

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

BULLETIN NO.: 05-29

FROM: Betsy Forrest, Deputy Commissioner
Economic Services Division

DATE: September 30, 2005

SUBJECT: Fuel Program Procedures – Income Maximums and Fuel Tables

CHANGES ADOPTED EFFECTIVE 11/01/05

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 G
- P-2905 A
- P-2905 B
- P-2905 D
- P-2910 A-B
- Forms Manual

This bulletin revises procedures to reflect changes in the fuel program.

- P-2900 G has been changed to correct an inadvertent error in the exception – caretakers are not counted as members of the fuel household.
- 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 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 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 2005-2006 application for seasonal fuel assistance reflects changes to the valid application period.

Manual Maintenance

Fuel Procedures

Remove

P-2900 G	(03-13)
P-2905 A	(04-09)
P-2905 B	(04-09)
P-2905 D	(04-09)
P-2910 A-B	(04-09)

Insert

P-2900 G	(05-29)
P-2905 A	(05-29)
P-2905 B	(05-29)
P-2905 D	(05-29)
P-2910 A-B	(05-29)

Forms Manual

PATH 201SF (R 7/04) (04-09)

ESD 201SF (R 7/05) (05-29)

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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, do not count the caretaker as a household member and 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. (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- 2905 A

P-2905 Fuel TablesA. Allowable Income MaximumsSize of Household Maximum Net Monthly Income

1	998
2	1336
3	1676
4	2016
5	2355
6	2695
7	3035
8	3374
9	3714
10	4054
11	4393
12	4733
13	5073
14	5411
15	5751

For each additional person add \$ 340.

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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 \$359	\$360 to \$430	\$431 to \$510	\$511 to \$590	\$591 to \$670	\$671 to \$750	\$751 to \$829	\$830 to \$909	\$910 to \$998
2	\$0 to \$481	\$482 to \$577	\$578 to \$684	\$685 to \$791	\$792 to \$897	\$898 to \$1004	\$1005 to \$1111	\$1112 to \$1218	\$1219 to \$1336
3	\$0 to \$603	\$604 to \$724	\$725 to \$858	\$859 to \$992	\$993 to \$1126	\$1127 to \$1260	\$1261 to \$1394	\$1395 to \$1528	\$1529 to \$1676
4	\$0 to \$725	\$726 to \$871	\$872 to \$1032	\$1033 to \$1193	\$1194 to \$1354	\$1355 to \$1516	\$1517 to \$1677	\$1678 to \$1838	\$1839 to \$2016
5	\$0 to \$847	\$848 to \$1017	\$1018 to \$1205	\$1206 to \$1394	\$1395 to \$1582	\$1583 to \$1770	\$1771 to \$1959	\$1960 to \$2147	\$2148 to \$2355
6	\$0 to \$970	\$971 to \$1164	\$1165 to \$1379	\$1380 to \$1595	\$1596 to \$1811	\$1812 to \$2026	\$2027 to \$2242	\$2243 to \$2457	\$2458 to \$2695
7	\$0 to \$1092	\$1093 to \$1311	\$1312 to \$1553	\$1554 to \$1796	\$1797 to \$2039	\$2040 to \$2282	\$2283 to \$2525	\$2526 to \$2767	\$2768 to \$3035
8	\$0 to \$1214	\$1215 to \$1457	\$1458 to \$1727	\$1728 to \$1997	\$1998 to \$2267	\$2268 to \$2537	\$2538 to \$2806	\$2807 to \$3076	\$3077 to \$3374
9	\$0 to \$1336	\$1337 to \$1604	\$1605 to \$1901	\$1902 to \$2198	\$2199 to \$2495	\$2496 to \$2792	\$2793 to \$3089	\$3090 to \$3386	\$3387 to \$3714
10	\$0 to \$1459	\$1460 to \$1751	\$1752 to \$2075	\$2076 to \$2399	\$2400 to \$2724	\$2725 to \$3048	\$3049 to \$3372	\$3373 to \$3697	\$3698 to \$4054

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P-2905 D

P-2905 Fuel TablesD. Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/05)

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	\$ 1.06 per day
Lunch only	\$ 1.96 per day
Dinner only	\$ 1.96 per day
Snacks	\$.58 per day

In cases that have documented non-meal related expenses, follow these directions:

- 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).
- Figure the monthly total for non-meal related expenses.
- 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 10/1/05)

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

A.	ACCESS		Group Size					
	Code	Type	1	2	3	4	5	6+
	1	Room Only	122	223	320	406	482	580
	2	2/3 Board	101	185	266	337	401	481
	3	Board Only	152	278	399	506	601	722
	4	Room and 2/3 Board	223	408	586	743	883	1061
	5	Room and Board	274	501	719	912	1083	1302

- 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

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	\$ 1197
2	1604
3	2012
4	2420
5	2826
6	3234
7	3642
8	4049
9	4457
10	4865
11	5271
12	5679
13	6087
14	6494
15	6902

For each additional person, add \$ 408