

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

P A T H

Department of Prevention, Assistance, Transition, and Health Access

FROM: John Michael Hall, Commissioner
for the Secretary

BULLETIN NO.: 03-13

DATE: November 19, 2003

SUBJECT: Fuel Program Procedures

CHANGES ADOPTED EFFECTIVE: 11/01/03

INSTRUCTIONS

Maintain Manual - See instructions below.

Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____

Information or Instructions - Retain until _____

MANUAL REFERENCE(S)

P-2900
P-2905
P-2910

This bulletin replaces fuel program procedures and crisis fuel program procedures in their entirety. Procedures for both programs have been updated to reflect procedures in practice since 1997 as a result of changes in fuel program rules.

- The Fuel Program no longer supports AUTOAPP. P-2900 B2 a. has been replaced with procedures for prior year applicants.
- Exceptions to the application period no longer apply. P-2900 B3 has been eliminated.
- The return postcard was developed in 1999 as a mechanism to notify applicants that their applications were received by the Office of Home Heating Fuel Assistance. Data entry, the return postcard, and application processing enhancements are detailed in P-2900 C.
- Fuel rules allow the Office of Home Heating Fuel Assistance to expedite a fuel benefit for a crisis fuel applicant to address a primary heat crisis. P-2900 K Expedited Fuel Application Process has been added to procedures.
- The tables of allowable income maximums and percentages of poverty based on household size for households applying for fuel assistance have been updated at P-2905 A and B.
- At P-2905 D, the tables reflect an increase in the deductions for meals and snacks as a business expense and changes in the allowances for room and board.
- P-2905 F, Fuel Consumption Proxy Tables, no longer apply and have been eliminated.

- Crisis fuel assistance procedures at P-2910 have been updated with an increase in allowable income maximums based on 150% of the 2003 Poverty Guidelines issued by the Department of Health and Human Services.
- Procedures for processing requests for expedited fuel benefits for eligible crisis beneficiaries are detailed in P-2910 C.

Manual Maintenance

<u>Remove</u>	<u>Fuel Procedures</u>	<u>Insert</u>	
TOC P.1 & P.2 (P-2900) (2 pages)		TOC P.1 & P.2 (P-2900) (2 pages)	(03-13)
P-2900 A – J (13 pages)		P-2900 A – K3 (12 pages)	(03-13)
P-2905 A – E (5 Pages)		P-2905 A – E (5 pages)	(03-13)
P-2910 A – B (1 page)		P-2910 A – C3 (4 pages)	(03-13)

P-2900

Fuel Program

- A. Forms and Notices
- B. General Application Procedures
 - 1. Instructions for District Offices
 - 2. Application Period
 - a. Prior Year Applicants
 - b. General Public and Those Not Covered in a. Above
- C. Application Processing
 - 1. Data Entry and Application Processing
 - 2. Requests for Additional Information or Verification and Processing
- D. Desk Review
- E. Notification
- F. Benefit Delivery
- G. Eligibility Calculation
- H. Changes
 - 1. No Effect on Eligibility or Benefits
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- I. June 30 through July 15
- J. Certified Fuel or Energy Suppliers
- K. Expedited Fuel Application Process
 - 1. Expedited Application Period
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P-2905

Fuel Tables

- A. Allowable Income Maximums
- B. Household Income per Month as a Percentage of Poverty Based on Household Size
- C. Standard Heating Subsidy Tables
- D. Business Expenses - Providing Day Care Meals and Snacks
- E. Payment Rate

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Crisis Assistance Program

- A. Application
- B. Allowable Income Maximums
- C. Expedited Fuel Benefit for Eligible Crisis Applicants
 - 1. Expedited Application Period
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 - a. Granted Expedited
 - b. Denied Expedited
 - 3. Payment for Crisis Services Authorized

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P-2900 A

P-2900 Fuel Program

A. Forms and Notices

All applicant notices are computer generated.

NOTE: The forms that the applicant must sign are in italics.

