citci.org
Ph: 907-793-3300 Fax: 907-793-3394

Chuathbaluk Traditional Council
Teen Center Road
P.O. Box CHU
Chuathbaluk, AK 99557
chuathtradcouncil@gmail.com
Ph: 907-467-4313 Fax: 907-467-4113

Sitka Tribe of Alaska
Rachel Henderson
456 Katlian Street
Sitka, AK 99835
rachel.henderson@sitkatribe-nsn.gov
Ph: 907-747-7293 Fax: 907-747-4915
Direct: 907-747-7382

Aniak Traditional Council (serving Aniak only)
Jasmin Simeon, LIHEAP Coordinator
PO Box 349
Aniak, AK 99557
aniakliheap@gmail.com
Ph: 907-675-4349 Fax: 907-675-4513

Orutsaramiut Native Council (ONC)
Nicholai Joekay
P.O. Box 927
Bethel, Alaska 99559
njoekay@nativecouncil.org
Ph: 907-543-2608 Fax: 907-543-2639

Seldovia Village Tribe (SVT)
Crystal Collier
P.O. Drawer L
Seldovia, Alaska 99663
ccollier@svt.org
Ph: 907-234-7898 Fax: 907-234-7865

Tanana Chiefs Conference (TCC)
Brenda Krupa
122 First Avenue
Fairbanks, Alaska 99701
brenda.krupa@tananachiefs.org
Ph: 907-452-8251 Fax: 907-459-3851

Tlingit-Haida Regional Housing Authority (THRHA)
Megan Gregory
P.O. Box 32237
Juneau, AK 99803-2237
mgregory@thrha.org
Ph: 907-780-6868 Fax: 1-866-232-3681
Direct: 780-3122

Yakutat Tlingit Tribe (YTT)
Lindsey Hershey
P.O. Box 418
Yakutat, AK 99689
lhershey@ytttribe.org
Ph: 907-784-3124 Fax: 907-784-3595

ADDENDUM C
Income Excluded By Federal Law

Section 5(d)(10) of the Food Stamp Act and Section 273.9(c)(10) of the regulations require the exclusion from income of any payments specifically excluded by any other Federal law. Section 273.8(e)(11) requires the exclusion of resources which are specifically excluded for SNAP purposes by express provision of any other Federal law. Certain payments under the following laws are among those excluded. The list is broken down into two parts.

Part A -- GENERAL

1. P. L. 79-396, Section 12(e) of the National School Lunch Act, as amended by Section 9(d) of P. L. 94-105, provides that,

- The value of assistance to children under this Act shall not be considered to be income or resources for any purposes under any Federal or State laws, including laws relating to taxation and welfare and public assistance programs.

- This law authorizes the School Lunch Program, the Summer Food Service Program for Children, the Commodity Distribution Program, and the Child and Adult Care Food Program. Note that the exclusion applies to assistance provided to children rather than that paid to providers.

2. P. L. 89-642, the Child Nutrition Act of 1966, Section 11(b), provides in part that,

- The value of assistance to children under this Act shall not be considered to be income or resources for any purpose under any Federal or State laws including, but not limited to, laws relating to taxation, welfare, and public assistance programs.

  This law authorizes the Special Milk Program, the School Breakfast Program, and the Special Supplemental Food Program for women, infants, and children (*WIC*).

3. P. L. 91-646, Section 216, the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.

   Reimbursements are excluded from income and resources.

4. P. L. 93-113, the Domestic Volunteer Services Act of 1973, Titles I and II, as amended.

Payments under Title I of that Act, including payments from such Title I programs as VISTA, University Year for Action, and Urban Crime Prevention Program, to volunteers shall be excluded for those individuals receiving SNAP or public assistance at the time they joined the Title I program, except that households which were receiving an income exclusion for a Vista or other Title I Subsistence allowance at the time of conversion to the Food Stamp Act of 1977 shall continue to receive an income exclusion for VISTA for the length of their volunteer contraction in effect at the time of conversion. Temporary interruptions in food stamp participation shall not alter the exclusion once an initial determination has been made. New applicants who were not receiving public assistance or SNAP at the time they jointed VISTA shall have these volunteer payments included as earned income.

Payments to volunteers under Title II, including the Retired Senior Volunteer Program (RSVP), Foster Grandparents Program and Senior Companion Program, are excluded from income.

5. P. L. 93-288, Section 312(d), the Disaster Relief Act of 1974, as amended by P. L. 100-707,

Section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, 11/23/88.
Payments precipitated by an emergency or major disaster as defined in this Act, as amended, are not counted as income or resources for food stamp purposes. This exclusion applies to Federal assistance provided to persons directly affected and to comparable disaster assistance provided by States, local governments, and disaster assistance organizations.

A major disaster is any natural catastrophe such as a hurricane or drought, or, regardless of cause, any fire, flood, or explosion, which the President determines causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

An emergency is any occasion or instance for which the President determines that Federal assistance is needed to supplant State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe.

Most, but not all, Federal Emergency Management Assistance (FEMA) funds are excluded. For example, some payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there

is no major disaster or emergency is not excluded under this provision.

6. P. L. 97-300, the Job Training Partnership Act (JTPA), 10/13/82.

   Section 142(b) provides that allowances, earnings and payments to individuals participating in programs under JTPA shall not be considered as income. Subsequently P. L. 99-198, the Food Security Act of 1985, 12/85, amended section 5(l) of the Food Stamp Act to require counting as income on-the-job training payments provided under section 204(5) of Title II of the JTPA except for dependents less than 19 years old.

   Section 702(b) of P. L. 102-367, the Job Training Reform Amendments of 1992, further amended the Food Stamp Act (by changing the reference from section 204(5) to sections 204(b)(1)(C) [payments to adults] and 264(c)(1)(A) [year-round payments to youths]) to exclude on-the-job training payments received under the Summer Youth Employment and Training Program. This means that currently only on-the-job training payments to

   1. youths, other than dependents under 19, in year-round programs and

   2. adults can be counted. All other JTPA income is excluded.

