



HOMELESSNESS 101 – MANAGING A HUD CONTINUUM OF CARE HOMELESS ASSISTANCE GRANT

CALCULATING RESIDENT RENT

APPENDICES

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**Sponsored by the U. S. Department of Housing and Urban
Development
Office of Community Planning and Development
San Francisco Regional Office**

Prepared by HomeBase

MAY, 2008

U.S. Department of Housing and Urban Development, Office of Community Planning and Development, San Francisco Regional Office

The Office of Community Planning and Development (CPD) seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for homeless, low and moderate income persons.

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HomeBase is a San Francisco-based HUD Technical Assistance provider and nonprofit law and policy firm which supports communities in their work toward ending homelessness. HomeBase's web site is www.homebaseccc.org.

The work that provided the basis for this publication was supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher were solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the view of the government.

**APPENDIX A
Rent Calculation Worksheet**

(the e-copy of this document is the first page of the Excel spreadsheet document also a part of the Calculating Resident Rent Package)

[NAME OF YOUR HUD-FUNDED PROJECT]	
Name of Resident/Household:	
Address of Unit:	
Date Prepared:	
Prepared by:	

	Household Member	Household Member	Household Member	Household Member
Name:				

ANTICIPATED ANNUAL INCOME				
1 Wages, Salaries				
2 Social Security/Pensions (Periodic Payments)				
3 Payments in Lieu of Earnings				
4 Public Assistance				
5 Periodic Allowances				
6 Business Income- Net				
7 Net Income- Real/Personal Property				
8 Armed Forces Pay				
9 Subtotal by Family Member				
10 TOTAL ANNUAL INCOME (Add all subtotals from Line 9)	\$0.00			

S+C PROVIDER: IS THE HOUSEHOLD INELIGIBLE BECAUSE TOTAL ANNUAL INCOME EXCEEDS THE INCOME LIMITATIONS FOR OCCUPANCY? [See Guide Responsibility 2, Step 1, last tip for more information and instructions on editing this document to include local income limits]

DEPENDENT ALLOWANCE	
11 Number of Dependents	
12 DEPENDENT ALLOWANCE (Multiply Line 11 by \$480)	\$0.00

CHILD CARE ALLOWANCE	
13 Expense to enable family member to work	
Household member enabled:	

14	Expense to enable family member to further education	
	Household member enabled:	
15	Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) <u>for work</u>	
	Name of agency:	
16	Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) <u>for education</u>	
	Name of agency:	
17	Family Member Earnings from work which are dependent on the child care	
18	CHILD CARE ALLOWANCE a) if child care allows household to work only, Line 15 from Line 13, but not higher than line 17; (b) if child care allows household to further education, Line 16 from Line 14; if child care allows both, sum of (a) and (b)	\$0.00
DISABLED (OR HANDICAPPED) ASSISTANCE ALLOWANCE		
19	Disabled Assistance Expenses (attendant care plus auxiliary apparatus)	
20	Total Amount of Disabled Assistance Expenses Reimbursed	
21	Net Disabled Assistance Expenses (Subtract Line 20 from Line 19)	\$0.00
22	(Multiply Line 10 (Total Annual Income) by 0.03)	\$0.00
23	(Subtract Line 22 from Line 21)	\$0.00
24	Family Member Earnings which are dependent on the disabled assistance expenses	
25	DISABLED ASSISTANCE/ADJUSTED INCOME SUBTOTAL (Lesser of Lines 23 or 24)	\$0.00
MEDICAL EXPENSES OF ELDERLY OR DISABLED ALLOWANCE		
26	Medical Expenses	
27	Total Amount of Medical Expenses Reimbursed	\$0.00
28	Net Medical Expenses (Subtract Line 27 from Line 26)	\$0.00
29	MEDICAL EXPENSES/ADJUSTED INCOME SUBTOTAL (If Line 23 is more than 0, enter the amount from Line 28, otherwise add Lines 21 and 28 and subtract Line 22)	\$0.00
ELDERLY OR DISABLED PERSONS HOUSEHOLD (FAMILY) ALLOWANCE		
30	ELDERLY OR DISABLED ALLOWANCE (\$400 if applicable)	
ADJUSTED INCOME		

31	Total Income Adjustments (Add Lines 12, 18, 25, 29, and 30)	\$0.00
32	Annual Adjusted Income (Subtract Line 31 from Line 10)	\$0.00
RESIDENT RENT DETERMINATION		
33	30% of Monthly Adjusted Income (Divide Line 32 by 12 and multiply by 0.3)	\$0.00
34	10% of Monthly Income (Divide Line 10 by 12 and multiply by 0.1)	\$0.00
35	For SHP Programs ONLY if applicable: lesser amount of rent the program has chosen to charge- Insert Monthly Rental Amount calculated per your programs' formula [See Guide Responsibility 2, Step 7]	
36	AMOUNT PER MONTH TO BE CHARGED FOR RESIDENT RENT (Larger of Lines 33 or 34 except for SHP programs which choose to charge less, then Line 35)	\$0.00
DETERMINING RESIDENT RENTS FOR UNITS IN WHICH UTILITIES ARE NOT INCLUDED IN RENT		
37	Utility Allowance	
38	Resident Rent (Subtract Line 37 from Line 36). THIS IS THE MAXIMUM AMOUNT PER MONTH THAT CAN BE CHARGED FOR RESIDENT RENT	\$0.00
39	Utility Reimbursement (Only if Line 38 is less than 0). THIS IS THE AMOUNT THAT MUST BE <u>PAID TO</u> THE RESIDENT AS A UTILITY REIMBURSEMENT.	\$0.00
IF RESIDENT WILL PAY RENT AND WILL NOT RECEIVE A UTILITY REIMBURESMENT		
40	Annual Rental Amount	\$0.00
41	Daily Rental Amount	\$0.00

APPENDIX B

Included and Excluded Income Calculation Worksheet Instructions
(the e-copy of this document is the second page of the Excel spreadsheet document also a part of the Calculating Resident Rent Package)