PATH 148	Fuel Supplier Certification Agreement
<i>PATH 201SF</i>	<i>Fuel Assistance Application</i>
PATH 203F	Fuel Program Worksheet
PATH 220	Notice of Decision (computer-generated)
<i>PATH 202SFP</i>	<i>Verification of Medically Necessary Services</i>
<i>PATH 202SFH</i>	<i>Verification of Caretaker/Companionship Services</i>
PATH 220EX	Notice of Expedited Seasonal Fuel Assistance Benefit

B. General Application Procedures

Except where otherwise stated, these procedures are directed to staff in the Office of Home Heating Fuel Assistance (OHHFA).

1. Instructions for District Offices

All fuel program applications will be processed by the OHHFA.

If an applicant returns a PATH 201SF, Fuel Assistance Application, to a district office, the district office receptionist will:

Check that the application is signed. If it is not signed and the applicant is not present, it shall be forwarded to OHHFA with a note to alert the fuel worker. If it is not signed and the applicant is present, obtain a signature.

Date-stamp all applications. Keep mail-in applications in their envelopes because the postmark is proof of the application date. On a daily basis, mail applications and attachments, if any, to the Office of Home Heating Fuel Assistance, Department of PATH, 103 South Main Street, Waterbury, VT 05671-1201.

OHHFA will process applications according to program procedures.

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P2900 B2

P-2900 Fuel Program

B. General Application Procedures (Continued)

2. Application Period (2902.1)

To receive benefits from the fuel program, households must reapply each heating season. Applications must be submitted from July 15 through the last day of February. If the last day of February falls on a Saturday or a Sunday, the application period is extended to the first business day in March. An application must be received by the department or postmarked by the last day of the application period. Applications received after the last day of the application period will be denied. There are no exceptions.

a. Prior Year Applicants:

Before July 15 each year, ACCESS generates a letter to all households who applied for fuel assistance during the previous year. The letter, fuel application form, postage-paid return envelope, and receipt postcard are mailed by the OHHFA or designated contractor.

b. General Public and Those Not Covered in a. Above

Anyone may call OHHFA toll-free at 1-800-479-6151 or contact a PATH district office to request an application. Applications are also available at Community Action agencies and Area Agencies on Aging. Outreach workers at these agencies may provide applications, assist applicants in completing them, and accept applications for delivery to the department. The application date is the date that PATH receives the application, if hand-delivered, or the postmark, if mailed.

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P-2900 C

P-2900 Fuel Program (Continued)

C. Application Processing

1. Data Entry and Application Processing

Staff of the Office of Home Heating Fuel Assistance (OHHFA) enters applications into ACCESS upon receipt each day (APPL/C).

The application should include a yellow return receipt postcard completed by the applicant. If the card is received and complete, it is stamped with the date received and anticipated date of benefit issuance if the applicant is determined eligible. It is mailed back to the applicant within two business days.

OHHFA processes eligibility in ACCESS using FUEL/C. All approvals and denials are done on a nightly basis. Workers may manually approve eligibility. Denial notices are generated daily. Notices of eligibility are generated at the time payment is made.

2. Requests for Additional Information or Verification and Processing

Interviews are not required, but fuel workers may contact applicants by phone or mail to clarify questionable or confusing information or to obtain additional information.

Unless information is questionable, no verification is required, except as stated at 2905.

When information may be provided verbally, attempt to contact the applicant by phone. If the applicant cannot be reached by phone or a written response is required, send a PATH 202V, Verification Request, with a deadline for providing the information or verification and enter a Q in the VERIFIED field on FUEL/C in ACCESS. When time permits, allow the applicant fifteen days to respond from the date the request is sent, but never less than eleven days (counting the mail date).

When the information or verification is received, change the Q to V in the VERIFIED field on FUEL/C, for applications received by the first application period deadline.

If the application was received in September, but after the application period deadline, enter an S in the VERIFIED field on FUEL/C. These recipients will receive 100 percent of the full season's benefit in January. If the application may be processed and included in time for the November benefit, enter a V in the VERIFIED field to generate the issuance in November.

If the application was received in October enter an O in the VERIFIED field on FUEL/C. These recipients will receive 100 percent of the full season's benefit in January.

