

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-2214



September 27, 1983

ALL-COUNTY LETTER NO. 83-101

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: AMENDMENTS TO ADMINISTRATIVE/ELIGIBILITY REGULATIONS

This is to inform you of changes resulting from State Food Stamp regulations that were filed August 15, 1983 on an emergency basis which implement federal regulations regarding a number of administrative and eligibility provisions. A copy of the proposed regulations as submitted to the Office of Administrative Law was sent to CWDs on August 22, 1983 and an advance copy of the filed regulations was sent to CWDs September 1, 1983. These requirements will become effective for all new applicants October 1, 1983 and no later than recertification for the current caseload. However, changes to the benefit reduction provisions 63-107.2, .3 and .6 which are processed with this package became effective upon filing, August 15, 1983. The benefit reduction provisions cover (a) the rounding of reduced benefit levels of \$1, \$3, and \$5 to \$2, \$4 and \$6 respectively, (b) a \$10 minimum benefit level for households with one or two members only and (c) restoration of lost benefits if FNS determines benefits are to be restored.

This regulation package also extends to disabled household members several special provisions already extended to the elderly; these include: household composition, net income test, excess medical cost and dependent care/shelter costs. In addition to being effective October 1, 1983 for new applicants, these provisions for the disabled shall be applied retroactively to September 8, 1982 when the following two conditions are met:

- a. The person applied on or after September 8, 1982 for food stamp benefits and was denied separate household status or other consideration granted by these regulations and
- b. The person requests retroactive benefits.

In order for potential recipients to be aware of the regulation change, CWDs are to provide all currently certified households with a notice explaining the retroactive benefits. The notice language to be used is provided in the attachment. This notice shall be issued as soon as possible; however, it may be delayed in order to be provided with the allotment.

The following provisions are retroactive to September 8, 1982.

1. Disabled household members for most aspects of program eligibility and benefit computation will receive the same treatment as the elderly, such as net income test only and excess medical cost and dependent care/shelter costs.

2. Separate household status is allowed for disabled elderly individuals and their spouses who do not purchase and prepare meals separately. The remaining household's income must not exceed 165 percent of the Food Stamp Program's gross income eligibility standard for this category of households. (See attachment, Income Standard for Separate Household Status).
3. The disabled definition is extended to include certain disabled veterans and their disabled surviving spouses and/or children. The definition is applied in household composition, eligibility and benefit determination and income deductions.

All other provisions of this package are effective October 1, 1983 for all new applications and no later than recertification for the current caseload.

1. The initial month has been defined as the first month for which the household is certified for participation following any period which the household was not certified, this includes even a one-day lapse in recertification.
2. No issuance of less than \$10 shall be made for a month in which benefits are prorated (less than full month's benefits). During periods of benefit reduction this provision supersedes the \$10 minimum allotment for one and two person households.
3. Individuals wishing separate household status are responsible for proving they are a separate household.
4. Boarders, upon the request of the food stamp household with which they reside, will be allowed to participate in the Food Stamp Program as members of that household.
5. Individuals exempted from work registration on the day prior to the strike shall not be considered strikers unless their exemption from work registration was based solely on the grounds that they were employed. If considered to be a striker, their pre-strike income will be compared with anticipated income and the highest of the two will be used in determining food stamp eligibility and benefit level.
6. Household members who will reach 60 years of age within the month of application will be entitled to all benefits extended to the elderly.
7. Those with questionable citizenship shall be ineligible to participate until proof of citizenship is obtained, and their income will be prorated to the food stamp household, the questionable citizen, any ineligible alien, disqualified member and others that have questionable citizenship status. All resources of the questionable citizen shall be considered available to the food stamp household.
8. Individual Retirement Accounts (IRA) and accessible Keogh Plans shall be included in determining the resources of a household.

9. Households in which all members receive AFDC shall have satisfied the resource eligibility criteria.
10. Households composed of elderly or disabled members which have difficulty reaching an issuance office shall be given assistance in obtaining their coupons.
11. Separate household status will not be given to siblings unless elderly or disabled.
12. The definition of parent/child has been broadened to include natural, step and adopted parents/children.