APPENDIX C

ANNUAL INCOME – WHAT TO INCLUDE AND WHAT TO EXCLUDE		
	INCLUDE	EXCLUDE
1. WAGES AND SALARIES		
The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services	X	
Seasonal income is counted just like other wages and salaries is earned by family members older than 18 years of age. Examples of seasonal income include holiday employment, summer employment and seasonal-farm work.		
Income from employment of children (including foster children) under the age of 18 years		X
Income of a live-in aide (Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) Is determined to be essential to the care and well-being of the persons; (2) Is not obligated for the support of the persons; and (3) Would not be living in the unit except to provide the necessary supportive services.)		X
Earnings in excess of \$480 for each full time student 18 years old or older (excluding the head of household and spouse)		X
Earnings up to \$480 for each full time student 18 years or older (excluding the head of household and spouse)	X	
EARNED INCOME TAX CREDIT (ETIC) REFUND PAYMENTS		
Earned income tax credit refund payments received from the Internal Revenue Service on or after January 1, 1991. Payments may be received in a resident's regular pay or as a single sum payment		X
The amount of income excluded in the residents' pay that is attributed to an earned income tax credit will be listed separately on their pay stubs. It will be the same amount in each check		
TEMPORARY NON-RECURRING INCOME, INCLUDING GIFTS		
Temporary, non-recurring or sporadic income (including gifts)		X
For example, income that is not expected to be regularly available in the future such as that earned by census workers who helped take the 2000 census.		
STIPENDS, INCOME FROM TRAINING PROGRAMS; AMERICORP LIVING ALLOWANCE; VISTA		
Amounts received under training programs funded by HUD		X
A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring lawn		X

ANNUAL INCOME – WHAT TO INCLUDE AND WHAT TO EXCLUDE		
	INCLUDE	EXCLUDE
maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.		
Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b))		X
Payments received from programs funded under Title V of the Older Americans Act of 1965 (U.S.C. 3056(f))		X
Payment to volunteers under the Domestic Volunteer Service Act of 1973 (VISTA)		X
Payments received as AmeriCorps Living Allowances (29 U.S.C. Sec.1552);		X
Compensation from state or local employment training programs and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance. Employment-related activities are considered to be training rather than employment if the work activity is of a time-limited nature and there is a curriculum of activities with discrete goals related to a participant’s skill development and employability. Examples of such activities may include on-the-job training for maintenance work, data entry, or food preparation.		X
2. PERIODIC PAYMENTS – SOCIAL SECURITY, ANNUITIES, INSURANCE, SETTLEMENTS, ETC.		
The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment (but see below regarding lump sum worker’s compensation payments) – ANNUALIZE THIS AMOUNT TO CALCULATE RENT GOING FORWARD	X	
Deferred periodic payments of SSI income and social security benefits		X
AMOUNTS RECEIVED FOR MEDICAL EXPENSES		
Amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member		X
EDUCATIONAL ASSISTANCE TO STUDENTS		
The full amount of student assistance paid directly to the student or to the educational institution		X
Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C.1087uu)		X

ANNUAL INCOME – WHAT TO INCLUDE AND WHAT TO EXCLUDE		
	INCLUDE	EXCLUDE
LUMP SUM PAYMENTS SUCH AS INHERITANCE, INSURANCE PAYMENTS, CAPITAL GAINS, SETTLEMENTS		
Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property		X
Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Public Law 94-540, 90 Statute 2503-2504)		X
The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117)		X
Per capita shares received in excess of the first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117)	X	
Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)		X
Payments received under Maine Indian Claims Settlement Act of 1980 (Pub.L. 96-420, 94 Statute 1785)		X
Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626)		X
Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era		X
3. PAYMENTS IN LIEU OF EARNINGS		
Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see above regarding lump sum worker's compensation payments)	X	
4. PUBLIC ASSISTANCE, WELFARE, INCLUDING SSI		
Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments (e.g, Temporary Aid to Needy Families, Supplemental Security Income (SSI) and general assistance available through state welfare programs)	X	
Amounts received by a disabled person that are disregarded for a limited time for purposes of SSI income eligibility and benefits because they are set aside for use under a Plan for Achieving Self-Support (PASS)		X
Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program		X
The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b))		X
Payments received under WIC-Supplemental Food Program for Women, Infants, and		X

ANNUAL INCOME – WHAT TO INCLUDE AND WHAT TO EXCLUDE		
	INCLUDE	EXCLUDE
Children		
Payments received under the National School Lunch Program (42 U.S.C. 175-176)		X
Payments received under the Child Nutrition Act (42 U.S.C. 1771-1778)		X
Payments received under the Child Care Block Grant Act of 1990		X
5. PERIODIC ALLOWANCES SUCH AS ALIMONY AND CHILD CARE, REGULAR CONTRIBUTIONS OR GIFTS		
Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling	X	
PAYMENTS FOR CARE OF A FOSTER OR DEVELOPMENTALLY DISABLED CHILD OR ADULT		
Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone)		X
Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home		
ADOPTION ASSISTANCE PAYMENTS		
Adoption assistance payments in excess of \$480 per adopted child		X
Adoption assistance payments up to \$480 per adopted child	X	
ENERGY ASSISTANCE PAYMENTS		
Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program		X
6. INCOME FROM A BUSINESS		
Net income from the operation of a business or profession	X	
7. INTEREST, DIVIDENDS OR OTHER NET INCOME FROM REAL OR PERSONAL PROPERTY		
Interest, dividends, and other net income of any kind from real and personal property	X	
Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit		X
Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e)		X
8. ARMED FORCES		
All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay	X	
Special hostile fire pay to a member of the Armed Forces		X

APPENDIX D

INDEX OF INCOME SOURCES

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		<i>4a</i>	<i>4b</i>
Active Corps of Executives (ACE): Domestic Volunteer Service Act, payments to volunteers			19b
Adoption assistance payments in excess of \$460 per adopted child			15
Alimony	Periodic	5	
American Association of Retired Persons: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
AmeriCorps: Payments received as AmeriCorps Living Allowances			19n
Annuities	Periodic payment (and lump sum payment for delayed start)	2	
Armed forces: all regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay		8	
Association National Pro Personas Mayores: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
Basic Educational Opportunity Grants (Pell Grants): Scholarships funded for Title IV of the Higher Education Act of 1965			19i
Bonuses		1	
Business, net income from the operation of a business		6	
Byrd Scholarships: Scholarships funded for Title IV of the Higher Education Act of 1965			19i
CalWORKS (California's TANF program)		4	
Capital gains	Lump sum payment		3
Cash Assistance Program for Immigrants (CAPI)		4	
Child care – payments received under the Child Care Block Grant			19r
Child Nutrition Act – payments received under			19q
Child support	Periodic	5	
Children: Wages and salary of children (including foster children) under the age of 18			1
Claims: Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Public Law 94-540, 90 Statute 2503-2504)			19g
Claims: Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)			19k
Claims: Payments received under Maine Indian Claims Settlement Act of 1980 (Pub.L. 96-420, 94 Statute 1785)			19l
Claims: Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626)			19c
Claims: Reparations paid by a foreign government for persecution during the Nazi Era			13
Claims: The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117)			19h
College Work Study: Scholarships funded for Title IV of the Higher Education Act of 1965			19i
Commissions		1	

