

Silversmith, Sharon (OTDA)

From: Silversmith, Sharon (OTDA)
Sent: Monday, March 12, 2007 9:26 AM
To: otda.dl.hear.nyc.centre.aljs; otda.dl.hear.nyc.map.aljs; otda.dl.hear.nyc.shos
Subject: CLE Standard Utility Allowance for Administrative Law Judges

On April 20, 2007 at 10 am we will be presenting a session on "Standard Utility Allowance for Administrative Law Judges" which will be eligible for 2 hours of non-transiional credits for Areas of Professional Practice.

This course is not eligible for transitional credits for newly admitted attorneys.

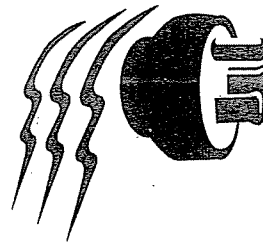
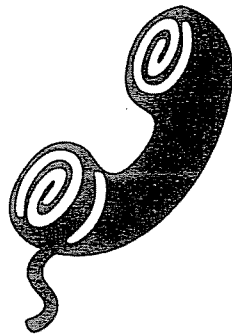
All SHOs and ALJs are expected to attend.

The course will be rpresented in waiting room A on the 16th floor.

We will keep you advised of any changes in the time or place.

Standard Utility Allowance Training

For Administrative Law Judges



Continuing Legal Education

otda

 PROFESSIONAL DEVELOPMENT PROGRAM
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK
PDP

In collaboration with
Office of Temporary and Disability Assistance
Bureau of Training and Management Analysis

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This document was designed and produced under a contractual agreement
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Professional Development Program

Rockefeller College, University at Albany

State University of New York

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05-ADM-14, Food Stamp Budgeting: VISTA Payments and Medical Mileage Expenses

GIS 06 TA-DC004, Food Stamp Budgeting Reminder: Increased Standard Utility Allowances

GIS 06 TA/DC032, Updated – Food Stamp Standards for October 1, 2006
Food Stamp Source Book

Section 5: Initial Eligibility Determination, Elderly/Disabled Members

Section 11: Standards and Deductions

K. Standard Allowances for Heating/Cooling, Utilities and Telephone

Section 12: Determining Income

Definition

Earned Income

Unearned Income

Income of Ineligible Individuals

Non-Household Individuals

Income Exclusions

About the Training Program

Program Description

Standard Utility Allowance is a two-hour training program designed to increase New York City Hearing Officers' knowledge of the Standard Utility Allowance and its impact on Food Stamp benefits.

Purpose

The purpose of this program is to provide a basic understanding and definition of the Standard Utility Allowance. It also seeks to provide Hearing Officers with the steps in the Food Stamp budgeting process and an introduction to two budget reports: the WINR0027 and the WINR0156.

Training Goals

The training goal for the program is to enhance the Hearing Officer's knowledge and skills so that s/he may more effectively determine the appropriateness of the Agency's (HRA) action.

Audience Profile

This training program is designed for New York City Hearing Officers.

Continued on next page

About the Training Program, Continued

Course Objectives

By the end of this training program, participants will be able to:

- Define Standard Utility Allowance
 - Describe how the SUA impacts the Excess Shelter Deduction
 - Identify where to find the SUA on the WINR0027 and WINR0156
-

About the Training and Development Staff

Professional Development Program, Rockefeller College University at Albany, Harlem Training Center

Sheila Ryan has an MPA from New York University's Wagner School of Public Service. She joined PDP in 2005 as a Senior Education Specialist and has been involved in developing and delivering training for Temporary Assistance, Food Stamps and Fair Hearing. Before joining PDP, Sheila worked in a variety of non-profit organizations as a curriculum developer and trainer.

Donald Shortslef holds a Bachelor of Science degree in Elementary Education from Atlantic Union College in South Lancaster, Massachusetts. He joined PDP in 2005 as a Senior Education Specialist and has been involved in the development and delivery of training programs in the areas of Temporary Assistance, Food Stamps and Fair Hearings. Prior to coming to PDP, Donald served as a Trainer for the Center for Development of Human Services for 15 years conducting audits and trainings in the New York City metro area.

Peter Wilson earned a Master of Arts degree in Public Administration from Queens College. He earned his Bachelor of Science degree from York College. He joined PDP in 2005 as a Senior Education Specialist. He has experience in curriculum development and Temporary Assistance/Food Stamp policy training. He previously worked for the Office of Training Operations (OTO) in the Human Resources Administration (HRA) for seven years where he taught Welfare Management System (WMS) Inquiry, Automated Child Care Information System (ACCIS) and the Paperless Office System (POS).

Kristin McElroy received her Bachelor of Arts degree in Political Science from SUNY Albany's Rockefeller College in 2005. She joined PDP in July 2005 as an Education Specialist, working to research and to develop new training in Albany. Kristin was a trainer for the Mental Health Awareness project, the Welfare Fraud Investigator Training, the Food Stamp Worker Training Institute, and Domestic Violence iLinc. Kristin became a member of the Harlem team in early 2007.