Affected Forms

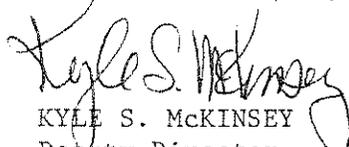
The food stamp application forms are being revised to incorporate these regulation changes and will be implemented along with other Food Stamp Program form changes required by monthly reporting/retrospective budgeting. Until such time as the revised forms are available, CWDs should use the attached form instructions which have been revised to reflect the regulation changes. For the most part, the changes require the CWD to treat differently information which is currently requested on the forms. Where additional information is required, the CWD is directed to request the information at the interview and document the applicant's response.

The revised instructions for the DFA 285-A2 also contain a question required to identify aliens who are subject to the sponsored alien provisions which became effective September 1, 1983. Once it is determined that an alien is subject to these provisions the CWD must obtain information about the sponsor as prescribed in Manual Section 63-403.33. Until such time as a state form is available to collect sponsor information, (anticipated to be early 1984), CWDs must develop their own means for gathering this information. One suggested means for collecting the information is to use the CA 22, AFDC's Alien Sponsor's Statement of Facts. This form collects the information required by Food Stamp regulations with the exception of the items listed in Sections 63-403.333, .334 and part of .335. The CWD may use the CA 22 as long as the missing information is collected and documented in the county-use section.

Also, please note that while the Handbook is not being revised at this time, the instructions modified herein must be used for any household containing a member who meets the new expanded definition of disabled:

- DFA 285-C, Application for Food Stamps - Special Medical Deductions
- DFA 285-D, Food Stamp Budget Worksheet - Special Medical/Shelter Deductions

Should you have any questions, please contact your Food Stamp Program Operations Consultant at (916) 322-5475.

  
KYLE S. MCKINSEY  
Deputy Director

Attachment

cc: CWDA

INCOME STANDARD FOR SEPARATE HOUSEHOLD STATUS

<u>Household Size</u>	<u>Maximum Gross Monthly Income</u>
<u>1</u>	\$ <u>669</u>
<u>2</u>	<u>900</u>
<u>3</u>	<u>1,131</u>
<u>4</u>	<u>1,362</u>
<u>5</u>	<u>1,593</u>
<u>6</u>	<u>1,824</u>
<u>7</u>	<u>2,055</u>
<u>8</u>	<u>2,286</u>
*	

\* Add \$231 for each additional person.

NEWS RELEASE

The State Department of Social Services has issued food stamp regulations concerning elderly and disabled household members which are retroactive to September 8, 1982.

These new regulations cover provisions which expand the definition of disabled to include, (1) veterans with service-connected disability rated or paid as total disabilities; (2) veterans considered in need of regular aid and attendance or permanently housebound; (3) a surviving spouse or child of a disabled veteran; or (4) the surviving spouse or child of a veteran entitled to compensation for: a service-connected death, pension benefits for a nonservice-connected death, or a disability considered permanent.

Any individual and their spouse who is 60 years of age or older and is unable to purchase and prepare meals because of a permanent disability may be granted separate household status. The income of the others with whom he/she resides can not exceed 165 percent of the Food Stamp Program's gross monthly income eligibility standard.

Those persons who had requested and were denied separate household status or eligibility and benefit determination or income deduction considerations granted by these new regulations on or after September 8, 1982 may request retroactive benefits through their local county welfare office.

IMPORTANTE

NUEVAS DISPOSICIONES DE ESTAMPILLAS PARA COMIDA RESPECTO A MIEMBROS INCAPACITADOS DEL HOGAR  
BENEFICIOS RETROACTIVOS AL 8 DE SEPTIEMBRE DE 1982.

(LEASE CUIDADOSAMENTE)

1. Las nuevas estipulaciones han extendido la definición de incapacidad de manera que incluya:
  - (a) a veteranos con incapacidades relacionadas con su prestación de servicio clasificadas o pagadas como totales, o veteranos que necesiten ayuda y atención ordinarias o que estén permanentemente recluidos en su hogar.
  - (b) El esposo o esposa sobreviviente o el hijo o hija de un veterano que tenga derecho a recibir compensación por una muerte relacionada con su prestación de servicio o beneficios de pensión por una muerte no relacionada con la prestación de servicio y que tenga una incapacidad que se considere permanente.
2. A cualquier persona y su esposo o esposa que tenga 60 años de edad o más y que no pueda comprar y preparar comidas debido a una incapacidad permanente se le puede conceder la clasificación de hogar aparte. El ingreso de las otras personas con las cuales resida no puede exceder las cantidades en la siguiente tabla:

<u>Tamaño del Hogar</u>	<u>Ingreso Bruto Mensual</u>
1	\$ 669
2	900
3	1,131
4	1,362
5	1,593
6	1,824
7	2,055
8	2,286

Agregue \$231 por cada persona adicional.