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		4a	4b
Contributions received from persons not residing in the dwelling	<ul style="list-style-type: none"> ▪ Periodic ▪ Regular 	5	
Crime compensation: any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 USC 10602)			19
Developmentally disabled: amounts paid by a State agency to a family with developmentally disabled family member living at home to offset the cost of services and equipment needed to keep that family member at home			18
Disability payment in lieu of earnings		3	
Disability or death benefits	Periodic payment (and lump sum payment for delayed start)	2	
Dividends: interest, dividends and other net income of any kind from real or personal property		7	
Domestic Volunteer Service Act, payments to volunteers			19b
Earned Income Tax Credit: Earned income tax credit refund payments received from the Internal Revenue Service on or after January 1, 1991. Payments may be received in a resident's regular pay or as a single sum payment			19m
Education: Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C.1087uu)			19i
Education: the full amount of student assistance paid directly to the student or to the educational institution			6
Employment training programs			11
Employment training programs: amounts received under training programs funded by HUD			7
Employment training programs: Payments received under programs funded in whole or in part under the Job Training Partnership Act			19f
Energy assistance: Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program			19e
Fees		1	
Food stamps			19a
Foster adults: payments received for the care of foster children or foster adults			2
Foster children: payments received for the care of foster children or foster adults			2
Foster Grandparent Program: Domestic Volunteer Service Act, payments to volunteers			19b
General Assistance		4	
Gifts	<ul style="list-style-type: none"> ▪ Sporadic ▪ Temporary ▪ Nonrecurring 		12
Gifts received from persons not residing in the dwelling	<ul style="list-style-type: none"> ▪ Periodic ▪ Regular 	5	

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		4a	4b
Green Thumb: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
Health care: amounts received that are specifically for, or in reimbursement of, the cost of medical expenses for any family member			4
Hostile fire pay (to a member of the armed forces) *stated as an exception to included income category 8			X*
Income: interest, dividends and other net income of any kind from real or personal property		7	
Income: net income from a business or profession		6	
Income: temporary, nonrecurring or sporadic	<ul style="list-style-type: none"> ▪ Sporadic ▪ Temporary ▪ Nonrecurring 		12
Inheritance			3
Insurance policies	Periodic payment (and lump sum payment for delayed start)	2	
Insurance, health and accident	Lump sum payment		3
Interest: interest, dividends and other net income of any kind from real or personal property		7	
Job Training Partnership Act: Payments received under programs funded in whole or in part under the Job Training Partnership Act			19f
Kinship Guardian Assistance Payment (Kin-GAP) (California)		4	
Live-in aide, income from			5
Medical expenses: amounts received that are specifically for, or in reimbursement of, the cost of medical expenses for any family member			4
National Caucus Center on the Black Aged: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
National Council on Aging: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
National Council on Senior Citizens: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
National School Lunch Program – payments received			19p
National Urban League: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
National Volunteer Program to Assist Small Business and Program Volunteer Services to Persons with Business Experience: Domestic Volunteer Service Act, payments to volunteers			19b
Older Americans Act: Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
Older American Committee Service Program: Domestic Volunteer Service Act, payments to volunteers			19b
Out-of-pocket expenses: Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program			9
Overtime pay		1	
Peace Corps: Domestic Volunteer Service Act, payments to volunteers			19b

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		<i>4a</i>	<i>4b</i>
Pensions	Periodic payment (and lump sum payment for delayed start)	2	
Personal property: interest, dividends and other net income of any kind from real or personal property		7	
Personal services compensation		1	
Plan for Achieving Self Support: Amounts received by a disabled person that are disregarded for a limited time for purposes of SSI income eligibility and benefits because they are set aside for use under a Plan for Achieving Self-Support (PASS)			8
Profession, net income from a profession		6	
Program reimbursements: Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program			9
Property tax refunds or rebates under state or local law for taxes paid on the dwelling unit			17
Property: Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e)			19d
Real property: interest, dividends and other net income of any kind from real or personal property		7	
Refugee Cash Assistance Program (RCA)		4	
Reimbursements for medical expenses: amounts received that are specifically for, or in reimbursement of, the cost of medical expenses for any family member			4
Retired Senior Volunteer Program (RSVP): Domestic Volunteer Service Act, payments to volunteers			19b
Retirement funds	Periodic payment (and lump sum payment for delayed start)	2	
Scholarship: Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C.1087uu)			19i
Senior Community Services Employment Program (CSEP): Payments received from programs funded under Title V of the Older Americans Act of 1965			19j
Senior Companion Program: Domestic Volunteer Service Act, payments to volunteers			19b
Service Learning Program: Domestic Volunteer Service Act, payments to volunteers			19b
Settlements – personal or property claims	Lump sum payment		3
Service Corps of retired Executives (SCORE): Domestic Volunteer Service Act, payments to volunteers			19b
Severance pay		3	
Social security	Periodic payment (and lump sum payment for delayed start)	2	

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		<i>4a</i>	<i>4b</i>
Social Security Disability Insurance (SSDI)	Periodic payment (and lump sum payment for delayed start)	2	
Social Security: deferred periodic payments of social security benefits	Deferred periodic payments		16
Special Veterans Benefit program (administered by SSA)		4	
State Student Incentive Grants: Scholarships funded for Title IV of the Higher Education Act of 1965			19i
Stipend: A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development.			10
Student wages: Earnings in excess of \$480 for each full time student 18 years old or older (excluding the head of household and spouse)			14
Student: Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C.1087uu)			19i
Student: the full amount of student assistance paid directly to the student or to the educational institution			6
Students: National School Lunch Program – payments received			19p
Students: payments received under the National School Lunch Program			19p
Supplemental Opportunity Grants: Scholarships funded for Title IV of the Higher Education Act of 1965			19i
Supplemental Security Income (SSI)		4	
Supplemental Security Income (SSI): deferred periodic payments of SSI income	Deferred periodic payments		16
Temporary Aid to Needy Families (TANF)		4	
Tips		1	
Unemployment benefits		3	
Utilities: Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program			19e
VETERANS – SEE SPECIAL SECTION AT END OF CHART			
Veterans Cash Benefit Program (CVCB) – California		4	
Victims of Crime Act: Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 USC 10602)			19
VISTA: Payment to volunteers under the Domestic Volunteer Service Act of 1973 (VISTA)			X
Wages and salaries		1	
Wages and salary of children (including foster children) under the age of 18 years			1
Wages: Earnings in excess of \$480 for each full time student 18 years old or older (excluding the head of household and spouse)			14
Welfare (payments based on need by federal, state or local governments)		4	
WIC-Supplemental Food Program Payments – payments received			19o
Worker's compensation	Periodic	3	