7. P. L. 99-425, Section (e), the Low-Income Home Energy Assistance Act, 9/30/86.

   The amount of any home energy assistance payments or allowances provided directly to, or indirectly on behalf of, a household is excluded from income and resources. In determining any excess shelter expense deduction, the full amount of such payments or allowances shall be deemed to be expended by such household for heating or cooling expenses.

8. P. L. 99-498, the Higher Education Act Amendments of 1986, Section 479B, as amended by P. L. 100-50, June 3, 1987.

   Amounts made available for tuition and fees and, for students attending an institution at least half-time, books, supplies, transportation and miscellaneous personal expenses (other than room, board and dependent care) provided under Title IV of the Act and by the Bureau of Indian Affairs were excluded from income and resources.

   P. L. 102-325, the Higher Education Amendments of 1992, dated 7/23/92, contain two separate provisions that affect the treatment of

payments made under the Higher Education Act. In regard to Title IV--Student Assistance, Part F, Section 479B provides that:

Notwithstanding any other provision of law, student financial assistance received under this title, or under Bureau of Indian Affairs student assistance programs, shall not be taken into account in determining the need or eligibility of any person for benefits or assistance, or the amount of such benefits or assistance, under any Federal, State, or local program financed in whole or in part with Federal funds.

Student assistance authorized under Title IV includes the following: (State and local agencies select students for some of these programs. In addition, some State and local agencies have separate programs of their own with similar names.)

- Basic Educational Opportunity Grants (BEOG or Federal Pell Grants)
- Presidential Access Scholarships (PAS-Super Pell Grants)
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- State Student Incentives Grants (SSIG)
- Federal Direct Student Loan Programs (FDSLP) (Formerly GSL and FFELP):
    - Federal Direct Supplemental Loan Program (provides loans to students)
    - Federal Direct PLUS Program (provides loans to parents)
    - Federal Direct Stafford Loan Program,
    - Federal Direct Unsubsidized Stafford Loan Program, and
    - Federal Consolidated Loan Program
- Federal Perkins Loan Program - Direct loans to students in institutions of higher education (Perkins Loans, formerly NDSL)
- Federal Work Study Program (Note: Not all Federal work study funds come under Title IV of the Higher Education Act.)
- TRIO Grants (Go to organizations or institutions for students from disadvantaged backgrounds):
    - Upward Bound (Some stipends go to students)
    - Student Support Services
    - Robert E. McNair Post-Baccalaureate Achievement
- Robert C. Byrd Honors Scholarship Program
- College Assistance Migrant Program (CAMP) for students whose families are engaged in migrant and seasonal farm work
- High School Equivalency Program (HEP)
- National Early Intervention Scholarship and Partnership Program (NEISP).

There is only one ***BIA*** student assistance program per se. It is the Higher Education Grant Program, which is sometimes called the

Scholarship Grant Program. However, education or training assistance received under any ***BIA*** program must be excluded. There is an Adult Education Program that provides money to adults to get a GED, attend technical schools, and for job training. There is also an employment assistance program. In addition, education and training may be made available under separate programs like the Indian Child and Family Programs. Each tribe has a ***BIA*** agency that may be contacted for more information about education and training assistance.

Section 480(b) provides that:

> The changes made in part F of title IV of the Act by the amendment made by this section shall apply with respect to determinations of need under such part F for award years beginning on or after July 1, 1993.

Title XIII, Indian Higher Education Programs, Part E-- Tribal Development Student Assistance Revolving Loan Program (Tribal Development Student Assistance Act), Section 1343(c) provides in part that:

> ... for purposes of determining eligibility, loans provided under this program may not be considered in needs analysis under any other Federal law, and may not penalize students in determining eligibility for other funds.

The Part E exclusion was effective October 1, 1992.

P. L. 98-524, the Carl D. Perkins Vocational Education Act, Section 507, as amended by P. L. 101-392, 9/25/90, Sections 501 and 701 of the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990. Amounts made available for tuition and fees and, for students attending an institution at least half-time, books, supplies, transportation, dependent care, and miscellaneous personal expenses (other than room and board). This provision was effective July 1, 1991. The programs under this Act include the following:

- Indian Vocational Education Program
- Native Hawaiian Vocational Education Program
- State Vocational and Applied Technology Education Program which contains the:
  - State Program and State Leadership Activities
  - Program for Single Parents, Displaced Homemakers, and Single Pregnant Women
  - Sex Equity Program
  - Programs for Criminal Offenders

- Secondary School Vocational Education Program
- Postsecondary and Adult Vocational Education Program
- State Assistance for Vocational Education Support Programs by Community-Based Organizations
- Consumer and Homemaking Education Program
- Comprehensive Career Guidance and Counseling Program

Training Program

- National Tech-Prep Education Program
- State-administered Tech-Prep Education Program
- Supplementary State Grants for Facilities and Equipment and Other Program Improvement Activities
- Community Education Employment Centers Program
- Vocational Education Lighthouse Schools Program
- Tribally Controlled Postsecondary Vocational Institutions Program
- Vocational Education Research Program
- National Network for Curriculum Coordination in Vocational and Technical Education
- National Center or Centers for Research in Vocational Education
- Materials Development in Telecommunications Program
- Demonstration Centers for the Training of Dislocated Workers Program
- Vocational Education Training and Study Grants Program
- Vocational Education Leadership Development Awards Program
- Vocational Educator Training Fellowships Program
- Internships for Gifted and Talented Vocational Education Students Program
- Business and Education Standards Program
- Blue Ribbon Vocational Education Program
- Educational Programs for Federal Correctional Institutions
- Vocational Education Dropout Prevention Program
- Model Programs of Regional Training for Skilled Trades
- Demonstration Projects for the Integration of Vocational and Academic Learning Program
- Cooperative Demonstration Programs
- Bilingual Vocational Training Program
- Bilingual Vocational Instructor Training Program
- Bilingual Materials, Methods, and Techniques Program

(Federal Perkins Loans authorized under Part E of Title IV of the Higher Education Act must be handled in accordance with other Title IV income.)