Program Agenda

10:00 – 10:10 am Overview of Training

10:10 – 10:45 am What is SUA? SUA Levels and Amounts

10:45 – 11:00 am SUA Case Scenarios

11:00 – 11:10 am Break

11:10 – 11:55 am How SUA Affects the FS Allotment (including 1 case scenario)

11:55 – 12:00 pm Recap and Closing

Lesson 1: The Standard Utility Allowance (SUA)

Introduction The Standard Utility Allowance (SUA) is one part of the calculation for shelter costs. The SUA and other shelter costs affect the Excess Shelter Deduction used in the FS budgeting process. Choosing the wrong SUA can greatly impact the final FS allotment.

Standard Utility Allowance and Amounts

The SUA is an allowance used in partially determining the Excess Shelter Deduction. It is an allowance, not a deduction, for heat, utilities, and telephone costs. Actual expenses are not used even if they exceed the mandated standard.

The SUA is given at one of three levels, depending on household circumstances.

Level	Type	Amount	Comment
1	Combined heat/utility/phone	\$577	Includes cooling
2	Combined utility/phone	\$256	
3	Phone only	\$33	

These SUA levels are most commonly driven by shelter type and expenses.

Continued on next page

Standard Utility Allowance

Level 1: Combined Heat/Utility/ Phone Allowance

A Level 1 SUA, or full SUA, is given to households that:

- Pay separately for heating and/or cooling costs and are able to supply verification of that cost
Note: Payments may be made directly to the vendor or to the landlord.
- Do not pay separately for heat costs, but have received a Home Emergency Assistance Program (HEAP) benefit for the current HEAP year
- Reside in public housing and who have received emergency HEAP are entitled to a full SUA for one year from the date of the HEAP payment
- Are HEAP eligible

Importantly, a Level 1 SUA will be allowed in the budget calculation when the individual/family resides in:

- A private apartment; their own home; a commercial rooming house; or a furnished room or apartment
 - Public or subsidized housing with shared meters that incur an excess charge for heating/cooling expense
-

Verification Requirement Level 1

To qualify for a Level 1 SUA, certain households must verify they:

- Receive a heating or cooling bill in their name, **or**
- Received a HEAP benefit or Emergency HEAP benefit in the current year, **or**
- Are a HEAP eligible household **or**
- Are responsible for paying the bill, even if it is not in their name

Note: Those households living, for example, in private apartments or their own homes do not need to provide verification to receive a Level 1 SUA. A complete list can be found in the *Food Stamp Source Book*. Section 11: Standards and Deductions – Pg. 259.

Continued on next page

Standard Utility Allowance, Continued

Level 2: SUA for Utility and Phone Costs If a household is not HEAP eligible and does not have heating or air conditioning costs, it may be eligible for a Level 2 SUA. If the household can verify it incurs a utility cost, it is eligible to receive a Level 2 SUA.

Note: Residents of public or subsidized housing with shared meters incurring a utility cost are also eligible for a Level 2 SUA.

Examples of Utility Costs

The following items are considered examples of utility costs:

- Electricity
 - Cooking fuel and/or fuel for heating hot water, such as propane, kerosene, or wood
 - Sewage
 - Trash collection
 - Rental fee for propane tank
-

Verification Requirement Level 2

To be eligible for Level 2 SUA, a household must verify it has a utility bill in its name or provide evidence that it incurs any of the utility costs listed above. The amount of expense incurred does not matter.

Level 3: Telephone Only

Since October 2004 a Level 3 SUA (telephone) is automatically applied on all cases. There is no requirement to have a telephone, so no verification is required to receive a Level 3 SUA.

Households not eligible for a Level 1 or Level 2 will automatically receive a Level 3 SUA.

Continued on next page

SUA and Living Arrangements

SUA for Shared Living Arrangements

In verified shared living arrangements it is not necessary for one household to have primary responsibility for payment of a heating/cooling bill to receive a full Level 1 SUA. Regardless of who is billed, each resident is eligible for the full amount of an SUA.

Households that include eligible FS participants in combination with individuals who are ineligible for FS (such as ineligible aliens, ineligible students and individuals ineligible for failure to provide or apply for a Social Security Number) are also entitled to the full amount of the appropriate SUA.

Level 1 SUA and Public Housing

The following households may receive a Level 1 SUA *if* the household pays separately for heating and/or air conditioning and can verify the expense:

- Living in a New York City Housing Authority (NYCHA) apartment
- Receive a Section 8 subsidy or
- Living in supportive or specialized housing

Note: Even if a household incurs an air conditioning expense only during the summer months, that household is entitled to the Level 1 SUA during the entire certification period, or any subsequent recertification period as long as the household can claim that specific SUA.