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		4a	4b
Workers compensation	Lump sum payment (e.g. permanent disability payment)		3
VETERANS – THE FOLLOWING LISTS VETERANS’ SPECIFIC INCOME; THE CATEGORY OF INCLUSION OR EXCLUSION CAN BE FOUND BY REFERENCE TO THE GENERAL CATEGORIES ABOVE OR ON CHART A			
Veterans: Accelerated death benefits (advanced life insurance payments of up to 50% of coverage to terminally ill policyholders)			X
Veterans: Additional disability compensation for those in need of regular aid and attendance of another person		X	
Veterans: Allowances for children of Vietnam or Korean veterans born with birth defects, except for allowances paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran		X	
Veterans: Annual clothing allowance (for veteran using prosthetic or orthopedic appliances, or with a skin condition)			X
Veterans: Burial expenses			X
Veterans: Veterans Cash Benefit Program (CVCB) – California		4	
Veterans: Combat-related special compensation - offsets the reduction in military retired pay due to the receipt of VA disability compensations)		X	
Veterans: Death pension (monthly payments for low-income surviving spouses and unmarried children of deceased veterans with wartime service)		X	
Veterans: Dependency and indemnity compensation (monthly payment to a surviving spouse, child, or parent of a veteran whose death resulted from a service-related injury or disease)		X	
Veterans: Insurance dividends (tax-free dividends paid annually on selected active government life insurance policies)		X	
Veterans: Living allowance for participating in vocational rehabilitation training			X
Veterans: Medal of Honor pension		X	
Veterans: Military death gratuity payment (one time payment to next of kin of service members who die while on active duty or retirees who die from a service-connected injury within 120 days of retiring)			X
Veterans: Montgomery GI Bill death benefit			X
Veterans: Monthly disability compensation (for veterans who have a disability due to an injury or disease incurred or aggravated during active military service)		X	
Veterans: Monthly pension (for wartime veterans with low incomes who are permanently and totally disabled or age 65 years and older)		X	
Veterans: One-time payment of up to \$11,000 toward purchase of specially adapted automobile or other conveyance			X
Veterans: Payments for the cost of full-time training in college, technical, or vocational school			X
Veterans: Payments to surviving spouses and children for the cost of full or part-time training through various sources including colleges, universities, vocational schools, and independent study			X

Income Source	Frequency of Payment of Income Source	Include/Category	Exclude/Category
<i>Categories refer to subsections of Paragraph 4 (include), Paragraph 5 (exclude) of HUD CPD Notice 96-03</i>		4a	4b
Veterans: Reimbursement for most medical expenses covered by the Civilian Health and Medical Program of VA			X
Veterans: Service-disabled veterans insurance (up to \$10,000 in life insurance for veterans with service-connected disabilities but who otherwise are in good health. Veterans who are totally disabled may receive additional supplemental coverage of up to \$20,000)			X
Veterans: Special Veterans Benefit program (administered by SSA)		4	
Veterans: Veterans' Group Life Insurance (VGLI) (provides renewable 5-year term coverage for veterans who had service members group life insurance at the time they separated from the service and converted that amount of coverage to VGLI)			X
Veterans: Weekly unemployment compensation for a limited period of time for veterans who do not begin civilian employment immediately after leaving military service except for payments received under the Workforce Investment Act of 1998 (29 USC 2931)		X	
Veterans: Work study allowance for participating in vocational rehabilitation training			X
Veterans: Work-study wages paid to surviving spouses and children for work they do for VA while attending training			X
Veterans: Work-study wages paid to veterans for work they do for VA while attending training in college, technical, or vocational school			X

APPENDIX E RENTAL CALCULATION EXAMPLES

SCENARIO 1 – DEPENDENT AND CHILD CARE ALLOWANCE

You operate a sponsor-based Shelter Plus Care Program. Your units are divided in two separate buildings. Rent in Building A includes utilities. Rent in Building B includes garbage, sewer and water, but does not include gas and electricity.

In Building A, 123 Walnut Street, Unit 102:

The Alhalim Family is a tenant. The household composition includes:

- Mother, Ann, who works full-time and receives \$21,840 per year.
- Father, Alex, who suffers from mental illness and is disabled from working; Alex receives Supplemental Security Insurance benefits in the amount of \$900 a month.
- 19-year old son, Adam, is in school full-time and works during the Winter Holiday season for minimum wage and anticipates earning a total of \$640.
- 2-year old, Alicia, is in child care so that her mother can work.
- The family pays \$546 a month for child care; \$200 per month is reimbursed by Child Care R Us.
- The family receives food stamp benefits.

Step 1 – Annual Income

Using Charts C and/or D, we look to see whether each family member’s income is included or excluded in Income.

- Alex: Alex’s SSI benefit is considered public assistance and counts toward income.
- Ann: All of Ann’s income is included; we look to see if her paycheck includes an Earned Income Tax Credit – if it does, that amount would be excluded.
- Adam: Adam’s income would normally be included, even though it is seasonal, but because he is a full-time student, his income in excess of \$480 is excluded.
- Alicia: Alicia has no income.
- Food stamps are an excluded source of income and so the value does not appear on this Worksheet

COMMUNITY HOUSING PROJECT				
Name of Resident/Family:	Alex Alhalim/Ann Arlis-Alhalim and Family			
Address of Unit:	123 Walnut Street, Forest City - Unit 102			
Date Prepared:	September 12, 2007			
Prepared by:	<u>Rene Rent</u>			
	Family Member	Family Member	Family Member	Family Member
Name:	Alex	Ann	Adam	Alicia
ANTICIPATED ANNUAL INCOME				

1	Wages, Salaries		\$21,840.00	\$480.00	
2	Social Security/Pensions (Periodic Payments)				
3	Payments in Lieu of Earnings				
4	Public Assistance	\$10,800.00			
5	Periodic Allowances				
6	Business Income- Net				
7	Net Income-Real/Personal Property				
8	Armed Forces Pay				
9	Subtotal by Family Member	\$10,800.00	\$21,840.00	\$480.00	\$0.00
10	TOTAL ANNUAL INCOME (Add all subtotals from Line 9)	\$33,120.00			
S+C PROVIDER: IS THE HOUSEHOLD INELIGIBLE BECAUSE TOTAL ANNUAL INCOME EXCEEDS THE INCOME LIMITATIONS FOR OCCUPANCY? [See Guide Responsibility 2, Step 1, last tip for more information and instructions on editing this document to include local income limits]					

Because this is a S+C Program, ask whether the household is ineligible because the amount of annual income, in this scenario, \$33,120, exceeds the jurisdiction’s income limitations for occupancy.