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P-2900 C2

P-2900 Fuel Program (Continued)

C. State Office Processing

2. Requests for Additional Information or Verification and Processing (Continued)

If the application was received in November enter an N in the VERIFIED field on FUEL/C. These recipients will receive 100 percent of the full season's benefit in January.

If the application was received in December enter a D in the VERIFIED field on FUEL/C. These recipients will receive 80 percent of the full season's benefit in February.

If the application was received in January enter a J in the VERIFIED field on FUEL/C. These recipients will receive 60 percent of the full season's benefit in March.

If the application was received in February enter an R in the VERIFIED field on FUEL/C. These recipients will receive 40 percent of the full season's benefit in March.

If the applicant does not provide the information within the specified time frame, change the Q to F. The application will be denied and a notice will be generated the following morning.

An elderly or disabled applicant whose live-in caretaker has resources or income (other than payment from the applicant for services provided in the home) may be asked to provide proof that the caretaker provides homemaker or personal care services that the applicant cannot or should not perform. If the need for these services is questionable, send the applicant a PATH 202SFP (Verification for Medically Necessary Services) to be completed by the applicant's physician, or a PATH 202SFH (Household Verification for Caretaker or Companionship Services) to be completed by the customer and signed by both customer and caretaker or companion. If proof is not provided, the live-in caretaker must be included as a member and his or her income and resources considered when determining eligibility.

NOTE: If the applicant receives Essential Person benefits, no further verification of the need for the live-in caretaker is required.

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P-2900 D

P-2900 Fuel Program (Continued)

D. Desk Review

A desk review, formerly known as AUTOELIG, is run to determine benefit amounts reduced by the payment rate prior to the issuance of the first benefit.

If the payment rate changes after the first benefit is issued, another desk review will be run to determine benefits reduced by the payment rate for all eligible households scheduled to receive a later benefit.

E. Notification

All eligible households responsible for making payments for their heat directly to a fuel supplier, receive a notice at the time of payment (see 2907.1 for benefit schedule). Notices are generated in batch, via ACCESS, indicating the annual benefit amount issued on their behalf to their primary fuel or energy supplier and the periods covered.

Notices are printed and mailed from Montpelier.

All eligible households whose heat is included in their rent or who pay room rent, receive notification via an insert with the benefit check or on the check stub at the time of payment (see 2907.1 for benefit schedule).

Ineligible households receive denial notices as their applications are processed. These notices print overnight on a printer in the fuel office and are mailed daily.

File copies of notices are not printed, but can be seen through the PATH Intranet page, using Internet Explorer.

F. Benefit Delivery

At the time of payment (see 2907.1 for benefit schedule) ACCESS-generated lists are sent to the fuel or energy suppliers providing the names of their eligible customers, the amount of each line of credit, and the period covered. When the head of household's name is not the name on the account, both names appear on the list. Funds are transferred electronically (EFT) to the fuel suppliers' bank accounts.

Households whose heat is included in their rent or who pay room rent, receive their benefits in the form of a single-endorsee check made payable to the head of household (see 2907.1 for benefit schedule).

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P-2900 G

2900 Fuel Program (Continued)

G. Eligibility Calculation

Everyone who shares a heat source must be included in the fuel household, and their income and resources must be counted.

Exception: If an elderly or disabled applicant has a live-in caretaker who provides homemaker or personal services that the applicant cannot or should not perform, count the caretaker as a household member but do not count the caretaker's income or resources. Do count any room or meals money the caretaker pays to the elderly or disabled person as unearned income. (See 2903.2, 2904.3, and P-2900 C2.)

When ACCESS has income, resource, or dependent care expense information on members who are active in any program in the applicant's household, ACCESS uses that information in the fuel budget (2904).

Use the PATH 203F, Fuel Program Worksheet, to do a manual budget.

Follow these steps to calculate eligibility:

Step 1: Determine household composition (2901).

Step 2: Determine gross earned income of all members of the fuel household for the 30 days prior to the date of application (2904). For exclusions see 2904.3.

When ongoing income is expected to be different from income in the 30 days prior to the date of application because income is ending or beginning, use a reasonable estimate based on the best available information.