Section 5(d)(3) of the Food Stamp Act, as amended by P. L. 101-624, Food, Agriculture, Conservation and Trade Act of 1990, Title XVIII, Mickey Leland Memorial Domestic Hunger Relief Act, 11/28/90, and P. L. 102-237, Food, Agriculture, Conservation, and Trade Act Amendments of 1991, Section 903, provides that educational monies are excluded from income:

- when they are awarded to a person enrolled at a recognized institution of post-secondary education, at a school for the handicapped, in a vocational education program, or in a program that provides for completion of a secondary school diploma or obtaining the equivalent thereof,

- to the extent that they do not exceed the amount used for or made available as an allowance determined by such school, institution, program, or other grantor, for tuition, mandatory fees (including the rental or purchase of any equipment, materials, and supplies related to the pursuit of the course of study involved), books, supplies, transportation, and other miscellaneous personal expenses (other than living expenses), of the student incidental to attending such school, institution, or program, and

- to the extent loans include any origination fees and insurance premiums.)

9. P. L. 99-576, Veterans' Benefits Improvement and Health- Care Authorization Act of 1986,

Section 303(a)(1), 8/7/86, which amended Section 1411(b) and 1412(c) of the Veterans' Educational Act of 1984 (GI Bill) provides that any amount by which the basic pay of an individual is reduced under this subsection shall revert to the Treasury and shall not, for purposes of any Federal law, be considered to have been received by or to be within the control of such individual. Title 38 of the USC, Chapter 30, Section 1411 refers to basic educational assistance entitlement for service on active duty and Section 1412 refers to basic educational assistance entitlement for service in the Selected Reserve. (Section 216 of P. L. 99-576 authorized stipends for participation in study of Vietnam-era veterans' psychological problems. These payments are not excluded by law.)

10. P. L. 100-175, Section 166, Older Americans Act, 11/29/87.

Funds received by persons 55 and older under the Senior Community Service Employment Program under Title V of the Older Americans Act

are excluded from income. Each State and eight organizations receive Title V funds. The organizations that receive some Title V funds are as follows:

- Green Thumb
- National Council on Aging
- National Council of Senior Citizens
- American Association of Retired Persons
- U. S. Forest Service
- National Association for Spanish Speaking Elderly
- National Urban League
- National Council on Black Aging

11. P. L. 100-242, Section 126(c)(5)(A), 11-6-87, The Housing and Community Development Act of 1987,

    Excludes most increases in the earned income of a family residing in certain housing while participating in HUD demonstration projects authorized by section 126. Demonstration projects were authorized by this law for Charlotte, North Carolina, and 10 additional locations. As of 3/8/96 only the Charlotte project was operating. The others were frozen because it would cost too much money. The Charlotte project was named in the legislation and that is why it is operating.

12. P. L. 100-383, section 105(f)(2), Wartime Relocation of Civilians, 8/10/88 (the Civil Liberties Act of 1988).

    Payments to U. S. citizens of Japanese ancestry and permanent resident Japanese aliens or their survivors and Aleut residents of the Pribilof Islands and the Aleutian Islands West of Unimak Island are excluded from income and resources.

13. P. L. 100-435, Section 501, 9/19/88, which amended Section 17(m)(7) of the Child Nutrition Act of 1966.

    Under *WIC* demonstration projects, coupons that may be exchanged for food at farmers' markets are excluded from income and resources.

14. P. L. 101-201, Agent Orange Compensation Exclusion Act, 12/6/89.

    All payments from the Agent Orange Settlement fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation are excluded from income and resources retroactive to January 1, 1989. The disabled veteran will receive yearly payments. Survivors of deceased disabled veterans will receive a lump-sum

payment. These payments were disbursed by the AETNA insurance company.

P. L. 101-239, 12/19/89, the Omnibus Budget Reconciliation Act of 1989, Section 10405, also excluded payments made from the Agent Orange settlement fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.) from income and resources in determining eligibility for the amount of benefits under the Food Stamp Program.

(Note: P. L. 102-4, Agent Orange Act of 1991, 2/6/91, authorized veterans' benefits to some veterans with service connected disabilities resulting from exposure to agent orange. These *VA* payments are not excluded by law.)

15. P. L. 101-426, Section 6 (h)(2), the Radiation Exposure Compensation Act, dated October 15, 1990,

Excludes payments made under this public law from food stamp income and resources.

16. P. L. 101-508, 11/5/90, the Omnibus Budget Reconciliation Act of 1990, Title XI Revenue Provisions, Section 11111,

Modifications of Earned Income Tax Credit, subsection (b) provides that any Federal earned income tax credit shall not be treated as income and shall not be taken into account in determining resources for the month of its receipt and the following month.

The September 1988 amendments to the Food Stamp Act require the exclusion from income of any payment made to the household under section 3507 of the Internal Revenue Code of 1986 (relating to advance payment of earned income credit). The August 1993 amendments to the Food Stamp Act require the exclusion from resources of any earned income tax credits received by any member of the household for a period of 12 months from receipt if such member was participating in the food stamp program at the time the credits were received and participated in such program continuously during the 12-month period.

17. P. L. 101-610, Section 177(d), 11/16/90, National and Community Service Act (NCSA) of 1990,

Provides that Section 142(b) of the JTPA applies to projects conducted under Title I of the NCSA as if such projects were conducted under the JTPA. See item 6 above for the JTPA income exclusion. Title I includes three Acts: (1) Serve-America: The Community Service, Schools and

Service-Learning Act of 1990, (2) the American Conservation and Youth Service Corps Act of 1990, and (3) the National and Community Service Act. There are about 47 different NCSA programs, and they vary by State. Most of the payments are made as a weekly stipend or for educational assistance. The Higher Education Service-Learning program and the AmeriCorps umbrella program come under this Title. The National Civilian Community Corps (NCCC) is a federally managed AmeriCorps program. The Summer for Safety program is an AmeriCorps program under which participants earn a stipend and a $1000 post-service educational award. The National and Community Service Trust Act of 1993, P. L. 103-82, 9/23/93, amended the National and Community Services Act of 1990 but it did not change the exclusion.

