

P A T H

Department of Prevention, Assistance, Transition, and Health Access

BULLETIN NO. 02-23

FROM Eileen I. Elliott, Commissioner
for the Secretary

DATE October 10, 2002

SUBJECTS Fuel Procedure Changes

CHANGES ADOPTED EFFECTIVE 10/10/02

INSTRUCTIONS

X **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-2910 A-B
P-2905 B
P-2905 D
Forms Manual

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

- The tables of allowable income maximums and percentage of poverty based on household size for households applying for Seasonal 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 an increase in the allowances for room and board.
- Crisis Fuel Assistance procedures at P-2910 B have been updated with an increase in allowable income maximums based on 150% of the 2002 Poverty Guidelines issued by the Department of Health and Human Services.

Verticle lines in the left margin indicate significant changes. Dotted lines in the left margin indicate changes to clarify, rearrange, correct references, etc., without changing regulation content.

Manual Maintenance

Remove

Insert

Fuel Procedures

P-2905 A	(01-19)	P-2905 A	(02-23)
P-2905 B	(01-19)	P-2905 B	(02-23)
P-2905 D	(01-19)	P-2905 D	(02-23)
P-2910 A-B	(01-19)	P-2910 A-B	(02-23)

Forms Manual

201SF (R6/01)	(01-19)	201SF (R6/02)	(02-23)
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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	923
2	1244
3	1565
4	1885
5	2206
6	2528
7	2848
8	3169
9	3489
10	3809
11	4129
12	4449
13	4769
14	5089
15	5409

For each additional person add \$ 320.

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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 \$332	\$333 to \$398	\$399 to \$472	\$473 to \$546	\$547 to \$619	\$620 to \$693	\$694 to \$767	\$768 to \$841	\$842 to \$923
2	\$0 to \$447	\$448 to \$537	\$538 to \$636	\$637 to \$736	\$737 to \$835	\$836 to \$935	\$936 to \$1034	\$1035 to \$1134	\$1135 to \$1244
3	\$0 to \$563	\$564 to \$676	\$677 to \$801	\$802 to \$926	\$927 to 1051	\$1052 to \$1176	\$1177 to \$1302	\$1303 to \$1427	\$1428 to \$1565
4	\$0 to \$678	\$679 to \$814	\$815 to \$965	\$966 to \$1115	\$1116 to \$1266	\$1267 to \$1417	\$1418 to \$1568	\$1569 to \$1719	\$1720 to \$1885
5	\$0 to \$794	\$795 to \$953	\$954 to \$1129	\$1130 to \$1306	\$1307 to \$1482	\$1483 to \$1659	\$1660 to \$1835	\$1836 to \$2012	\$2013 to \$2206
6	\$0 to \$909	\$910 to \$1091	\$1092 to \$1294	\$1295 to \$1496	\$1497 to \$1698	\$1699 to \$1900	\$1901 to \$2102	\$2103 to \$2305	\$2306 to \$2528
7	\$0 to \$1025	\$1026 to \$1230	\$1231 to \$1457	\$1458 to \$1685	\$1686 to \$1913	\$1914 to \$2141	\$2142 to \$2369	\$2370 to \$2596	\$2597 to 2848
8	\$0 to \$1140	\$1141 to \$1368	\$1369 to \$1622	\$1623 to \$1875	\$1876 to \$2129	\$2130 to \$2382	\$2383 to \$2636	\$2637 to \$2889	\$2890 to \$3169
9	\$0 to \$1255	\$1256 to \$1507	\$1508 to \$1786	\$1787 to \$2065	\$2066 to \$2344	\$2345 to \$2623	\$2624 to \$2902	\$2903 to \$3181	\$3182 to \$3489
10	\$0 to \$1371	\$1372 to \$1645	\$1646 to \$1950	\$1951 to \$2254	\$2255 to \$2559	\$2560 to \$2864	\$2865 to \$3168	\$3169 to \$3473	\$3474 to \$3809

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P-2905 D

P-2905 Fuel Tables (Continued)

D.

- Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/02)

Applicants providing day care for other children 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 a self-employment tax form (see P-2900G).

Breakfast	\$.98 per day
Lunch only	\$ 1.80 per day
Dinner only	\$ 1.80 per day
Snacks	\$.53 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.
- 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. 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 10/1/02)

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

A. ACCESS

Group Size

Code	Type	1	2	3	4	5	6+
1	Room Only	141	260	371	472	561	673
2	2/3 Board	93	171	244	310	369	442
3	Board Only	139	256	366	465	553	663
4	Room and 2/3 Board	234	431	615	782	930	1115
5	Room and Board	280	516	737	937	1114	1336

- 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.

Assistance, Transition, and Health Access

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P-2910 A-B

P-2910 Crisis Assistance ProgramA. Application (rule 2952)

Households that experience a heating crisis during regular office hours may apply for crisis assistance at their local community action office.

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

B. Allowable Income Maximums (rule 2953)

<u>Size of Household</u>	<u>Countable Monthly Income</u>
1	\$1107
2	1493
3	1878
4	2262
5	2648
6	3033
7	3417
8	3803
9	4187
10	4571
11	4955
12	5339
13	5723
14	6107
15	6491

For each additional person, add \$384.