For self-employment income when a tax return has been filed, determine monthly income as follows, according to the tax forms used:

- a. Schedule C-EZ: line 3 divided by 12.
- b. Schedule C: line 31 plus line 12 plus line 13 plus Schedule D, line 18, if appropriate. Divide the total by 12.
- c. Schedule E: line 3 or 4 minus line 19, plus Schedule D, line 18, if appropriate. Divide the result by 12.

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P-2900 G2

2900 Fuel Program

G. Eligibility Calculation (Continued)

- d. Schedule F: line 11 plus line 16 minus line 35, plus Schedule D, line 18, if appropriate. Divide the result by 12.

Enter income of each individual in FUEL/C.

- Step 3: Deduct 20 percent as an employment expense.
- Step 4: Determine unearned income of all members of the fuel household. For exclusions, see 2904.3.
- Step 5: Subtract dependent care expenses up to the maximum allowed (2904.3).
- Step 6: Subtract \$150 for each member who is elderly (60 or over) or disabled (2904.3).
- Step 7: Subtract alimony or child support paid to a non household member (2904.3).
- Step 8: Drop cents to obtain the net income figure.
- Step 9: Compare the net income and household size to the allowable income maximums (P-2905A). Deny if over income; otherwise, continue to Step 10.
- Step 10: Using the table at P-2905 B, determine the percentage of poverty level for a household of this size and net income.
- Step 11: Heating costs: locate the household's annual heating cost in the Fuel Consumption Proxy Tables at 2906.4. If the household heats with coal, use the figures for wood heat. If the type of housing is "other", choose multi-family, single-family, or mobile home, depending on the applicant's description of the home.
- Step 12: If the family lives in subsidized housing, subtract the annual heating subsidy from the table at P-2905 C.
- Deny if the result is zero or less.
- Step 13: Subtract the minimum heating fuel cost from Table II in 2906.3 based on the household's percentage of poverty level (see step 10 above).

If zero or less, deny. If greater than zero, continue to step 14.

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P-2900 G3

2900 Fuel Program

G. Eligibility Calculation (Continued)

Step 14: Find the heating cost percentage for the household's percentage of poverty level (Table III in 2906.3) and multiply by the annual heating cost (step 11) or by the heating cost minus the heating subsidy, if appropriate (step 12).

Step 15: Find the maximum benefit amount in Table IV in 2906.3 and compare to the result in step 14.

If the result in step 14 is greater than the maximum benefit amount, use the maximum benefit amount.

If the result in step 14 is less than the maximum benefit amount, use the result in step 14.

Drop cents.

Step 16: Multiply by the payment rate (P-2905 E). Drop cents.

Step 17: Multiply by 100 percent for applications submitted between July 15 and August 31.

Multiply by 100 percent for applications submitted between September 1 and November 30 to be paid in January.

Multiply by 80 percent for applications submitted between December 1 and December 31 to be paid in February.

Multiply by 60 percent for applications submitted between January 1 and January 31 to be paid in early March.

Multiply by 40 percent for applications submitted between February 1 and the last day of February to be paid in late March.

Note: "Submitted" means received and date-stamped by a PATH district office or the Office of Home Heating Fuel Assistance, or date postmarked, if mailed.

Exception: If the applicant heats primarily with wood and applies by August 31, follow the calculations above and issue a fuel benefit payment of 100% by September 30.

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P-2900 G4

2900 Fuel Program

G. Eligibility Calculation (Continued)

Heated Renters: For applicants who make undesignated payments for their home heat in the form of rent, and are not receiving a rent subsidy, follow step 17 above based on the date of the application. Multiply the annual benefit amount by 30 percent to determine the amount of the check to be issued directly to the applicant (not less than \$50, 2906 b.)

Subsidized/
Heat Included: For applicants who make undesignated payments for their home heat in the form of rent and do receive a rent subsidy, an annual benefit of \$5.00 is issued by check directly to the applicant (2906 c.).

Roomers: For applicants who pay reasonable room rent for exclusive use of a room, heat included, the standard benefit of \$50 is issued (2906 d.).