18. P. L. 101-625, section 22(i), Cranston-Gonzales National Affordable Housing Act, dated 11/28/90 (42 USCS 1437t(i)) provides that,

    i. Treatment of Income. --No service provided to a public housing resident under this section [Family Investment Centers] may be treated as income for purposes of any other program or provision of State or Federal law.

    This exclusion applies to services such as childcare, employment training and counseling, literacy training, computer skills training, assistance in the attainment of certificates of high school equivalency and other services. It does not apply to wages or stipends.

    This same public law, Section 522(i)(4), excludes most increases in the earned income of a family residing in certain housing while participating in HUD demonstration projects authorized by this public law. Demonstration projects are authorized by this law for Chicago, Illinois, and 3 other locations. The affected regional offices will be contacted individually regarding these projects.

19. P. L. 102-550, Housing and Community Development Act of1992,

    Section 456(e) provides that payments made under the Youthbuild Program are to be treated like JTPA payments. Therefore they should be excluded from income in accordance with item 6 above.

20. P. L. 102-586, signed 11/4/92,

    Section 8, amended the Child Care and Development Block Grant Act Amendments of 1992 by adding a new Section 658S to exclude the value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under this subchapter from income for purposes of any other

Federal or Federally-assisted program that bases eligibility, or the amount of benefits, on need. (These payments are made under the Social Security Act, as amended.)

21. P. L. 103-286, dated 8/1/94, Section 1 (a) provides in part that:

    Payments made to individuals because of their status as victims of Nazi persecution shall be disregarded in determining eligibility for and the amount of benefits or services to be provided under any Federal or federally assisted program which provides benefits or services based, in whole or in part, on need.

22. P. L. 103-322, section 230202, dated 9/13/94, amended Section 1403 of the Crime Act of 1984 (42 U.S.C. 10602) to provide in part that:

    Notwithstanding any other law, if the compensation paid by an eligible crime victim compensation program would cover costs that a Federal program, or a federally financed State or local program, would otherwise pay,

    1. such crime victim compensation program shall not pay that compensation; and
    2. the other program shall make its payments without regard to the existence of the crime victim compensation program.

    Based on this language, payments received under this program must be excluded from income and resources for food stamp purposes.

23. P. L. 104-193, section 103(a), dated 8/22/96,

    Amended Section 404(h) of Part A of Title IV of the Social Security Act to provide that for the purpose of * determining eligibility to receive, or the amount of, any benefit authorized by the Food Stamp Act, funds (including interest accruing) in an individual * development account under the ***TANF*** block grant program shall be disregarded with respect to any period during which such individual maintains or makes contributions into such an account.

24. P. L. 104-204, section 1805(d), dated 9/26/96 provides that::

    Notwithstanding any other provision of law, the allowance paid to a child under this section shall not be considered income or resources in determining eligibility for or the amount of benefits under any Federal or federally assisted program.

    A monthly allowance (from $200-$1,200) is paid to a child of a Vietnam

veteran for any disability resulting from spina bifida suffered by such child.

Part B -- AMERICAN INDIAN OR ALASKA NATIVE

Usually a law will authorize payments to members of a tribe or band, and the law will apply to the members enrolled in the tribe or band wherever they live. However, items 2, 3, and 4 are general laws, and they apply to all tribes. The individuals should have documentation showing the type of payment and where it originated.

1. P. L. 92-203, section 29, dated 1/2/76,

   The Alaska Native Claims Settlement Act, and Section 15 of P. L. 100-241, 2/3/88, the Alaska Native Claims Settlement Act Amendments of 1987 - All compensation (including cash, stock, partnership interest, land, interest in land, and other benefits) received under this Act are excluded from income and resources.

2. 25 USCS 640d-22 (P. L. 93-531, section 22, dated 12/22/74)

   Provides in part that the availability of financial assistance to any Navajo or Hopi Indian pursuant to 25 USCS § 460d-460d-31 may not be considered as income or resources or otherwise used as the basis for denying or reducing the financial assistance or other benefits to which such household or member would otherwise be entitled to under the Social Security Act or any other Federal or federally assisted program.

3. 25 USCS 1407 Judgment Funds (as amended by P. L. 93-134 and P. L. 97-458) provides that:

   None of the funds [appropriated in satisfaction of judgments of the Indian Claims Commission or Claims Court in favor of any Indian tribe, band, etc.] which--

   I. are distributed per capita or held in trust pursuant to a plan approved under the provisions of this Act [25 USCS §§ 1401 et seq.], or

   II. on the date of enactment of this Act [enacted Jan. 12, 1983], are to be distributed per capita or are held in trust pursuant to a plan approved by Congress prior to the date of enactment of this Act [enacted Jan. 12, 1983], or

   III. were distributed pursuant to a plan approved by Congress after December 31, 1981 but prior to the date of enactment of this Act

[enacted Jan. 12, 1983], and any purchases made with such funds, including all interest and investment income accrued thereon while such funds are so held in trust, shall be subject to Federal or State income taxes, nor shall such funds nor their availability be considered as income or resources nor otherwise utilized as the basis for denying or reducing the financial assistance or other benefits to which such household or member would otherwise be entitled under the Social Security Act [42 USCS §§ 301 et seq.] or, except for per capita shares in excess of $2,000, any Federal or federally assisted program.

This $2,000 per capita exclusion applies to each payment made to each person. Initial purchases made with exempt payments distributed between January 1, 1982 and January 12, 1983, are excluded from resources to the extent that excluded funds were used.

4. P. L. 98-64, 8/2/83,

Applied the exclusion in 25 USCS 1407 to per capita payments from funds, which are held in trust by the Secretary of Interior (trust fund distributions) for an Indian tribe. (Per capita payments may be authorized for specific tribes under other public laws.)