3. Las personas que habían pedido y a las cuales se les había negado la clasificación de hogar aparte o la determinación de elegibilidad y beneficios o consideraciones en cuanto a deducciones de los ingresos concedidas por estas nuevas regulaciones en o después del 8 de septiembre de 1982, pueden pedir beneficios retroactivos comunicándose con su trabajador(a) de elegibilidad.

IMPORTANT  
NEW FOOD STAMP PROVISIONS CONCERNING DISABLED HOUSEHOLD MEMBERS  
RETROACTIVE BENEFITS TO SEPTEMBER 8, 1982  
(READ CAREFULLY)

1. New provisions expanded the definition of disabled to include:
  - (a) veterans with service-connected disabilities rated or paid as total or veterans considered in need of regular aid and attendance or permanently housebound,
  - (b) a surviving spouse or child of a veteran entitled to compensation for a service-connected death or pension benefits for a non-service-connected death and has a disability considered permanent.
2. Any individual and their spouse who is 60 years of age or older and is unable to purchase and prepare meals because of a permanent disability may be granted separate household status. The income of the others with whom he/she resides cannot exceed the following table:

<u>Household Size</u>	<u>Gross Monthly Income</u>
1	\$ 669
2	900
3	1,131
4	1,362
5	1,593
6	1,824
7	2,055
8	2,286

Add \$231 for each additional person

3. Those persons who had requested and were denied separate household status or eligibility and benefit determination or income deduction considerations granted by these new regulations on or after September 8, 1982 may request retroactive benefits by contacting their eligibility worker.

Form Instructions  
 (for Eligibility Worker)

Application for Food Stamps - Part 2

Purpose:

The DFA 285-A2 is Part 2 of the food stamp application form completed primarily by nonassistance households when first applying for food stamps and at recertification. The DFA 285-A2 may also be used instead of the CA 2FS as follows:

- For PAFS households provided expedited service;
- For PA households which subsequently apply for food stamps;
- For PAFS households using the CA 20 for PA redetermination.

Part 2 is used to gather information to determine the household's eligibility for food stamps. The application also contains information for the household concerning hearing rights, reporting responsibilities, and a notice of penalty for the fraudulent receipt or use of coupons or for knowingly providing incorrect information.

Preparation:

Question	Manual Section	Information Requested	EW Action
County Use Only	63-300.5 63-402.1 63-402.2 63-407	N/A	Complete requested information. Date received is the date Part 2 is received. Check box if application is new or recertification, and check appropriate box if application is for expedited service. Follow applicable verification requirements for the type of application.  The county-use section of Item 3 is to be used as a summary of household composition completed at the end of the interview. In the space provided, enter the appropriate code or date for all persons listed in 3. For all household members exempted from work registration, enter the work exemption code. For all other household members, note the date a DE 8435 FS is

Question	Manual Section	Information Requested	EW Action
<sup>1</sup> There are 2 new nonhousehold member codes: 9. Separate household (elderly/disabled) 10. Questionable citizenship			completed. For persons excluded from the household, enter the non-household member code (reason for exclusions). <sup>1</sup> Enter number of persons to be included in the household in the space provided.
1.	63-401	Head of Household's Name and Address	Check that the applicant's residence is in the county.
2.	63-503.11	Previous Participation	Determine if first-month benefits should be prorated.
3.	63-402.2 63-402.7 63-404	Household <sup>2</sup> Composition	<u>SSN</u> - Delete from the household any member not complying with the Social Security Number requirements. (Note exception for expedited service.)
	63-409.12 63-502.3		<u>Sixty/Disabled/Blind</u> - Note if any household member is 60 years of age or older, <sup>3</sup> or receiving disability or blindness payments under Title II of the Social Security Act, and document that a DFA 285-C was given to the household. Allow excess shelter costs and medical deductions, and use the net income eligibility test for any household with such a member.
<sup>3</sup> or will become age 60 in the month of application			
	63-300.512 63-300.532 63-403		<u>Alienage/Citizenship</u> - Note if any household member is an alien and document the type of verification provided to determine the alien's eligible status. Delete from the household any member who is unable to provide acceptable documentation of alien status. Note if a CA-6 was completed by the household and sent to INS. <sup>4</sup>
<sup>4</sup> Note if any individual's U.S. Citizenship is questionable and delete the individual from the household if verification is not provided. Count as available to the household the resources and a prorata share of the income of the ineligible alien or questionable citizen.	63-402.1		<u>Relationship</u> - Identify the ages and relationships of all persons listed in 3 to determine eligibility as a household member.

