

3.920 LOW INCOME ELIGIBILITY INCLUSIONS/EXCLUSIONS/ ADJUSTMENTS

Rev. eff.
12/1/03

A. Income Inclusions

1. Wages, salary, armed forces pay, commissions, tips, cash bonuses, before deductions are made for taxes, bonds, pensions, union dues and similar deductions.
2. Net income from non-farm self-employment (gross receipts minus expenses from one's own business, professional enterprise, or partnership). Expenses include costs of goods purchased, rent, utilities, upkeep of necessary equipment, business taxes (not personal tax).
3. Net income from farm self-employment (gross receipts minus operating expenses from the operation of a farm by a person on his own account, as an owner, renter or sharecropper). Gross receipts include the value of all products sold, government crop loans, money received from the rental of farm equipment to others, and incidental receipts from the sale of wood, sand, gravel, and similar items. Operating expenses include cost of feed, fertilizer, seed, and other farming supplies, cash wages paid to farmhands, cash rent, interest on farm mortgages, farm building repairs, farm taxes (not state and federal income taxes), and similar expenses. The value of fuel, food, or other farm products used for family living is not included as part of net income.
4. Railroad retirement insurance.
5. Veteran's pensions paid by the Veteran's Administration to disabled members of the armed forces or to survivors of deceased veterans, subsistence allowances paid to veterans for education and on-the-job training, and "refunds" paid to veterans as GI insurance premiums.
6. Pensions and annuities include pensions or retirement benefits paid to a retired person or his survivors.

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(cont.)

7. Dividends, interest (on savings or bonds), income from estates or trusts, net rental income or royalties include dividends from stockholders or memberships in association, interest on savings or bonds, periodic receipts from estates or trust funds, net income from rental of a house, store, or other property to others, receipts from boarders or lodgers, and net royalties.
8. Inheritance, gifts, and prizes.
9. Proceeds of a life insurance policy, minus the amount expended by the beneficiary for the purpose of the insured individual's last illness and burial which are not covered by other benefits.
10. Proceeds of a health insurance policy or personal injury lawsuit to the extent that they exceed the amount to be expended or required to be expended for medical care.
11. Strike benefits.
12. Lease bonuses and royalties e.g., oil and mineral.
13. Social Security pensions, survivor's benefits and permanent disability insurance payments made prior to deductions for medical insurance.
14. Unemployment insurance benefits.
15. Worker's compensation received for injuries incurred at work.
16. Maintenance payments made by an ex-spouse for support of the spouse as a result of a dissolution of a marriage.
17. Child support payments.
18. Military allotments.

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CHILD CARE ASSISTANCE PROGRAM

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(cont.)

19. Non-recurring lump sum payments are included as income only in the month received. If the payment was not reported in the month received, it will be included as income the month following receipt.
20. WIA wages earned in work experience or on-the-job training.
21. AmeriCorps income.

B. Income Exclusions

1. Earnings of a child in the household.
2. Supplemental Security Income under Title XVI.
3. Any payment made from the Agent Orange Settlement Fund, pursuant to P.L. No. 101-201.
4. The value of Food Stamp coupons.
5. Benefits received under Title VII, Nutrition Program for the Elderly, of the Older Americans Act.
6. The value of supplemental food assistance received under the special food services program for children provided for in the National School Lunch Act and under the Child Nutrition Act, including benefits received from the special supplemental food program for women, infants and children (WIC).
7. Payments received under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.
8. Experimental Housing Allowance Program (EHAP) payments made by HUD under Section 23 of the U.S. Housing Act.
9. Payments made from Indian judgment funds and tribal funds held in trust by the Secretary of the Interior and/or distributed per capita.

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(cont'd)

10. Distributions from a native corporation formed pursuant to the Alaska Native Claims Settlement Act (ANCSA).
11. Major disaster and emergency assistance provided to individuals and families, and comparable disaster assistance provided by states, local governments and disaster assistance organizations.
12. Payments received from the county or state for providing foster care, or for an adoption subsidy.
13. Payments to volunteers serving as foster grandparents, senior health aides, or senior companions, and to persons serving in the Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE) and any other program under Title I (VISTA) when the value of all such payments adjusted to reflect the number of hours such volunteers are serving is not equivalent to or greater than the minimum wage, and Title II and III of the Domestic Volunteer Services Act.
14. Low-Income Energy Assistance (LEAP) Program benefits.
15. Any grant or loan to any undergraduate student for educational purposes made or insured under any programs administered by the Commissioner of Education (Basic Educational Opportunity Grants, Supplementary Educational Opportunity Grants, National Direct Student Loans, and Guaranteed Student Loans); Pell Grant Program, the PLUS Program, the Byrd Honor Scholarship programs, and the College Work Study Program.
16. Training allowances granted by WIA to enable any individual, whether dependent child or caretaker relative, to participate in a training program are exempt.
17. Payments received from the youth incentive entitlement pilot projects, the youth community conservation and improvement projects, and the youth employment and training programs under the Youth Employment and Demonstration Project Act.

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(cont'd)

18. Social security benefit payments and the accrued amount thereof to a recipient when an individual plan for self-care and/or self-support has been developed.
19. Earned Income Tax Credit (EIC) payments.
20. Monies received pursuant to the "Civil Liberties Act of 1988," P.L. No. 100-383 (by eligible persons of Japanese ancestry or certain specified survivors, and certain eligible Aleuts).
21. Any portion of educational loans and grants obtained and used under conditions that preclude their use for current living costs.
22. Financial assistance received under the Carl D. Perkins Vocational and Applied Technology Education Act that is made available for attendance costs. Attendance costs include: tuition, fees, rental or purchase of equipment, materials, supplies, transportation, dependent care and miscellaneous personal expenses.
23. Any money received from the Radiation Exposure Compensation Trust Fund, pursuant to Public Law No. 101-426 as amended by Public Law No. 101-510.

C. Income Adjustments

Verified court-ordered child support payments for children not living in the household shall be deducted prior to applying the monthly gross income to the maximum gross monthly income guidelines. There must be a verification that payments are actually made. Such verification must be made at the time of initial approval of eligibility for services and at the time of each redetermination of eligibility, or more frequently if there has been a change in support payments.

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