Step 2: Dependent Allowance

- There are 2 dependents in the Alhalim household:
- Adam, a full-time student, and Alicia, a minor

STEP 2

DEPENDENT ALLOWANCE		
11	Number of Dependents	2
12	DEPENDENT ALLOWANCE (Multiply Line 11 by \$480)	\$960.00

Step 3: Child Care Allowance

- The family expects to pay \$6,552 per year for child care for Alicia so that Ann can work
- All of Ann’s wages are expected to be dependent on having the child care (the family does not choose to have Alex or Adam provide child care for Alicia)

STEP 3

CHILD CARE ALLOWANCE		
13	Expense to enable family member to work	\$6,552.00
	Household member enabled:	Ann
14	Expense to enable family member to further education	

	Household member enabled:	
15	Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) to permit <i>work</i>	\$2,400.00
	Name of agency:	
16	Total child care reimbursed by another agency (i.e. TANF, called CalWORKS in California, etc.) to permit <i>education</i>	
17	Family Member Earnings from work which are dependent on the child care	\$21,840.00
18	CHILD CARE ALLOWANCE - (a) if child care allows household to work only, Line 15 from Line 13, but not higher than line 17; (b) if child care allows household to further education, Line 16 from Line 14; if child care allows both, sum of (a) and (b)	\$4,152.00

Step 4 – Disabled Assistance Allowance

The Alhalim Family does not expect to incur any expense in this category. The figure in Line 22 is automatically calculated by the Excel spreadsheet even though no allowance for Disabled Assistance is claimed. The number could be relevant if Medical Expenses are claimed.

Step 5 – Medical Expenses of Elderly or Disabled

The Alhalim Family is not claiming any anticipated unreimbursed medical expenses.

STEP 4

DISABLED (OR HANDICAPPED) ASSISTANCE ALLOWANCE		
19	Disabled Assistance Expenses (attendant care plus auxiliary apparatus)	
20	Total Amount of Disabled Assistance Expenses Reimbursed	
21	Net Disabled Assistance Expenses (Subtract Line 20 from Line 19)	\$0.00
22	(Multiply Line 10 (Total Annual Income) by 0.03)	\$993.60
23	(Subtract Line 22 from Line 21)	
24	Family Member Earnings which are dependent on the disabled assistance expenses	
25	DISABLED ASSISTANCE/ADJUSTED INCOME SUBTOTAL (Lesser of Lines 23 or 24)	\$0.00
MEDICAL EXPENSES OF ELDERLY OR DISABLED ALLOWANCE		
26	Medical Expenses	0
27	Total Amount of Medical Expenses Reimbursed	

STEP 5

28	Net Medical Expenses (Subtract Line 27 from Line 26)	\$0.00
29	MEDICAL EXPENSES/ADJUSTED INCOME SUBTOTAL (If Line 23 is more than 0, enter the amount from Line 28, otherwise add Lines 21 and 28 and subtract Line 22)	\$0.00

Step 6 – Elderly or Disabled Persons Household (Family) Allowance

STEP 6

The Alhalim family receives the \$400 allowance because Alex is disabled.

ELDERLY OR DISABLED PERSONS HOUSEHOLD (FAMILY) ALLOWANCE		
30	ELDERLY OR DISABLED ALLOWANCE (\$400 if applicable)	\$400.00

Step 7 – Calculation of Rent

The Excel spreadsheet shows us the maximum amount the Alhalim family can be charged for rent (Line 36, \$630.20). Since this is a Shelter Plus Care project, this is the amount of rent which must be charged.

ADJUSTED INCOME		
31	Total Income Adjustments (Add Lines 12, 18, 25, 29, and 30)	\$5,512.00
32	Adjusted Income (Subtract Line 31 from Line 10)	\$27,608.00
RESIDENT RENT DETERMINATION		
33	30% of Monthly Adjusted Income (Divide Line 32 by 12 and multiply by 0.3)	\$690.20
34	10% of Monthly Income (Divide Line 10 by 12 and multiply by 0.1)	\$276.00
35	For SHP Programs ONLY if applicable: lesser amount of rent the program has chosen to charge – Insert Monthly Rental Amount calculated per your program’s formula [See Guide Responsibility 2, Step 7]	
36	MAXIMUM AMOUNT PER MONTH THAT CAN BE CHARGED FOR RESIDENT RENT (Largest of Lines 33, 34 or 35)	\$690.20
DETERMINING RESIDENT RENTS FOR UNITS IN WHICH UTILITIES ARE NOT INCLUDED IN RENT		
37	Utility Allowance	
38	Resident Rent (Subtract Line 37 from Line 36). THIS IS THE MAXIMUM AMOUNT PER MONTH THAT CAN BE CHARGED FOR RESIDENT RENT	\$690.20

STEP 7

STEP 8

39	Utility Reimbursement (Only if Line 38 is less than 0). THIS IS THE AMOUNT THAT MUST BE PAID TO THE RESIDENT AS A UTILITY REIMBURSEMENT.	\$0.00
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Step 8 – Utility Allowance

Utilities are included in the Alhalims’ rent, and so no calculation is performed.

Additional Assistance for Pro Rata Rent Calculation if you want it:

The Excel spreadsheet will automatically include the Annual Rental Amount on Line 40 and Daily Rental Amount on Line 41.

IF RESIDENT WILL PAY RENT AND WILL NOT RECEIVE A UTILITY REIMBURESMENT		
40	Annual Rental Amount	\$8,282.40
41	Daily Rental Amount	\$22.69

SCENARIO 2 –DISABLED ASSISTANCE ALLOWANCE

You operate a Supportive Housing Program-Permanent Housing Program.

At 123 Maple Street, Unit 103:

Barak Baker is a tenant. He lives alone.

- Barak has cerebral palsy and is in need of assistance in fixing meals, eating and bathing.
- He has an attendant from the County’s In-Home Supportive Services program to provide this assistance. The cost is \$500 per month, \$400 of which is paid for the IHSS program.
- Barak receives SSI/SSP (Supplemental Security Income/State Supplemental Payment) cash benefits in the amount of \$500 per month.