<sup>2</sup>Disabled Veterans/Spouses/Children - Ask if anyone is a disabled veteran or the disabled spouse or child of a deceased veteran. Determine if the individual meets the new definition of disabled and document in the county-use section. For any household with a disabled member document that a DFA 285-C was provided, allow excess shelter costs and medical deductions, and use the net income eligibility test.

Separate Household Status - Elderly and Disabled - Ask if anyone age 60 or older is unable to purchase and prepare meals separately because of a disability. If any such person requests separate household status, document in the county-use section. Determine if separate household status should be granted to the elderly and disabled individual and his/her spouse by computing the gross monthly income of the remaining household members and comparing it to the table "Income Standard for Separate Household Status". Document in the county-use section the gross income test and whether or not separate household status is granted.

Question	Manual Section	Information Requested	EW Action
4.	63-402.9	Strikers	If checked yes, enter date household member went on strike. Two separate eligibility determinations must be made; one based on circumstances immediately prior to involvement in the strike action (using the DFA 285-E), and one based on current circumstances. Document in county-use section.
5.	63-408	Voluntary Quit	If checked yes, determine if action meets criteria for voluntary quit. Check applicable box in county-use section.
6.	63-501.6	Transfer of Resources	Check circumstances of any resource transfer to determine if program eligibility is affected.
7.	63-402.8	Food Distribution Program	If checked yes, verify that participation in the Food Distribution Program has been terminated.
5			Note: No household shall be allowed to participate simultaneously in the Food Stamp Program and the Food Distribution Program.
8.	63-402.2 63-402.3	Roomers and Boarders	Check the status of each person listed here to determine if he/she meets the definition of a roomer or boarder. <sup>6</sup> <del>Boarders</del> roomers must be separate households. Document in county-use section.
6		Boarders are ineligible to participate as separate households and may participate as a household member only if requested by the household.	
9.	63-402.4 63-503.56	Residents of Institutions	Check the place of residence for each person listed here to determine eligibility as a household member. Determine if eligible institution. Check applicable box in county-use section.

<sup>5</sup> Sponsored Aliens - Ask if anyone who is not a U.S. citizen has a sponsor and document in the county-use section. Determine if any such individual is subject to the sponsored alien provisions and if so obtain from the individual the required information about his/her sponsor and sponsor's spouse.

Question	Manual Section	Information Requested	EW Action
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10.	63-406	Students	If checked yes, apply student eligibility criteria to determine eligibility as a household member. Check applicable box in county-use section.
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<sup>7</sup> Disregard these items for households in which all members receive AFDC. These households are categorically resource eligible.

11A.	63-501.1 63-501.3 63-501.4 63-501.7 63-503.54	Resources (Nonassistance households only)	<sup>8</sup> Document resources, making appropriate exclusions. Check, if exempt, in the box provided.
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<sup>8</sup> Advise the applicant that Individual Retirement Accounts and accessible Keogh plans are countable resources. Document the existence of any such accounts.

11B.	63-501.51	Motor Vehicles (Nonassistance households only)	Evaluate vehicles for resource exemption. Enter in the space provided the source used for determining vehicle valuation. Document valuation in county-use Section A. For all non-exempt vehicles, compute values in Section B. In the space provided, identify vehicle by entering the appropriate number.
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	63-409.21 63-409.22 63-501.3	Resource Eligibility Test	Enter in the space provided the total resource amount. Determine if resources exceed Maximum Resource Standard. Check applicable box. If resources exceed standard, deny application.
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12A.	63-300.511 63-502.1 63-502.2 63-503.2 63-503.22 63-503.5	Wages	For each source of earned income, check if exempt in the box provided. Also for each source, check the box provided when pay stubs have been viewed and note the date and amount. Check the appropriate box for actual or averaged income. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.
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<sup>9</sup> The greater of either the income that a striking household member received before the strike or the income anticipated to be received by the striking member during the strike should be counted.