H. Changes (2908)

1. No Effect on Eligibility or Benefits

The household is not required to report any changes in circumstances. Any changes reported for other programs will not affect eligibility or the benefit level once the household's eligibility and benefit amount have been approved and the benefit has been issued.

If the household receives any other benefits from the department and a worker makes changes to the STAT panels for those other programs before the payment rate is set and the benefit has been issued, a new version of FUEL/ELIG may be created based on this new information.

If the household fails or refuses to provide verification of circumstances for other programs and those other programs are denied or closed, eligibility for the fuel program will not be affected. Once a household has been granted fuel assistance, eligibility continues without change, except as stated in #2 below.

2. Death or Change in Resident Status

If all eligible members of the household are deceased or have left the state and this information has been entered on ACCESS before the benefit run, that benefit will not be issued.

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P-2900 I

2900 Fuel Program (Continued)

I. June 30 through July 15

All fuel cases will be closed effective June 30. Households who want benefits from the fuel program must apply between July 15 and the last day of February.

J. Certified Fuel or Energy Suppliers

Names of fuel suppliers who have a signed PATH 148, Fuel Supplier Certification Agreement, on file with OHHFA are available in the ACCESS vendor file (VEND/D). PATH 148s are mailed to all fuel and energy suppliers, identified as serving customers in Vermont, every three years. If an applicant names a fuel or energy supplier who is not certified, the supplier will be contacted and invited to sign the PATH 148.

The certification agreement is valid for three years. At the end of that time, a supplier will be sent a new certification agreement to sign.

If an applicant's supplier does not sign the PATH 148, the applicant may request assistance in finding a certified supplier by calling the toll-free OHHFA number: 1-800-479-6151.

Fuel suppliers refused certification shall be advised in writing. Examples of fuel suppliers who would be refused certification include, but are not limited to: a fuel supplier who is a member of an applicant's household or who is the applicant's landlord and does not have a separate fuel supply business serving the applicant and other customers.

K. Expedited Fuel Application Procedures

1. Expedited Application Period

OHHFA accepts faxed requests for expedited fuel benefits from Community Action crisis fuel workers the last Monday in November through the last day of February from Monday through Friday 9:00 a.m. to 3:00 p.m. Requests will not be accepted after 3:00 p.m., weekends, or on official state holidays.

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P-2900 K2

2900 Fuel Program

K. Expedited Seasonal Fuel Application Procedures (Continued)

2. Eligibility Determination and Data Entry

The OHHFA **only** accepts faxed requests to expedite processing and payment of fuel benefits from Community Action Agencies, and **only** for primary heating fuel.

The Community Action Program (CAP) crisis or outreach worker is required to first determine if the applicant is eligible for crisis fuel assistance. The CAP worker then sends a faxed request (with all supporting documentation) to OHHFA for expedited, using the form supplied by OHHFA.

- If a new fuel application accompanies the faxed request, it must be entered into ACCESS using APPL/C or E. Eligibility is processed
- If the fuel application is currently pending, it is pulled from pending files (date order) and eligibility is processed.
- If the application is active (eligible for a benefit but not yet paid), it is pulled from central filing and reviewed for ongoing eligibility and/or reported changes.
- If the application has been denied during the current season, the crisis fuel worker will fax a **newly completed application** with the request for expedited. Fuel workers will not reprocess an application that has been denied – a new application must be submitted. There are no exceptions.

a. Granted Expedited

If the applicant is eligible for fuel assistance, the worker approves eligibility in ACCESS and sets the “Expedited?” flag on the Eligibility Screen to “Y”. ACCESS generates an electronic funds transfer transaction and prints a mock payment warrant as verification that the approval was accepted.

The worker completes a PATH 220EX, Notice of Expedited Seasonal Fuel Assistance Benefit, and faxes it to the CAP worker who initiated the request.

The worker enters the expedited request in ACCESS under APPL/C (crisis fuel ?APPL DATE) and the eligibility determination data in ACCESS under ELIG/C/EF. Required data fields must all be completed before the data entry may be approved (Command: APP).

The expedited fax request, application, supporting documentation, original PATH 220EX, and mock payment warrant are presented to the Family Services Supervisor for payment issuance.