Step 1 – Annual Income

Using Charts C and/or D, we look to see whether each family member’s income is included or excluded in Income.

- Barak: Barak’s SSI/SSP benefit is considered public assistance and counts toward income. Over the next 12 months his benefits will equal \$6,000.

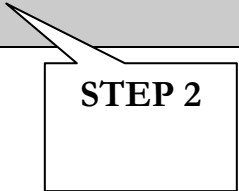
COMMUNITY HOUSING PROGRAM					
Name of Resident/Household:		Barak Baker			
Address of Unit:		123 Maple Street, Unit 103			
Date Prepared:		January 15, 2008			
Prepared by:		<u>Rene Rent</u>			
		Household Member	Household Member	Household Member	STEP 1
Name:		Barak			
ANTICIPATED ANNUAL INCOME					
1	Wages, Salaries				
2	Social Security/Pensions (Periodic Payments)				
3	Payments in Lieu of Earnings				
4	Public Assistance	\$6,000.00			
5	Periodic Allowances				
6	Business Income- Net				
7	Net Income- Real/Personal Property				
8	Armed Forces Pay				
9	Subtotal by Family Member	\$6,000.00	\$0.00	\$0.00	\$0.00

10	TOTAL ANNUAL INCOME (Add all subtotals from Line 9)	\$6,000.00
S+C PROVIDER: IS THE HOUSEHOLD INELIGIBLE BECAUSE TOTAL ANNUAL INCOME EXCEEDS THE INCOME LIMITATIONS FOR OCCUPANCY? [See Guide Responsibility 2, Step 1, last tip for more information and instructions on editing this document to include local income limits]		

Step 2: Dependent Allowance

There are no dependents in the Baker family – the household consists of the “head”.

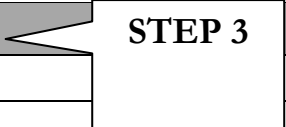
DEPENDENT ALLOWANCE		
11	Number of Dependents	0
12	DEPENDENT ALLOWANCE (Multiply Line 11 by \$480)	\$0.00



Step 3: Child Care Allowance

The Baker household does not anticipate any child care expenses.

CHILD CARE ALLOWANCE	
Expense to enable family member to work	0
Household member enabled:	
Expense to enable family member to further education	
Household member enabled:	
Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) to permit <i>work</i>	
Name of agency:	
Total child care reimbursed by another agency (i.e. TANF, called CalWORKS in California, etc.) to permit <i>education</i>	
Family Member Earnings from work which are dependent on the child care	
CHILD CARE ALLOWANCE - (a) if child care allows household to work only, Line 15 from Line 13, but not higher than line 17; (b) if child care allows household to further education, Line 16 from Line 14; if child care allows both, sum of (a) and (b)	\$0.00



Step 4 – Disabled Assistance Allowance

The Baker Household expects to utilize attendant care in the next 12 months. The cost of the IHSS worker is \$500 per month, times 12 months = \$6,000. Of that cost, \$400 per month, or \$4,800 annually is paid for by an outside agency, and the Baker Household pays \$100 per month, times 12 months = \$1,200.

STEP 4

DISABLED (OR HANDICAPPED) ASSISTANCE ALLOWANCE		
19	Disabled Assistance Expenses (attendant care plus auxiliary apparatus)	\$6,000.00
20	Total Amount of Disabled Assistance Expenses Reimbursed	\$4,800.00
21	Net Disabled Assistance Expenses (Subtract Line 20 from Line 19)	\$1,200.00
22	(Multiply Line 10 (Total Annual Income) by 0.03)	\$180.00
23	(Subtract Line 22 from Line 21)	\$1,020.00
24	Family Member Earnings which are dependent on the disabled assistance expenses	\$0.00
25	DISABLED ASSISTANCE/ADJUSTED INCOME SUBTOTAL (Lesser of Lines 23 or 24)	\$0.00

Step 5 – Medical Expenses and Elderly

The Baker Household is not claiming any anticipated unreimbursed medical expenses.

STEP 5

MEDICAL EXPENSES OF ELDERLY OR DISABLED ALLOWANCE		
26	Medical Expenses	
27	Total Amount of Medical Expenses Reimbursed	\$0.00
28	Net Medical Expenses (Subtract Line 27 from Line 26)	\$0.00
29	MEDICAL EXPENSES/ADJUSTED INCOME SUBTOTAL (If Line 23 is more than 0, enter the amount from Line 28, otherwise add Lines 21 and 28 and subtract Line 22)	\$0.00

Step 6 – Elderly or Disabled Persons Household Allowance

The Baker Household receives the \$400 allowance because Barak is disabled. ALL of the Households in HUD-funded SHP-PH and S+C programs will be entitled to the disabled person household allowance.

STEP 6

ELDERLY OR DISABLED PERSONS HOUSEHOLD (FAMILY) ALLOWANCE		
30	ELDERLY OR DISABLED ALLOWANCE (\$400 if applicable)	\$400.00

Step 7 – Calculation of Rent

The Excel spreadsheet shows us the maximum amount the Baker Household can be charged for rent (Line 36, \$140.00).

ADJUSTED INCOME		
31	Total Income Adjustments (Add Lines 12, 18, 25, 29, and 30)	\$400.00
32	Annual Adjusted Income (Subtract Line 31 from Line 10)	\$5,600.00
RESIDENT RENT DETERMINATION		
33	30% of Monthly Adjusted Income (Divide Line 32 by 12 and multiply by 0.3)	\$140.00
34	10% of Monthly Income (Divide Line 10 by 12 and multiply by 0.1)	\$50.00
35	For SHP Programs ONLY if applicable: lesser amount of rent the program has chosen to charge- Insert Monthly Rental Amount calculated per your programs' formula [See Guide Responsibility 2, Step 7]	
36	AMOUNT PER MONTH TO BE CHARGED FOR RESIDENT RENT (Larger of Lines 33 or 34 except for SHP programs which choose to charge less, then Line 35)	\$140.00

STEP 7

SCENARIO 3 – MEDICAL EXPENSES ALLOWANCE

You operate a Supportive Housing Program-Permanent Housing Program.

At 123 Maple Street, Unit 204:

Carlos Cozinski is a tenant.

- Carlos, 30 years old, is disabled by AIDS. While his health has not always permitted him to do so, Carlos anticipates that he will be able to continue working full-time in the next year. His annual income from full-time work is \$20,000. He anticipates that his medical expenses will be \$8,000 in the next year, \$6,000 of which is reimbursed through his employer’s group health insurance plan. The \$8,000 cost includes Carlos’ share of his health insurance premium.

