

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

BULLETIN NO.: 06-40

FROM: Joe Patrissi, Deputy Commissioner

DATE: October 6, 2006

SUBJECT: Fuel Program Procedures – Income Maximums and Fuel Tables

CHANGES ADOPTED EFFECTIVE 11/01/06

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-2900 K
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 K has been updated to reflect the current programming codes of EX, and a change in the scheduled job name/number. A reference to PATH Administrative Services Accounting Division has been changed to DCF Business Office Accounting Division.
- 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 U.S. 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 U.S. Department of Health and Human Services.
- The 2006-2007 application for seasonal fuel assistance removes reference to the valid application period year.
- The form PATH 220EX has been changed to ESD 220EX.

Manual Maintenance

Fuel Procedures

Remove

P-2900 K2	(03-13)
P-2900 K3	(03-13)
P-2905 A	(05-29)
P-2905 B	(05-29)
P-2905 D	(05-29)
P-2910 A	(05-29)

Insert

P-2900 K2	(06-40)
P-2900 K3	(06-40)
P-2905 A	(06-40)
P-2905 B	(06-40)
P-2905 D	(06-40)
P-2910 A	(06-40)

Forms Manual

PATH 201SF	(R 7/05)	(05-29)
PATH 220EX	(R 7/05)	(05-29)

ESD 201SF	(R 7/06)	(06-40)
ESD 220EX	(R10/06)	(06-40)

11/01/06

Bulletin No. 06-40

P-2900 K2

2900 Fuel ProgramK. 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 an ESD 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/EX. Required data fields must all be completed before the data entry may be approved (Command: APP).

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

11/01/06

Bulletin No. 06-40

P-2900 K3

2900 Fuel ProgramK. Expedited Seasonal Fuel Application Procedures2. 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/EX. 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 PASSS161A SF DAILY VENDORWRITE & PAS6966Q LABELS to 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 DCF Business Office 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.

11/01/06

Bulletin No. 06-40

P-2905 A

P-2905 Fuel Tables

A. Allowable Income Maximums

<u>Size of Household</u>	<u>Maximum Net Monthly Income</u>
1	1021
2	1375
3	1729
4	2084
5	2438
6	2791
7	3146
8	3500
9	3854
10	4209
11	4563
12	4916
13	5271
14	5625
15	5979

For each additional person add \$ 354.

11/01/06

Bulletin No. 06-40

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 \$367	\$368 to \$441	\$442 to \$522	\$523 to \$604	\$605 to \$686	\$687 to \$767	\$768 to \$849	\$850 to \$931	\$932 to \$1021
2	\$0 to \$495	\$496 to \$594	\$595 to \$704	\$705 to \$814	\$815 to \$924	\$925 to \$1034	\$1035 to \$1144	\$1145 to \$1254	\$1255 to \$1375
3	\$0 to \$622	\$623 to \$746	\$747 to \$885	\$886 to \$1023	\$1024 to \$1161	\$1162 to \$1300	\$1301 to \$1438	\$1439 to \$1576	\$1577 to \$1729
4	\$0 to \$750	\$751 to \$900	\$901 to \$1066	\$1067 to \$1233	\$1234 to \$1400	\$1401 to \$1566	\$1567 to \$1733	\$1734 to \$1900	\$1901 to \$2084
5	\$0 to \$877	\$878 to \$1053	\$1054 to \$1248	\$1249 to \$1443	\$1444 to \$1638	\$1639 to \$1833	\$1834 to \$2028	\$2029 to \$2223	\$2224 to \$2438
6	\$0 to \$1004	\$1005 to \$1205	\$1206 to \$1429	\$1430 to \$1652	\$1653 to \$1875	\$1876 to \$2099	\$2100 to \$2322	\$2323 to \$2545	\$2546 to \$2791
7	\$0 to \$1132	\$1133 to \$1359	\$1360 to \$1610	\$1611 to \$1862	\$1863 to \$2114	\$2115 to \$2365	\$2366 to \$2617	\$2618 to \$2869	\$2870 to \$3146
8	\$0 to \$1260	\$1261 to \$1512	\$1513 to \$1792	\$1793 to \$2072	\$2073 to \$2352	\$2353 to \$2632	\$2633 to \$2912	\$2913 to \$3192	\$3193 to \$3500
9	\$0 to \$1387	\$1388 to \$1664	\$1665 to \$1973	\$1974 to \$2281	\$2282 to \$2589	\$2590 to \$2898	\$2899 to \$3206	\$3207 to \$3514	\$3515 to \$3854
10	\$0 to \$1515	\$1516 to \$1818	\$1819 to \$2154	\$2155 to \$2491	\$2492 to \$2828	\$2829 to \$3164	\$3165 to \$3501	\$3502 to \$3838	\$3839 to \$4209

P-2905 Fuel Tables

D. Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/06)

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	\$ 1.97 per day
Dinner only	\$ 1.97 per day
Snacks	\$.58 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 10/1/06)

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	126	231	332	421	500	600
2	2/3 Board	103	189	272	345	410	492
3	Board Only	155	284	408	518	615	738
4	Room and 2/3 Board	229	420	604	766	910	1092
5	Room and Board	281	515	740	939	1115	1338

- 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.

11/01/06

Bulletin No. 06-40

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	\$ 1226
2	1650
3	2075
4	2501
5	2925
6	3350
7	3776
8	4200
9	4625
10	5051
11	5475
12	5900
13	6326
14	6750
15	7175

For each additional person, add \$ 425