

11/1/05

Bulletin No. 05-29

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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- 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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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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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.