Step 1 – Annual Income

Using Charts C and/or D, we look to see whether each household member’s income is included or excluded in Income.

- Carlos: In the next 12 months, Carlos expects to earn \$20,000 in wages.

COMMUNITY HOUSING PROGRAM				
Name of Resident/Household:	<u>Carlos Cozinski</u>			STEP 1
Address of Unit:	<u>123 Maple Street, Forest City - Unit 204</u>			
Date Prepared:	<u>January 28, 2008</u>			
Prepared by:	<u>Renee Rent</u>			
Name:	Household Member	Household Member	Household Member	Household Member
	Carlos			
ANTICIPATED ANNUAL INCOME				
1	Wages, Salaries	\$20,000.00		
2	Social Security/Pensions (Periodic Payments)			
3	Payments in Lieu of Earnings			
4	Public Assistance			
5	Periodic Allowances			
6	Business Income- Net			
7	Net Income- Real/Personal Property			
8	Armed Forces Pay			

9	Subtotal by Family Member	\$20,000.00	\$0.00	\$0.00	\$0.00
10	TOTAL ANNUAL INCOME (Add all subtotals from Line 9)	\$20,000.00			
S+C PROVIDER: IS THE HOUSEHOLD INELIGIBLE BECAUSE TOTAL ANNUAL INCOME EXCEEDS THE INCOME LIMITATIONS FOR OCCUPANCY? [See Guide Responsibility 2, Step 1, last tip for more information and instructions on editing this document to include local income limits]					

Step 2: Dependent Allowance

There are no dependents in the Cozinski Household – the household consists of the “head.”

STEP 2

DEPENDENT ALLOWANCE		
11	Number of Dependents	0
12	DEPENDENT ALLOWANCE (Multiply Line 11 by \$480)	\$0.00

Step 3: Child Care Allowance

The Cozinski Household does not anticipate any child care expenses.

STEP 3

CHILD CARE ALLOWANCE	
Expense to enable family member to work	0
Household member enabled:	
Expense to enable family member to further education	
Household member enabled:	
Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) to permit <i>work</i>	
Name of agency:	
Total child care reimbursed by another agency (i.e. TANF, called CalWORKS in California, etc.) to permit <i>education</i>	
Family Member Earnings from work which are dependent on the child care	
CHILD CARE ALLOWANCE - (a) if child care allows household to work only, Line 15 from Line 13, but not higher than line 17; (b) if child care allows household to further education, Line 16 from Line 14; if child care allows both, sum of (a) and (b)	\$0.00

Step 4 – Disabled (or Handicapped) Assistance Allowance

The Cozinski Household does not anticipate any Disabled Assistance Allowance.

STEP 4

DISABLED ASSISTANCE ALLOWANCE		
19	Disabled Assistance Expenses (attendant care plus auxiliary apparatus)	
20	Total Amount of Disabled Assistance Expenses Reimbursed	
21	Net Disabled Assistance Expenses (Subtract Line 20 from Line 19)	\$0.00
22	(Multiply Line 10 (Total Annual Income) by 0.03)	\$600.00
23	(Subtract Line 22 from Line 21)	
24	Family Member Earnings which are dependent on the disabled assistance expenses	
25	DISABLED ASSISTANCE/ADJUSTED INCOME SUBTOTAL (Lesser of Lines 23 or 24)	\$0.00

Step 5 – Medical Expenses

Carlos anticipates incurring \$8,000 in medical expenses in the next year – that cost includes Carlos’ share of his health insurance premium; his employer’s group health coverage will pay for \$6,000 of those costs.

STEP 5

MEDICAL EXPENSES OF ELDERLY OR DISABLED ALLOWANCE		
26	Medical Expenses	\$8,000.00
27	Total Amount of Medical Expenses Reimbursed	\$6,000.00
28	Net Medical Expenses (Subtract Line 27 from Line 26)	\$2,000.00
29	MEDICAL EXPENSES/ADJUSTED INCOME SUBTOTAL (If Line 23 is more than 0, enter the amount from Line 28, otherwise add Lines 21 and 28 and subtract Line 22)	\$1,400.00

Step 6 – Elderly or Disabled Persons Family Allowance

Carlos receives the \$400 allowance because he is disabled by HIV/AIDS.

STEP 6

ELDERLY OR DISABLED PERSONS HOUSEHOLD (FAMILY) ALLOWANCE		
30	ELDERLY OR DISABLED ALLOWANCE (\$400 if applicable)	\$400.00

Step 7 – Calculation of Rent

The Excel spreadsheet shows us the maximum amount Carlos can be charged for rent (Line 36, \$455.00).

STEP 7



RESIDENT RENT DETERMINATION		
33	30% of Monthly Adjusted Income (Divide Line 32 by 12 and multiply by 0.3)	\$455.00
34	10% of Monthly Income (Divide Line 10 by 12 and multiply by 0.1)	\$166.67
35	For SHP Programs ONLY if applicable: lesser amount of rent the program has chosen to charge- Insert Monthly Rental Amount calculated per your programs' formula [See Guide Responsibility 2, Step 7]	
36	AMOUNT PER MONTH TO BE CHARGED FOR RESIDENT RENT (Larger of Lines 33 or 34 except for SHP programs which choose to charge less, then Line 35)	\$455.00

SCENARIO 4 – UTILITY ALLOWANCE

You operate a sponsor-based Shelter Plus Care Program. Your units are divided in two separate buildings. Rent in Building A includes utilities. Rent in Building B includes garbage, sewer, water and gas, but does not include electricity.

In Building B, 125 Walnut Street, Unit 301, a 2-bedroom unit:

The David household is a tenant. The household composition is:

- Darlene, an individual, 65 years of age, who is disabled by a developmental disability. Darlene receives Social Security Income payments in the amount of \$350 per month, or \$4200 per year.
- Danica, Darlene’s 50-year old sister, who cares for her. Danica earns \$3,000 a year at home sewing. Danica would not be living in the unit except to provide supportive services to Darlene.
- Electricity is not an included utility. Given the household size, the jurisdictional Utility Allowance is \$30 per month for electricity. The unit has an electric stove, giving an additional allowance of \$10.

Step 1 – Annual Income

Using Charts C and/or D, we look to see whether each family member’s income is included or excluded in Income.

- Darlene: In the next 12 months, Darlene expects to receive \$4,200 in Social Security Income payments.
- Danica: Even though Danica expects to receive income in the next year, because she is a live-in aid, her income is not included. (Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:
 - (1) Is determined to be essential to the care and well-being of the person;
 - (2) Is not obligated for the support of the person; and
 - (3) Would not be living in the unit except to provide the necessary supportive services.)