<sup>9</sup> Note: *The/ income/ that/ a/ striking/ household member/ should/ be/ counted/ during/ the/ strike/*

Question	Manual Section	Information Requested	EW Action
12B.	63-300.511 63-502.1 63-502.2 63-503.5	Self-employment	Compute earned income from self-employment using cost and income information provided by the household. Check the appropriate box for actual or averaged income.
12C.	63-300.511 63-502.1 63-503.22 63-503.5	Other Income	Check that each income source is checked yes or no. For all yes answers, check that all other information is provided. In the space provided, check any income amount which is exempt. Document verification of gross nonexempt income in the county-use section. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.
	63-409.11 63-502.1(a) 63-503.32	Gross Income Eligibility Test	If applicable to the household, total all nonexempt income in the county-use section and compare to the current Maximum Gross Monthly Income Eligibility Standards. Check appropriate box. If gross income exceeds standard, deny application.
13.	63-300.53 63-502.34 63-503.23	Dependent Care	If checked yes, consider for a dependent care income deduction.
14.	63-300.516 63-502.35 63-503.23	Housing Costs	If applicable, calculate allowable deductions. Document in county-use section verification of all housing costs.
15.	63-300.516 63-502.353 63-502.36 63-503.23	Utilities	Indicate if the household elects actual or standard allowance for utilities by checking the appropriate box in the county-use section. A household is eligible for the standard utility allowance if it is billed separately for heating and <del>cooling</del> <sup>10</sup> cooling

Question	Manual Section	Information Requested	EW Action
			fuel. A household is entitled to the standard telephone deduction if it is billed separately for a telephone and is not entitled to the standard utility allowance. Document in the county-use section verification of client payment of utilities.
16.	63-502.2 63-503.23	Vendor Payments	Determine if any such payments should be excluded from the household income.
17.		Ethnic Origin and Primary Language	Circle appropriate code in the county-use section for ethnic origin and primary language.
18.	63-504.522	Prepared Meals	Determine if any household member is eligible to receive delivered meals or to use a communal dining facility. Mark the household identification card accordingly.
19.	63-402.6	Authorized Representative	Include the name of the authorized representative on the household identification card.
	63-300.4	Certification	Explain the household's rights and responsibilities. Check that both copies of page 5 of the application contain all required signatures and dates. Give the second copy of page 5 to the household.

Form Instructions  
(for Eligibility Worker)

CA 2 Food Stamp Supplement (Application for Food Stamps - Part 2)

Purpose:

The CA 2FS is Part 2 of the food stamp application completed by most public assistance (PA) households and certain mixed NAFS households at initial certification and at recertification as specified below:

1. The CA 2FS must be used at initial certification when all individuals in the home are applying for both public assistance and food stamps at the same time and expedited services is not provided.
2. The CA 2FS must be completed at recertification if it is occurring in conjunction with a PA redetermination, all individuals living in the home are applying for both public assistance and food stamps, and a new CA 2 is also completed.
3. Either the CA 2FS or the DFA 285-A2 may be used:
  - At initial certification or recertification for mixed NAFS households;
  - For PAFS households provided expedited service;
  - For PA households which subsequently apply for food stamps;
  - For PAFS and mixed NAFS households using the CA 20 for PA redetermination.

The CA 2FS is used in conjunction with the CA 2 or CA 20 to gather information to determine the household's eligibility for food stamps. The application also contains information for the household concerning hearing rights, reporting responsibilities, and a notice for the fraudulent receipt or use of coupons.

Preparation:

Question	Manual Section	Information Requested	EW Action
County- Use Only	63-300.5 63-402.1 63-402.2 63-407	N/A	Complete requested information. Date received is the date the CA 2FS is received. Check box if application is new or re-certification, and check appropriate box if application is for expedited service.