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P-2900 K3

2900 Fuel Program

K. Expedited Seasonal Fuel Application Procedures

2. Eligibility Determination and Data Entry (Continued)

b. Denied Expedited

If the applicant is not eligible for fuel assistance, the worker will approve the denial immediately. ACCESS will generate a denial notice to be sent directly to the applicant by mail.

If incomplete or conflicting information exists and requires verification, the request for expedited will be denied. Any questionable information, pursuant to 2905, requires verification. The application will, however, remain pending while verification is sought.

When eligibility for expedited benefits is denied, the worker will complete the Notice of Denial for Expedited Fuel Assistance form and fax it to the CAP worker.

The worker enters the expedited request in ACCESS under APPL/C (crisis fuel ?APPL DATE) and the eligibility determination data in ACCESS under ELIG/C/EF. Required data fields must all be completed before the data entry may be approved (Command: APP).

The expedited fax request and Notice of Denial for Expedited Seasonal Fuel Assistance form are presented to the Family Services Supervisor for statistical recording purposes.

3. Payment of Benefit

The Family Services Supervisor is responsible for issuing expedited benefits to the fuel supplier for primary heating fuel or energy within ten business days of the request.

One work day each week, by 2:00 pm, the Supervisor sends an email to SCHED requesting Fuel Job PAS06FVD be run. A copy of this email is sent to EBT Unit as a courtesy. A payment warrant is system generated overnight and delivered to PATH's Administrative Services Accounting Division the following morning. After banking transactions have been confirmed by Administrative Accounting, the individual payment warrants for each transaction go to the OHHFA for dissemination to the fuel suppliers by mail. Each warrant is accompanied by a cover letter to the fuel supplier prepared and signed by the Supervisor.

Funds are deposited in the bank accounts of the fuel suppliers within three business days of the electronic funds transfer date.

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P-2905 A

P-2905 Fuel Tables

A. Allowable Income Maximums

<u>Size of Household</u>	<u>Maximum Net Monthly Income</u>
1	935
2	1263
3	1590
4	1916
5	2244
6	2571
7	2898
8	3225
9	3553
10	3879
11	4206
12	4534
13	4860
14	5188
15	5515

For each additional person add \$ 328.

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P-2905 B

P-2905 Fuel Tables (Continued)

B. Household Income per Month as a Percentage of Poverty Based on Household Size

Household Size	less than 45%	45% to 54%	55% to 64%	65% to 74%	75% to 84%	85% to 94%	95% to 104%	105% to 114%	115% to 125%
1	\$0 to \$336	\$337 to \$403	\$404 to \$478	\$479 to \$553	\$554 to \$628	\$629 to \$703	\$704 to \$777	\$778 to \$852	\$853 to \$935
2	\$0 to \$454	\$455 to \$545	\$546 to \$646	\$647 to \$747	\$748 to \$848	\$849 to \$949	\$950 to \$1050	\$1051 to \$1151	\$1152 to \$1263
3	\$0 to \$572	\$573 to \$686	\$687 to \$814	\$815 to \$941	\$942 to \$1068	\$1069 to \$1195	\$1196 to \$1322	\$1323 to \$1450	\$1451 to \$1590
4	\$0 to \$689	\$690 to \$827	\$828 to \$981	\$982 to \$1134	\$1135 to \$1287	\$1288 to \$1441	\$1442 to \$1594	\$1595 to \$1747	\$1748 to \$1916
5	\$0 to \$807	\$808 to \$969	\$970 to \$1148	\$1149 to \$1328	\$1329 to \$1507	\$1508 to \$1687	\$1688 to \$1866	\$1867 to \$2046	\$2047 to \$2244
6	\$0 to \$925	\$926 to \$1110	\$1111 to \$1316	\$1317 to \$1522	\$1523 to \$1727	\$1728 to \$1933	\$1934 to \$2139	\$2140 to \$2344	\$2345 to \$2571
7	\$0 to \$1043	\$1044 to \$1251	\$1252 to \$1483	\$1484 to \$1715	\$1716 to \$1947	\$1948 to \$2178	\$2179 to \$2410	\$2411 to \$2642	\$2643 to \$2898
8	\$0 to \$1161	\$1162 to \$1393	\$1394 to \$1651	\$1652 to \$1909	\$1910 to \$2167	\$2168 to \$2425	\$2426 to \$2683	\$2684 to \$2941	\$2942 to \$3225
9	\$0 to \$1278	\$1279 to \$1534	\$1535 to \$1818	\$1819 to \$2103	\$2104 to \$2387	\$2388 to \$2671	\$2672 to \$2955	\$2956 to \$3239	\$3240 to \$3553
10	\$0 to \$1396	\$1397 to \$1675	\$1676 to \$1985	\$1986 to \$2296	\$2297 to \$2606	\$2607 to \$2916	\$2917 to \$3227	\$3228 to \$3537	\$3538 to \$3879