COMMUNITY HOUSING PROGRAM				
Name of Resident/Family:		Darlene David and caregiver, Danica David		
Address of Unit:		125 Walnut Street, Forest City - Unit 301		
Date Prepared:		September 20, 2007		
Prepared by:		<u>Rene Rent</u>		
		Family Member	Family Member	Family Member
Name:		Darlene	Danica	
ANTICIPATED ANNUAL INCOME				
1	Wages, Salaries			

STEP 1

2	Social Security/Pensions (Periodic Payments)	\$4,200.00			
3	Payments in Lieu of Earnings				
4	Public Assistance				
5	Periodic Allowances				
6	Business Income- Net				
7	Net Income-Real/Personal Property				
8	Armed Forces Pay				
9	Subtotal by Family Member	\$4,200.00	\$0.00	\$0.00	\$0.00
10	TOTAL ANNUAL INCOME (Add all subtotals from Line 9)	\$4,200.00			
S+C PROVIDER: IS THE HOUSEHOLD INELIGIBLE BECAUSE TOTAL ANNUAL INCOME EXCEEDS THE INCOME LIMITATIONS FOR OCCUPANCY? [See Guide Responsibility 2, Step 1, last tip for more information and instructions on editing this document to include local income limits]					

Because this is a S+C Program, ask whether the household is ineligible because the amount of annual income, in this case, \$4,200, exceeds the jurisdiction’s income limitations for occupancy.

Step 2: Dependent Allowance

There are no dependents in the David Family – the household consists of the “head” and her caretaker, who is not counted as a dependent.

DEPENDENT ALLOWANCE		
11	Number of Dependents	0
12	DEPENDENT ALLOWANCE (Multiply Line 11 by \$480)	\$0.00

STEP 2

Step 3: Child Care Allowance

The David Family does not anticipate any child care expenses.

CHILD CARE ALLOWANCE		STEP 3
Expense to enable family member to work	Household member enabled:	
Expense to enable family member to further education	Household member enabled:	

Total child care reimbursed by another agency (i.e. TANF (called CalWORKS in California), etc.) to permit <i>work</i>	
Name of agency:	
Total child care reimbursed by another agency (i.e. TANF, called CalWORKS in California, etc.) to permit <i>education</i>	
Family Member Earnings from work which are dependent on the child care	
CHILD CARE ALLOWANCE - (a) if child care allows household to work only, Line 15 from Line 13, but not higher than line 17; (b) if child care allows household to further education, Line 16 from Line 14; if child care allows both, sum of (a) and (b)	\$0.00

Step 4 – Disabled (Handicapped) Assistance Allowance

The David Family does not anticipate any Disabled (Handicapped) Assistance expenses.

STEP 4

DISABLED (OR HANDICAPPED) ASSISTANCE ALLOWANCE		
19	Disabled Assistance Expenses (attendant care plus auxiliary apparatus)	
20	Total Amount of Disabled Assistance Expenses Reimbursed	
21	Net Disabled Assistance Expenses (Subtract Line 20 from Line 19)	\$0.00
22	(Multiply Line 10 (Total Annual Income) by 0.03)	\$600.00
23	(Subtract Line 22 from Line 21)	
24	Family Member Earnings which are dependent on the disabled assistance expenses	
25	DISABLED ASSISTANCE/ADJUSTED INCOME SUBTOTAL (Lesser of Lines 23 or 24)	\$0.00

Step 5 – Medical Expenses

The David Family is not claiming any anticipated unreimbursed medical expenses.

STEP 5

MEDICAL EXPENSES		
26	Medical Expenses	
27	Total Amount of Medical Expenses Reimbursed	
28	Net Medical Expenses (Subtract Line 27 from Line 26)	\$0.00
29	MEDICAL EXPENSES/ADJUSTED INCOME SUBTOTAL (If Line 23 is more than 0, enter the amount from Line 28, otherwise add Lines 21 and 28 and subtract Line 22)	\$0.00

Step 6 – Elderly or Disabled Persons Household (Family) Allowance

The David family receives the \$400 allowance because Danica is disabled.

STEP 6

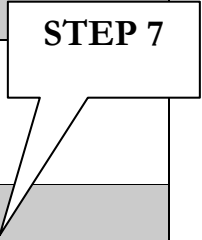
ELDERLY OR DISABLED PERSONS HOUSEHOLD (FAMILY) ALLOWANCE		

30	ELDERLY OR DISABLED ALLOWANCE (\$400 if applicable)	\$400.00
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Step 7 – Calculation of Rent

The Excel spreadsheet shows us the maximum amount the David Household can be charged for rent (Line 36, \$95.00). Since this is a Shelter Plus Care project, this is the amount of rent which must be charged, **subject to the utility allowance.**

ADJUSTED INCOME		
31	Total Income Adjustments (Add Lines 12, 18, 25, 29, and 30)	\$400.00
32	Adjusted Income (Subtract Line 31 from Line 10)	\$3,800.00
RESIDENT RENT DETERMINATION		
33	30% of Monthly Adjusted Income (Divide Line 32 by 12 and multiply by 0.3)	\$95.00
34	10% of Monthly Income (Divide Line 10 by 12 and multiply by 0.1)	\$35.00
35	For SHP Programs ONLY if applicable: lesser amount of rent the program has chosen to charge- Insert Monthly Rental Amount calculated per your programs' formula [See Guide Responsibility 2, Step 7]	
36	MAXIMUM AMOUNT PER MONTH THAT CAN BE CHARGED FOR RESIDENT RENT (Largest of Lines 33, 34 or 35)	\$95.00



Step 8 – Utility Allowance

Because electricity is not an utility included in the rent and the David Family pays for electricity, it is entitled to an allowance. Given the household size, the jurisdictional Utility Allowance is \$30 per month for electricity. The unit has an electric stove, giving an additional allowance of \$10. The total Utility Allowance in this case is \$40 (\$30.00+\$10.00), **so the Resident Rent is \$55.**

Determining Resident Rents for Units in Which Utilities Are Not Included in Rent		
37	Utility Allowance	\$40.00
38	Resident Rent (Subtract Line 37 from Line 36). THIS IS THE MAXIMUM AMOUNT PER MONTH THAT CAN BE CHARGED FOR RESIDENT RENT	\$55.00
39	Utility Reimbursement (Only if Line 38 is less than 0). This is the amount that must be paid TO the resident as a utility reimbursement.	\$0.00



