

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

BULLETIN NO.: 09-18

FROM: Joe Patrissi, Deputy Commissioner

DATE: June 3, 2009

SUBJECT: Fuel Program Procedures – Income Maximums and Fuel Tables

CHANGES ADOPTED EFFECTIVE 11/1/08

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-2905 A	P-2905 B	P-2905 C
P-2905 D	P-2910 A-B	

This bulletin revises procedures to reflect changes in the fuel program effective in the 2008-2009 season which resulted in higher income limits (SF and crisis), higher daycare deductions, and higher subsidy deductions. The delay in publication of these procedures is due to an administrative oversight.

- At P-2905 A and B the Seasonal Fuel tables have been updated with an increase in allowable income maximums at 125% of Poverty Guidelines as issued by the Department of Health and Human Services.
- At P-2905 C the Standard Heating Subsidy Tables have been updated to reflect changes received from the Vermont State Housing Authority regarding fuel and utility levels included in housing subsidies.
- At P-2905 D the tables reflect an increase in the deductions for meals and snacks as a business expense and an increase in the allowances for room and board.
- At 2910 A-B the Crisis Fuel table has been updated with an increase in allowable income maximums based on 150% of the Poverty Guidelines as issued by the Department of Health and Human Services.
- The 2008-2009 application for seasonal fuel assistance

Manual Maintenance

GA-VHAP Procedures Manual

Fuel Procedures

Remove

Insert

P-2905 A	(07-34)	P-2905 A	(09-18)
P-2905 B	(07-34)	P-2905 B	(09-18)
P-2905 C	(07-34)	P-2905 C	(09-18)
P-2905 D	(07-34)	P-2905 D	(09-18)
P-2910 A-B	(07-34)	P-2910 A-B	(09-18)

Forms Manual

ESD 201SF	(R 07/07)	(07-34)	ESD 201SF (R 07/08)	(09-18)
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P-2905 A

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P-2905 Fuel TablesA. Allowable Income Maximums

<u>Size of Household</u>	<u>Maximum Net Monthly Income</u>
1	1084
2	1459
3	1834
4	2209
5	2584
6	2959
7	3334
8	3709
9	4084
10	4459
11	4834
12	5209
13	5584
14	5959
15	6334

For each additional person add \$ 375.

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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%
<b>1</b>	\$0 to \$390	\$391 to \$468	\$469 to \$554	\$555 to \$641	\$642 to \$728	\$729 to \$814	\$815 to \$901	\$902 to \$988	\$989 to \$1084
<b>2</b>	\$0 to \$525	\$526 to \$630	\$631 to \$746	\$747 to \$863	\$864 to \$980	\$981 to \$1096	\$1097 to \$1213	\$1214 to \$1330	\$1331 to \$1459
<b>3</b>	\$0 to \$660	\$661 to \$792	\$793 to \$938	\$939 to \$1085	\$1086 to \$1232	\$1233 to \$1378	\$1379 to \$1525	\$1526 to \$1672	\$1673 to \$1834
<b>4</b>	\$0 to \$795	\$796 to \$954	\$955 to \$1130	\$1131 to \$1307	\$1308 to \$1484	\$1485 to \$1660	\$1661 to \$1837	\$1838 to \$2014	\$2015 to \$2209
<b>5</b>	\$0 to \$930	\$931 to \$1116	\$1117 to \$1322	\$1323 to \$1529	\$1530 to \$1736	\$1737 to \$1942	\$1943 to \$2149	\$2150 to \$2356	\$2357 to \$2584
<b>6</b>	\$0 to \$1065	\$1066 to \$1278	\$1279 to \$1514	\$1515 to \$1751	\$1752 to \$1988	\$1989 to \$2224	\$2225 to \$2461	\$2462 to \$2698	\$2699 to \$2959
<b>7</b>	\$0 to \$1200	\$1201 to \$1440	\$1441 to \$1706	\$1707 to \$1973	\$1974 to \$2240	\$2241 to \$2506	\$2507 to \$2773	\$2774 to \$3040	\$3041 to \$3334
<b>8</b>	\$0 to \$1335	\$1336 to \$1602	\$1603 to \$1898	\$1899 to \$2195	\$2196 to \$2492	\$2493 to \$2788	\$2789 to \$3085	\$3086 to \$3382	\$3383 to \$3709
<b>9</b>	\$0 to \$1470	\$1471 to \$1764	\$1765 to \$2090	\$2091 to \$2417	\$2418 to \$2744	\$2745 to \$3070	\$3071 to \$3397	\$3398 to \$3724	\$3725 to \$34084
<b>10</b>	\$0 to \$1605	\$1606 to \$1926	\$1927 to \$2282	\$2283 to \$2639	\$2640 to \$2996	\$2997 to \$3352	\$3353 to \$3709	\$3710 to \$4066	\$4067 to \$4459

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P-2905 C

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 October 1, 2006.

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

Multi-Family Dwelling  
Number of Bedrooms

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Natural Gas	492	648	804	960	1128	1128
Bottled Gas	312	708	1260	1500	1896	1896
Oil	900	1356	1812	2256	2712	2712
Kerosene	768	840	900	960	1020	1020
Electric	708	780	852	936	1008	1008
Wood	996	1032	1068	1104	1140	1140

Single-Family Dwelling - (including mobile homes)

Number of Bedrooms

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Natural Gas	708	864	1020	1176	1332	1332
Bottled Gas	972	1368	1764	2160	2556	2556
Oil	1080	1536	1992	2448	2892	2892
Kerosene	768	840	900	960	1020	1020
Electric	1296	1368	1440	1512	1596	1596
Wood	996	1032	1068	1104	1140	1140

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P-2905 D

P-2905 Fuel Tables

D. Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/08)

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	\$1.17 per day
Lunch only	\$2.18 per day
Dinner only	\$2.18 per day
Snack	\$ .65 per day

In cases that have documented non-meal 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 non-meal 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 10/1/08)

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

ACCESS		Group Size					
A.	Code Type	1	2	3	4	5	6+
	1 Room Only	137	251	360	458	543	652
	2 2/3 Board	117	215	309	392	465	559
	3 Board Only	176	323	463	588	698	838
	4 Room and 2/3 Board	254	466	669	850	1008	1211
	5 Room and Board	313	574	823	1046	1241	1490

- 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-2910 A

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P-2910 Crisis Assistance ProgramA. 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 Department for Children and Families 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	\$ 1301
2	1751
3	2201
4	2651
5	3101
6	3551
7	4001
8	4451
9	4901
10	5351
11	5801
12	6251
13	6701
14	7151
15	7601

For each additional person, add \$ 450