Question	Manual Section	Information Requested	EW Action
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There are 2 new nonhousehold member codes:  
 9. Separate household (elderly/disabled)  
 10. Questionable citizenship

Follow applicable verification requirements for the type of application.

Disabled Veterans/Spouses/Children - Ask if anyone is a disabled veteran or the disabled spouse or child of a deceased veteran. Determine if the individual meets the new definition of disabled and document in the county-use section. For any household with a disabled member document that a DFA 285-C was provided, allow excess shelter costs and medical deductions, and use the net income eligibility test.

The county-use section of Item 23 and 24 is to be used as a summary of household composition completed at the end of the interview. (Information gathered on the CA 2 or CA 20 is used in conjunction with information on the CA 2FS to determine household composition.)

Separate Household Status - Elderly and Disabled - Ask if anyone age 60 or older is unable to purchase and prepare meals separately because of a disability. If any such person requests separate household status, document in the county-use section. Determine if separate household status should be granted to the elderly and disabled individual and his/her spouse by computing the gross monthly income of the remaining household members and comparing it to the table "Income Standard for Separate Household Status." Document in the county-use section the gross income test and whether or not separate household status is granted.

In the space provided enter the appropriate code or date for all persons listed in 23 and 24. For all household members exempted from work registration, enter the work exemption code. For all other household members, note the date the DE 8435 is completed. For persons excluded from the household, enter the non-household member code (reason for exclusions).<sup>1</sup> Enter number of persons to be included in the household in the space provided.

22	63-401	Head of Household's Name and Address
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Check that the applicant's residence is in the county.

23 & 24	63-402.2 63-402.7 63-404	Household <sup>2</sup> Composition
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SSN - Delete from the household any member not complying with the Social Security Number requirements. (Note exception for expedited service.)

63-409.12  
63-502.3

Sixty/Disabled/Blind - Note if any household member<sup>3</sup> is 60 years of age or older, or receiving disability or blindness payments

or will become age 60 in the month of application

Question	Manual Section	Information Requested	EW Action
	63-300.512 63-300.532 63-403		under Title II of the Social Security Act, and document that a DFA 285-C was given to the household. Allow excess shelter costs and medical deductions, and use the net income eligibility test for any household with such a member.
<sup>4</sup> Note if any individual's U.S. Citizenship is questionable and delete the individual from the household if verification is not provided. Count as available to the household the resources and a prorata share of the income of the ineligible alien or questionable citizen.			<u>Alienage/Citizenship</u> - Note if any household member is an alien and document the type of verification provided to determine the alien's eligible status. Delete from the household any member who is unable to provide acceptable documentation of alien status. Note if a CA-6 was completed by the household and sent to INS. <sup>4</sup>
	63-402.1		<u>Relationship</u> - Identify the ages and relationships of all persons listed in 23 and 24 to determine eligibility as a household member.
25.	63-503.11	Previous Participation	Determine if first-month benefits should be prorated.
26.	63-402.9	Strikers	If checked yes, enter date household member went on strike. Two separate eligibility determinations must be made; one based on circumstances immediately prior to involvement in the strike (using the DFA 285-E), and one based on current circumstances. Document in county-use section.

Question	Manual Section	Information Requested	EW Action
27.	63-408	Voluntary Quit	If checked yes, determine if action meets criteria for voluntary quit. Check applicable box in county-use section.
28.	63-501.6	Transfer of Resources	Check circumstances of any resource transfer to determine if program eligibility is affected.
29.	63-402.8	Food Distribution Program	If checked yes, verify that participation in the Food Distribution Program has been terminated.
30.	63-402.2 63-402.3	Roomers and Boarders	Check the status of each person listed here to determine if he/she meets the definition of a roomer or boarder. <sup>6</sup> <del>Boarders are ineligible and</del> roomers must be separate households. Document in county-use section.
31.	63-402.4 63-503.56	Residents of Institutions	Check the place of residency for each person listed here to determine eligibility as a household member. Determine if eligible institution. Check applicable box in county-use section.
32.	63-406	Students	If checked yes, apply student eligibility criteria to determine eligibility as a household member. Check applicable box in county-use section.
33A.	63-501.1 63-501.3 63-501.4 63-501.7 63-503.54	Resources (Nonassistance households only) <sup>7</sup>	<sup>8</sup> Document resources, making appropriate exclusions. Check, if exempt, in the box provided.