5. 25 USCS 1408 (as amended by P. L. 93-134, P. L. 97-458, and P. L. 103-66, Section 13736, 10/7/93)

Provides that interests of individual Indians in trust or restricted lands shall not be considered a resource and up to $2,000 per year of income received by individual Indians that is derived from such interests shall not be considered income in determining eligibility for assistance under the Social Security Act or any other Federal or federally assisted program. Interests include the Indian's right to or legal share of the trust or restricted land and any income accrued from the funds in trust or the restricted lands. The exclusion applies to each individual Indian that has an interest. The income exclusion applies for both eligibility and benefit level purposes for food stamp purposes. The income exclusion applies to calendar years.

6. P. L. 93-531, section 22

Relocation assistance payments to members of the Navajo and Hopi Tribes are excluded from income and resources.

7. P. L. 94-114, section 6, 10/17/75

Income derived from certain submarginal land held in trust for certain Indian tribes is excluded from income and resources. The tribes that

may benefit are:

Bad River Band of the Lake Superior Tribe of Chippewa Indians of Wisconsin
Blackfeet Tribe
Cherokee Nation of Oklahoma
Cheyenne River Sioux Tribe
Crow Creek Sioux Tribe
Lower Brule Sioux Tribe
Devils Lake Sioux Tribe
Fort Belknap Indian Community
Assiniboine and Sioux Tribes
Lac Courte Oreilles Band of Lake Superior Chippewa Indians
Keweenaw Bay Indian Community
Minnesota Chippewa Tribe
Navajo Tribe
Oglala Sioux Tribe
Rosebud Sioux Tribe
Shoshone-Bannock Tribes
Standing Rock Sioux Tribe

8. P. L. 94-189, Section 6, 12/31/75

Funds distributed per capita to the Sac and Fox Indians or held in trust are excluded from income and resources. The funds are divided between members of the Sac and Fox Tribe of Oklahoma and the Sac and Fox Tribe of the Mississippi in Iowa. The judgments were awarded in Indian Claims Commission dockets numbered 219, 153, 135, 158, 231, 83, and 95.

9. P. L. 94-540

Payments from the disposition of funds to the Grand River Band of Ottawa Indians are excluded from income and resources.

10. P. L. 95-433, section 2

Indian Claims Commission payments made pursuant to this Public Law to the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation are excluded from income and resources.

11. 25 USCS 1931 Indian Child Welfare (P. L. 95-608, 11/8/78),

Subparagraph (a) provides for child and family service grant programs on or near reservations in the preparation and implementation of child

welfare codes. Such programs may include, but are not limited to, family assistance, including homemaker and home counselors, day care, after school care, and employment, recreational activities, and respite care; home improvement; the employment of professional and other trained personnel to assist the tribal court in the disposition of domestic relations and child welfare matters; and education and training of Indians; including tribal court judges and staff, in skills relating to child and family assistance and service programs. Subparagraph (b) provides that assistance under 25 USCS 1901 et seq. shall not be a basis for the denial or reduction of any assistance otherwise authorized under any federally assisted programs. (Similar off-reservation programs are authorized by 25 USCS 1932. We have asked the Office of General Counsel if the exclusion applies to these programs.)

12. P. L. 96-420, section 9(c), 10/10/80, Maine Indian Claims Settlement Act of 1980

    Payments made to the Passamaquoddy Tribe, the Penobscot Nation, and the Houlton Band of Maliseet are excluded from income and resources.

13. P. L. 97-403

    Payments to the Turtle Mountain Band of Chippewas, Arizona are excluded from income and resources.

14. P. L. 97-408

    Payments to the Blackfeet, Grosventre, and Assiniboine tribes, Montana, and the Papago, Arizona, are excluded from income and resources.

15. P. L. 98-123, Section 3, 10/13/83

    Funds distributed under this Act to members of the Red Lake Band of Chippewa Indians are excluded from income and resources. Funds were awarded in docket number 15-72 of the United States Court of Claims.

16. P. L. 98-124, Section 5

    Per capita and interest payments made to members of the Assiniboine Tribe of the Fort Belknap Indian Community, Montana, and the Assiniboine Tribe of the Fort Peck Indian Reservation, Montana, under this Act are excluded from income and resources. Funds were awarded in docket 10-81L.

17. P. L. 98-500, Section 8, 10/17/84

Old Age Assistance Claims Settlement Act, provides that funds made to heirs of deceased Indians under this Act shall not be considered as income or resources nor otherwise used to reduce or deny SNAP benefits except for per capita shares in excess of $2,000.

18. P. L. 99-146, Section 6(b), 11/11/85

Funds distributed per capita or held in trust for members of the Chippewas of Lake Superior are excluded from income and resources. Judgements were awarded in Dockets Numbered 18-S, 18-U, 18-C, and 18-T.

Dockets 18-S and 18-U are divided among the following reservations.

Wisconsin:
Bad River Reservation
Lac du Flambeau Reservation
Lac Courte Oreilles Reservation
Sokaogon Chippewa Community
Red Cliff Reservation
St. Croix Reservation

Michigan:
Keweenaw Bay Indian Community (L'Anse, Lac Vieux Desert, and Ontonagon Bands)

Minnesota:
Fond du Lac Reservation
Grand Portage Reservation
Nett Lake Reservation (including Vermillion Lake and Deer Creek)
White Earth Reservation

Under dockets 18-C and 18-T funds are given to the Lac Courte Oreilles Band of the Lake Superior Bands of Chippewa Indians of the Lac Courte Oreilles Reservation of Wisconsin, the Bad River Band of the Lake Superior Tribe of Chippewa Indians of the Bad River Reservation, the Sokaogon Chippewa Community of the Mole Lake Band of Chippewa Indians, and the St. Croix Chippewa Indians of Wisconsin.

19. P. L. 99-264, White Earth Reservation Land Settlement Act of 1985, 3/24/86

Section 16 excludes moneys paid under this Act from income and resources. This Act involves members of the White Earth Band of

Chippewa Indians in Minnesota.