P-2905 Fuel Tables (Continued)

C. Standard Heating Subsidy Table

Each household living in subsidized housing has its annual heating cost reduced by an annual heating subsidy.

The tables give annualized subsidy amounts based on housing type, primary fuel type, and number of bedrooms. The subsidy amounts are from the Vermont State Housing Authority Utility Allowance Schedule effective September 1, 2000.

Note: Use the figures for wood heat when a household heats with coal.

Multi-Family Dwelling

Number of Bedrooms

	0	1	2	3	4	5
Natural Gas	192	312	408	528	648	744
Bottled Gas	360	540	732	900	1080	1272
Oil	336	408	492	552	624	696
Kerosene	396	492	576	648	732	816
Electric	204	336	468	588	720	840
Wood	240	240	360	480	480	600

Single-Family Dwelling - (including mobile homes)

Number of Bedrooms

	0	1	2	3	4	5
Natural Gas	216	348	480	612	744	876
Bottled Gas	420	636	840	1056	1272	1476
Oil	396	492	564	648	720	792
Kerosene	468	576	660	768	852	936
Electric	276	444	600	768	936	1092
Wood	240	360	360	480	600	720

P-2905 Fuel Tables (Continued)

D. Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/03)

Applicants providing day care in their own homes are entitled to deduct, as a business expense from earned income, the cost of meals and snacks provided to those children. Use the following standard deductions per child per day unless the day care provider submits information from self-employment tax forms (see P-2900 G).

Breakfast	\$.99 per day
Lunch only	\$ 1.83 per day
Dinner only	\$ 1.83 per day
Snacks	\$.54 per day

In cases that have documented nonmeal related expenses, follow these directions:

- a) Manually figure the total monthly meal expense using the higher of the standard deduction table or the actual verified expenses. Convert weekly (biweekly) expenses to a monthly figure, by multiplying by 4.3 (2.15).
- b) Figure the monthly total for nonmeal related expenses.
- c) Add a) and b) then enter the total in the ACTUALS field on the DCIN panel in ACCESS. For these cases the entries in the meals field will be disregarded and the amount in the ACTUALS field will be used.

Business Expenses - Providing Room and Board (Effective 10/1/03)

Use either A or B below, whichever is higher, for the business expense deduction.

A. ACCESS

Code	Type	Group Size					
		1	2	3	4	5	6+
1	Room Only	116	213	305	387	461	553
2	2/3 Board	94	173	247	314	373	448
3	Board Only	141	259	371	471	560	672
4	Room and 2/3 Board	210	386	552	701	834	1001
5	Room and Board	257	472	676	858	1021	1225

- B. The actual documented amount of business expenses for room and/or board providing the amount does not exceed the income received from the roomers and boarders.

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P-2905 E

P-2905 Fuel Tables (Continued)

E. Payment Rate (2906.2)

Funding is anticipated to be insufficient to meet 100 percent of the calculated benefit. The department will pay each season's fuel benefits at a percentage of the calculated benefit. The department will determine this percentage for the first benefit issuance after all applications have been entered into ACCESS and the number of eligible applicants can be determined. Then the percentage is adjusted, if necessary, based on eligible applications submitted after the initial benefit issuance.

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P-2910 A

P-2910 Crisis Assistance Program

A. Application (2952)

Households that experience a heating crisis during regular office hours may apply for crisis assistance at their local Community Action Agency.