<sup>5</sup> Sponsored Aliens - Ask if anyone who is not a U.S. citizen has a sponsor and document in the county-use section. Determine if any such individual is subject to the sponsored alien provisions and if so obtain from the individual the required information about his/her sponsor and sponsor's spouse.

<sup>6</sup> Boarders are ineligible to participate as separate households and may participate as a household member only if requested by the household.

<sup>7</sup> Disregard these items for households in which all members receive AFDC. These <sup>4</sup> households are categorically resource eligible.

<sup>8</sup> Advise the applicant that Individual Retirement Accounts and accessible Keogh plans are countable resources. Document the existence of any such accounts.

Question	Manual Section	Information Requested	EW Action
33B.	63-501.51	Motor Vehicles (Nonassistance households only) <sup>7</sup>	Evaluate vehicles for resource exemption. Enter in the space provided the source used for determining vehicle valuation. Document valuation in county-use Section A. For all non-exempt vehicles, compute values in Section B. In the space provided, identify vehicle by entering the appropriate number.
	63-409.21	Resource	Enter in the space provided the total resource amount. Determine if resources exceed Maximum Resource Standard. Check applicable box. If resources exceed standard, deny application.
	63-409.22	Eligibility	
	63-501.3	Test	
34A.	63-300.511 63-502.1 63-502.2 63-503.2 63-503.22 63-503.5	Wages	For each source of earned income, check if exempt in the box provided. Also for each source, check the box provided when pay stubs have been viewed and note the date and amount. Check the appropriate box for actual or averaged income. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.
<p><sup>9</sup>The greater of either the income that a striking household member received before the strike or the income anticipated to be received by the striking member during the strike should be counted.</p>			<p><sup>9</sup>Note: <del>The income that a striking household member would receive if not on strike should be included.</del></p>
34B.	63-300.511 63-502.1 63-502.2 63-503.5	Self-employment	Compute earned income from self-employment using cost and income information provided by the household. Check the appropriate box for actual or averaged income.
34C.	63-300.511 63-502.1 63-503.22 63-503.5	Other Income	Check that each income source is checked yes or no. For all yes answers, check that all other information is provided. In the space provided, check any income

Question	Manual Section	Information Requested	EW Action
			amount which is exempt. Document verification of gross nonexempt income in county-use section. Document in the county-use section whether or not income is considered anticipated or from a terminated source for purposes of the budget calculation.
	63-409.11 63-502.1(a) 63-503.32	Gross Income Eligibility Test	If applicable to the household, total all nonexempt income including income information on the CA 2 or CA 20 in the county-use section and compare to the current maximum Gross Monthly Income Eligibility Standards. Check appropriate box. If gross income exceeds standard, deny application.
35.	63-300.53 63-502.34 63-503.23	Dependent Care	If checked yes, consider for a dependent care income deduction.
36.	63-300.516 63-502.35 63-503.23	Housing Costs	If applicable, calculate allowable deductions. Document in county-use section verification of all housing costs.
37.	63-300.516 63-502.353 63-502.36 63-503.23	Utilities	Indicate if the household elects actual or standard allowance for utilities by checking the appropriate box in the county-use section. A household is eligible for the standard utility allowance if it is billed separately for heating and <del>cooling</del> fuel. <sup>10</sup> A household is entitled to the standard telephone deduction if it is billed separately for a telephone and is not entitled to the standard utility allowance. Document in county-use section verification of client payment of utilities.
38.	63-502.2 63-503.23	Vendor Payments	Determine if any such payments should be excluded from the household income.

<sup>10</sup>Cooling

Question	Manual Section	Information Requested	EW Action
39.		Ethnic Origin and Primary Language	Circle appropriate code in the county-use section for ethnic origin and primary language.
40.	63-504.522	Prepared Meals	Determine if any household member is eligible to receive delivered meals or to use a communal dining facility. Mark the household identification card accordingly.
41.	63-402.6	Authorized Representative	Include the name of the authorized representative on the household identification card.
	63-300.4	Certification	Explain the household's rights and responsibilities. Check that both copies of page 5 of the application contain all required signatures and dates. Give the second copy of page 5 to the household.