20. P. L. 99-346, Section 6(b)(2)

Payments to the Saginaw Chippewa Indian Tribe of Michigan are excluded from income and resources.

21. P. L. 99-377, Section 4(b), 8/8/86,

Funds distributed per capita to the Chippewas of the Mississippi or held in trust under this Act are excluded from income and resources. The judgments were awarded in Docket Number 18-S. The funds are divided by reservation affiliation for the Mille Lac Reservation, Minnesota; White Earth Reservation, Minnesota; and Leech Lake Reservation, Minnesota.

22. P. L. 101-41, 6/21/89, the Puyallup Tribe of Indians Settlement Act of 1989

Section 10 (b) provides that nothing in this Act shall affect the eligibility of the Tribe or any of its members for any Federal program. Section 10(c) provides that none of the funds, assets, or income from the trust fund established in section 6(b) shall at any time be used as a basis for denying or reducing funds to the Tribe or its members under any Federal, State, or local program. (The Puyallup Tribe is located in the State of Washington.)

23. P. L. 101-277, 4/30/90

Funds appropriated in satisfaction of judgments awarded to the Seminole Indians in dockets 73, 151, and 73-A of the Indian Claims Commission are excluded from income and resources except for per capita payments in excess of $2,000. Payments were allocated to the Seminole Nation of Oklahoma, the Seminole Tribe of Florida, the Miccosukee Tribe of Indians of Florida, and the independent Seminole Indians of Florida.

24. P. L. 101 503, Section 8(b)

Seneca Nation Settlement Act of 1990, dated November 3, 1990, provides that none of the payments, funds or distributions authorized, established, or directed by this Act, and none of the income derived therefrom, shall affect the eligibility of the Seneca Nation or its members for, or be used as a basis for denying or reducing funds under, any Federal program.

25. P. L. 103-436, 11/2/94

Confederated Tribes of the Colville Reservation Grand Coulee Dam Settlement Act, Section 7(b), provides that payments made pursuant to that Act are totally excluded from income and resources for food stamp purposes.

26. P. L. 105-143,12/15/97

Michigan Indian Land Claims Settlement Act, Section 111, provides in part that the eligibility for or receipt of distributions under this Act by a tribe or individual shall not be considered as income, resources, or otherwise when determining the eligibility for or computation of any payment or other benefit to such tribe, individual, or household under any financial aid program or any other benefit to which such tribe household, or individual would otherwise be entitled under any Federal or federally assisted program. This public law pertains to judgment funds of the Ottawa and Chippewa Indians of Michigan.

Addendum D
The Leave and Earnings Statement

Military personnel receive their wages through the *LES* (Leave and Earnings Statement).

- The **Entitlements** column reflects a military person's payments and allowances.
- The **Deductions** column shows items that are deducted from the entitlements column including tax withholdings, tax payments, Medicare and debt collections.
- The **Allotments** column shows items paid to a qualified person or business.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT

ID	NAME (Last, First,MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	[redacted]	[redacted]	E5	040211	04	100210	AF	[redacted]	1-31 JUL 08

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY	
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd	.00
A BASE PAY	2247.30	FEDERAL TAXES	88.46	DISCRETIONARY ALT	1521.00	+Tot Ent	4266.73
B BAS	294.43	FICA-SOC SECURITY	139.33	TRICARE DENTAL	11.58	-Tot Ded	1570.22
C BAH	1725.00	FICA-MEDICARE	32.59			-Tot Allt	1532.58
D		SGLI	27.00			=Net Amt	1163.93
E		AFRH	.50			-Cr Fwd	.00
F		FAMILY SGLI	5.50			=EOM Pay	1163.93
G		TSP	112.37				
H		MID-MONTH-PAY	1164.47				
I							
J							
K							
L							
M							
N							
O							
TOTAL	4266.73		1570.22		1532.58		

DIEMS	RETPLAN
040211	CHOICE

LEAVE	BF Bal	Ernd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD
	25.5	25.0	11	39.5	85.5	.0	.0	.0		2134.93	13682.36	M	02	.00	493.01

FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD
	2247.30	14402.50	892.94	14402.50	208.83		AK	.00	.00	N	00	.00

PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	W/DEP	SPOUSE	08641	.00	1	R		0			.00		

THRIFT SAVINGS PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	5	.00	0	.00	0	.00	0	.00
	TSP YTD Deductions			Deferred		Exempt		
	720.14			720.14		.00		

REMARKS: YTD ENTITLE 27768.11 YTD DEDUCT 2557.92

IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.
-LEAVE CARRYOVER INCREASED TO 75 DAYS FOR FY08. NO ACTION REQUIRED BY MEMBERS. DFAS WILL BEGIN RESTORING AFTER 1 OCT 08.
-MYPAY HAS ALLOWED MBRS TO ELECT A HARD-COPY LES VIA US MAIL. AF POLICY IS TO PROVIDE AN ELECTRONIC LES. EFF 1 OCT (SEP LES), AF WILL NO LONGER PRINT LES STATEMENTS IF AVAILABLE ON MYPAY. THANK YOU FOR YOUR SUPPORT.
-IF YOUR SPOUSE WANTS INFO ABOUT THE MILITARY LIFESTYLE WE INVITE HIM/HER TO JOIN US FOR THE NEXT HEART LINK SPOUSES ORIENTATION. LUNCH AND CHILD CARE ARE PROVIDED. CALL YOUR BASE AIRMAN & FAMILY READINESS CTR FOR DETAILS.
-IF YOU GAMBLE WITH SAFETY...YOU BET YOUR LIFE.
-ELECTIONS ARE COMING! UPDATE YOUR ADDRESS TO GET AN ABSENTEE BALLOT. REQUEST YOUR BALLOT FOR THE PRESIDENTIAL AND STATE ELECTIONS. SEE YOUR VOTING ASST. OFFICER OR WWW.FVAP.GOV.