After office hours and on weekends or holidays, households with a heating crisis may call the Vermont Department of Prevention, Assistance, Transition, and Health Access toll-free number in Waterbury: 1-800-287-0589.

B. Allowable Income Maximums (2953)

<u>Size of Household</u>	<u>Countable Monthly Income</u>
1	\$ 1122
2	1515
3	1908
4	2300
5	2693
6	3086
7	3477
8	3870
9	4263
10	4655
11	5048
12	5441
13	5832
14	6225
15	6618

For each additional person, add \$ 393

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P-2910 C

P-2910 Crisis Assistance Program (Continued)

Expedited Benefits for Eligible Crisis Applicants

1. Expedited Application Period

Community Action Agency crisis fuel or outreach workers may fax requests to the OHHFA from the last Monday in November through the last day of February (Monday through Friday 9:00 a.m. to 3:00 p.m.). Requests will not be accepted after 3:00 p.m. or on weekends or official state holidays.

2. Eligibility Determination

A fuel worker must first determine the household meets all eligibility requirements for crisis fuel assistance. In addition, the following conditions must be met to request an expedited benefit:

- Crisis situation is for primary home heating fuel or energy,
- Household has not received any fuel benefit for the season,
- Household has completed and submitted a fuel assistance application.

Crisis fuel workers consult the ACCESS database to determine the status of Seasonal Fuel. If an application is active or pending with the OHHFA, the applicant need not complete another application.

Crisis fuel worker calls the OHHFA to request expedited fuel assistance is being sent. Worker faxes the completed request form to the OHHFA with the application (if appropriate). Worker must advise the applicant not to leave the CAP office before the request is complete and a decision is rendered. Worker mails the original application to the OHHFA but keeps a copy in the files.

NOTE: If an application has been denied during the current season, the worker will fax a **newly completed application** with the request for expedited. Workers will not re-process an application that has been denied; a new application must be submitted. There are no exceptions.

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P-2910 C2

P-2910 Crisis Assistance Program

C. Expedited Benefits for Eligible Crisis Applicants

2. Eligibility Determination (Continued)

a. Granted Expedited

If the applicant is eligible for an expedited benefit, the OHHFA worker completes form PATH 220EX, Notice of Expedited Seasonal Fuel Assistance Benefit, and faxes it to the crisis worker. The worker faxes a copy of the PATH 220EX to the fuel supplier. Worker requests by telephone from the fuel supplier the fuel supplier deliver fuel to the applicant's metered primary heating fuel or energy service. The original PATH 220EX is given to the applicant along with an "Important Information" sheet which explains use of the benefit and the applicant's right to appeal. A copy of the PATH 220EX remains in the file.

If additional assistance is necessary to resolve the crisis such as a special trip fee or pressure test, the crisis worker will follow standard operating procedure in determining authorization and payment for such services.

If the crisis worker makes no other crisis worker assist during the intake of a single application, the crisis worker records the expedited benefit as a crisis fuel denial.

b. Denied Expedited

If the applicant is not eligible for fuel assistance, the OHHFA worker will complete and fax to the worker the Notice of Denial for Expedited Seasonal Fuel Assistance.

If incomplete or conflicting information exists and requires verification, the request for expedited assistance will be denied. Any questionable information, pursuant to 2905, requires verification. The OHHFA worker will fax to the crisis worker the Notice of Denial for Expedited Seasonal Fuel Assistance.

Denial of a request for expedited fuel assistance does not preclude the crisis worker from assisting the applicant with crisis fuel funds or any other available funding source providing eligibility requirements are met.

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P-2910 C3

P-2910 Crisis Assistance Program

C. Expedited Benefits for Eligible Crisis Applicants (Continued)

3. Payment for Crisis Services Authorized

Crisis workers should negotiate special trip charges because the expedited benefit would typically be a larger delivery than the minimum crisis delivery.

If the crisis worker authorizes other services (beyond primary heating assistance covered by expedited benefits) payment for such services will be rendered directly to the fuel or energy supplier under the Community Action Agency's usual and customary financial pr