TSP 080701(183)
RATE CHG SGLI 080701(183)
CHANGE GRADE 080701(184)
BAH BASED ON W/DEP, ZIP 08641
BANK [redacted]
ACCT # [redacted]

WWW.DFAS.MIL

DFAS Form 702, Jan 02

There are numerous items that can appear in these three columns for different military personnel in different types of deployment and housing situations. The following lists the most common of these items and how each are counted in the budget when determining eligibility.

Note:

Military pay is received via direct deposit. The name of the bank and account number are listed at the bottom right of the Leave and Earnings Statement.

ENTITLEMENTS	
ENTITLEMENT DEFINITIONS	**COUNTS AS INCOME?**
ADVANCE DEBT: Debt repayment from advance pay.	NO
ADVANCE PAY: Pay that can be drawn interest free up to three months in advance.	NO
AMOUNT BROUGHT FORWARD FROM PREVIOUS MONTH (AMTFWD): Amount of all unpaid pay or allowances brought forward from the previous month.	NO
AVIATION CAREER INCENTIVE PAY: Special pay to officers who hold positions or are in training to get positions in aviation.	YES
BAH DIFFERENTIAL (BAH-DIF): The difference between the full married BAH rate and full single BAH is paid to military personnel who do not have custody of their children and are paying court ordered child support.	YES
BASE PAY OR BASIC PAY: A military person's base pay before other entitlements are added.	YES
BASIC ALLOWANCE FOR HOUSING (BAH) or BASIC ALLOWANCE FOR QUARTERS (BAQ): The military offers free or subsidized housing to all its personnel. The amount of BAH is dependent upon the rank, location and whether they have dependents.	VARIES SEE FS MS 605-2 (E)(2) & (3)
BASIC ALLOWANCE FOR SUBSISTENCE (BAS): This is a military person's food allowance. Most (but not all) of the BAS is automatically deducted from the paychecks of members required to consume meals in the dining facilities.	YES
CAREER SEA PAY& REGULAR SEA PAY: Special pay received by military personnel on sea duty.	YES
CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP): Special pay for Navy or Air Force who perform operational flying duties.	YES
CLOTHING ALLOWANCE (CMA): Annual clothing allowance paid to military personnel for the repair/replacement of military clothing issued during basic training.	NO
COMBAT PAY(or incentive pay for hazardous duty, hostile fire pay, or imminent danger pay): Payments to a military person assigned or deployed to a combat zone.	NO
COST OF LIVING ALLOWANCE (COLA): Compensation paid to military personnel who are stationed in	YES

certain “high-cost” locations in the continental United States.	
DISLOCATION ALLOWANCE (DLA) due to permanent change of location (PCL): Partial payment of relocation expenses (not otherwise reimbursed) paid to military personnel when relocating their household due to a permanent change of location(PCL).	NO
DIVING DUTY PAY: Special pay for Armed Force military personnel assigned to diving duty.	YES
FAMILY SEPERATION ALLOWANCE (FSA): Allowance to military personnel with dependents anytime they are away from their families (due to military orders) for 30 days or longer.	YES
FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE(FSSA): Assistance to certain military personnel and their families so they will not have to rely on food stamps to make ends meet.	YES
FLIGHT PAY: Allowances to military personnel who are on flying status.	YES
FOREIGN DUTY PAY(FDP): Special pay received by military personnel on duty outside the 48 contiguous states and the District of Columbia.	YES
FOREIGN LANGUAGE PROFICIENCY PAY(FLPP): Special pay to military personnel receiving basic pay and certified by the individual service secretary to be proficient in a foreign language.	YES
HARDSHIP DUTY PAY-INVOLUNTARY EXTENSION: Extra pay for military personnel on designated involuntary extension.	VARIES, SEE FS MS 605-2 E (b)(ii)
HARDSHIP DUTY PAY-LOCATION(HDP-L): Compensation paid to military personnel assigned outside the continental United States in Quality of Life (QoL) Hardship locations.	VARIES, SEE FS MS 605-2 E (b)(ii)
HARDSHIP DUTY PAY-MISSION (HDP-M): Special pay to military personnel for performing designated hardship missions.	VARIES, SEE FS MS 605-2 E (b)(ii)
JUMP PAY: Special pay or allotment if required to jump from an airplane	YES
LEAVE OR SEPARATE RATIONS: Special pay to military personnel who live in housing that are not required to consume meals in the dining facilities.	YES
MOVING HOUSING ALLOWANCE(MIHA), MISCELLANEOUS, RENT, AND SECURITY: **MIHA-Up front –** Reimbursement for household necessities. **MIHA Rent** - Reimbursement for one time fees such as real estate agent or redecoration fees. **MIHA Security** - Reimbursement for security improvements.	NO
NATIONAL GUARD PAY:	YES

Basic pay for service personnel of the National Guard.	
PER DIEM: Special pay to military personnel to help defer the costs of traveling on temporary orders.	NO, unless exceeds actual costs
REENLISTMENT BONUSES: This payment could be received a lump sum or in installments.	YES, if received in installments NO, if received in as a non-recurring lump sum.
SAVE PAY: This is pay received by an enlisted military person who accepts an appointment as an officer.	NO
SPECIAL DUTY ASSIGNMENT PAY (SDAP): Pay to military personnel in addition to basic pay for performing extremely difficult duties, or duties involving as unusual degree of responsibility.	YES
SPECIAL PAY FOR MEDICAL AND DENTAL OFFICERS: Special pay for health professionals.	YES
SPECIAL PAY FOR WARFARE: A bonus paid to an officer who remains in active duty in special warfare service for at least one year, up to $15,000 for each year of continuation.	YES, if received in installments NO, if received in as a non-recurring lump sum.
SUBMARINE DUTY INCENTIVE PAY: Special pay to sailors under orders to a submarine.	YES
SUPPORT/COMMUNITY DEBT (CHILD SUPPORT): This is normally child or spousal support owed outside the household and is not extra pay.	NO
WOUNDED WARRIOR PAY: Pay to military personnel receiving medical treatment and rehabilitation until they have returned to active duty.	YES

DEDUCTIONS	
DEDUCTION DEFINITIONS	**ALLOWABLE DEDUCTION?**
ARMED FORCES RETIREMENT HOME (AFRH): A retirement community that offers residential living quarters, health care, social services, recreational and entertainment programs.	NO
DEBT: This is repayment of a debt by a military person.	NO
FAMILY SGLI (FSGLI): A low cost group life insurance for a military person's spouse and children.	NO
REPAY ADVANCE: This is a repayment of advance pay.	NO, not an allowable deduction. This is repayment of a debt.
SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI):	NO

A low cost group life insurance for military personnel.	
SUPPORT/COMM DEBT (CHILD SUPPORT): This is a child or spousal support payment.	YES, if legal child support obligation is verified through CSSD or a court order
TSP(THRIFT SAVINGS PLAN): This is a retirement savings account	NO
Alimony paid to a spouse by retired military	YES

ALLOTMENTS	
ALLOTMENT DEFINITIONS	**IS IT AN ISSUE?**
DISCRETIONARY ALLOTMENT: This is a designated amount of money that is automatically distributed from a military person's pay and may be stopped, started, or adjusted at will. These can include payments of premiums for commercial life insurance for the military person or the military person's spouse or children.	Possible countable resource or deduction.
NON-DISCRETIONARY ALLOTMENT: This is a designated amount of money that is automatically distributed from a military person's pay that may or may not be voluntary and cannot be started or stopped at the member's will.	Possible countable resource or deduction.
SAVINGS BONDS: A bond issued by the U.S. Government and backed by its full faith and credit.	Possible countable resource.
TRI-CARE DENTAL (TDP): A voluntary dental insurance program available to military personnel.	Possible medical deduction.
U.S. DEBT: A repayment of debt to the U.S. government.	NO

Note:

A list of discretionary or non-discretionary allotments can be found at https://www.military.com/benefits/military-pay/military-pay-allotments.html.

Addendum E
FY 2020
Federal Poverty Income Guidelines
October 1, 2019 – April 30, 2020

	Percent of Federal Poverty Income Guidelines					
# of	LIHEAP					
People	25%	50%	75%	100%	125%	150%
Income Factor	1	0.9	0.8	0.7	0.6	0.5
1	$325	$650	$975	$ 1,300	$1,625	$1,950
2	$440	$880	$1,320	$ 1,760	$2,200	$2,641
3	$555	$1,111	$1,666	$ 2,221	$2,776	$3,332
4	$671	$1,341	$2,012	$ 2,682	$3,353	$4,023
5	$786	$1,572	$2,357	$ 3,143	$3,929	$4,715
6	$901	$1,802	$2,703	$ 3,604	$4,505	$5,406
7	$1,016	$2,033	$3,049	$ 4,065	$5,081	$6,097
8	$1,131	$2,263	$3,394	$ 4,525	$5,656	$6,788
9	$1,247	$2,493	$3,740	$ 4,986	$6,233	$7,480
10	$1,362	$2,724	$4,085	$ 5,447	$6,809	$8,171
11	$1,477	$2,954	$4,431	$ 5,908	$7,385	$8,862
12	$1,592	$3,185	$4,777	$ 6,369	$7,961	$9,553
13	$1,708	$3,415	$5,123	$ 6,830	$8,538	$10,245
14	$1,823	$3,645	$5,468	$ 7,290	$9,113	$10,936
15	$1,938	$3,876	$5,813	$ 7,751	$9,689	$11,627
16	$2,053	$4,106	$6,159	$ 8,212	$10,265	$12,318
17	$2,168	$4,337	$6,505	$ 8,673	$10,841	$13,010
18	$2,284	$4,567	$6,851	$ 9,134	$11,418	$13,701
All dollars rounded down to guarantee they are below income guidelines						
Based on January 2019 Federal Register Notice						

Addendum F
Housing Authority Contact Information

Housing Authority	Contact Name	Contact Numbers	Email Address
Alaska Housing Finance Corporation (AHFC)	Anchorage Fairbanks Juneau	330-6100 456-3738 586-3750	www.ahfc.state.us
Association of Alaska Housing Authorities	Colleen Dushkin, Administrator	330-8398	www.aahaak.org
Aleutian Housing Authority	Viola Yatchmeneff, Executive Director	563-2146	www.ahaak.org
Association of Village Council Presidents (AVCP) Reg Hsg Auth.	Jason Smith	543-3121 543-3933 (f)	www.avcphousing.org
Baranof Island Housing Authority	Dave Goade, Executive Director	747-5088 747-5701 (f)	dave@bihasitka.org
Bering Straits Regional Housing Authority	Christopher Kolerok, CEO	443-5256 443-8652 (f)	ckolerok@bsha.org
Bristol Bay Housing Authority	Brenda Akelkok, Executive Director	842-5956 842-2784 (f)	bakelkok@bbha.org
Cook Inlet Housing Authority	Carol Gore, CEO	793-3000 793-3070	cgore@cookinlethousing.org info@cookinlethousing.org
Copper River Basin Regional Housing Authority	Teri Nutter, Executive Director	822-3633 822-3662 (f)	tnutter@crbrha.org
Interior Regional Housing Authority	Jana George, CEO	452-8315 456-8941 (f)	www.irha.org
Ketchikan Indian Community Housing Authority	Joel Azure, Housing Director	228-9222	housing@kictribe.org
Kodiak Island Housing Authority		486-8111 486-4432 (f)	
North Pacific Rim Housing Authority	Olen Harris, Executive Director	562-1444 562-1445 (f)	olen@nprha.com
Northwest Inupiat Housing Authority	Guy Adams, Executive Director	442-3450 442-3486 (f)	gadams@nwiha.com
Tagiugmiullu Nunamiullu Housing Authority (TNHA)		852-7150	www.tnha.net
Tlingit Haida Regional Housing Authority	Joyce Niven Acting Interim CEO	780-6868 780-6895(f)	info@thrha.org

Updated 8-19-19