Length of SUA

A household's eligibility to claim a specific SUA does not have to be re-verified at recertification unless:

- The household has moved or changed utilities or
 - The claim is questionable
-



Determining the SUA

Case 1

Ms. Julie Shaw, 28, and her adult sister Diane have separate FS cases. They share a three-bedroom apartment. Diane, who has two minor children, is the primary tenant and Julie, who has one minor child, is the secondary tenant. Ms. Shaw and her sister share the rent equally. They purchase and prepare food separately.

1. Who, if anyone, gets the full SUA level?

2. Suppose Diane, as the primary tenant, pays a cooling bill that she shares 50/50 with Julie. What effect, if any, would this have on the case?

Continued on next page



Determining the SUA, Continued

Case 2

Sandra Brooks lives in subsidized housing with her two minor children and verifies an air conditioning expense. In October, the SUA is changed to a Level 2 (Utilities) because Ms. Brooks does not incur an air conditioning expense during the fall. As a result, Ms. Brooks receives a notice indicating a decrease in her Food Stamp benefit.

1. Is the SUA level correct? Why or why not?

Continued on next page



Determining the SUA, Continued

Case 3

Ms. Alice Adams and her minor child live in a two bedroom NYCHA apartment. Ms. Adams pays \$200 a month rent that includes utilities. She has an additional air conditioning expense that she pays during the months of June through September.

1. What SUA level should Ms. Adams receive?

2. What if Ms. Adams lived in a NYCHA apartment where utilities were not included and had no additional cooling expenses? What SUA level would she be entitled to?

Answer Key

Determining the SUA

Case 1

Ms. Julie Shaw, 28, and her adult sister Diane have separate FS cases. They share a three bedroom apartment. Diane, who has two minor children, is the primary tenant and Julie, who has one minor child, is the secondary tenant. Ms. Shaw and her sister share the rent equally. They purchase and prepare food separately.

1. Who, if anyone, gets the full SUA level?

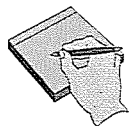
Answer: Diane, as the primary tenant, will be credited with a Level 1 SUA because she lives in a private apartment.

Julie will get the same SUA (level 1) as the primary tenant. It is not necessary for the secondary tenant to have primary responsibility for payment of a heating/cooling bill to get a full SUA.

2. Suppose Diane, as the primary tenant, pays a cooling bill that she shares 50/50 with Julie. What effect, if any, would this have on the case?

This will not have any effect on the SUA. Diane and Julie will each receive a Level 1 SUA.

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Determining the SUA, Continued

Case 2

Sandra Brooks lives in subsidized housing with her two minor children and verifies an air conditioning expense. In October, the SUA is changed to a Level 2 (Utilities) because Ms. Brooks does not incur an air conditioning expense during the fall. As a result, Ms. Brooks receives a notice indicating a decrease in her Food Stamp benefit.

1. Is the changed SUA level correct? Why or why not?

Answer: The changed SUA level is incorrect. Ms. Brooks is entitled to a Level 1 SUA because she incurs an air conditioning cost. It does not matter that this cost is incurred only part of the year.

Continued on next page



Determining SUA, Continued

Case 3

Ms. Alice Adams and her minor child live in a two bedroom NYCHA apartment. Ms. Adams pays \$200 a month rent that includes utilities. The participant has an additional air conditioning expense that she pays during the months of June through September. Ms. Adams has verified this expense.

1. What SUA level should the participant receive?

Answer: Ms. Adams should receive a Level 1 SUA.

Lesson 2: The Food Stamp Budget and SUA

Introduction The Food Stamp (FS) budgeting process has three major components:

- Income determinations
- Income exclusions or deductions
- Excess shelter deduction

The SUA is part of the Excess Shelter Deduction in the FS budget process. If the wrong SUA is chosen, the FS benefit will be wrong.

Overview of FS Budget The FS budgeting process consists of a series of steps performed by WMS.

Overview of the Food Stamp Budgeting Process

Step	Action
1	Identify <i>FS Gross Income</i> and subtract allowable exclusions.
2	<p>Apply the 130% Gross Income Test (GIT) against <i>FS Gross Income</i>.</p> <p>Households that exceed the amount are determined ineligible.</p> <p>Note: Aged or disabled households and categorically eligible households are not subject to the 130% GIT.</p>
3	<p>Identify <i>FS Adjusted Gross Income</i> by subtracting allowable deductions:</p> <ul style="list-style-type: none"> • 20% of earned income • Standard deduction • Dependent care deduction, medical deduction, and/or homeless deduction
4	Identify <i>FS Net Income</i> by subtracting an excess shelter deduction, if applicable.
5	<p>Apply the <i>FS Net Income Test</i> against <i>FS Net Income</i>.</p> <ul style="list-style-type: none"> • Households that don't pass are ineligible. • Categorically eligible households are exempt from this test. Households receiving PA are categorically eligible and, therefore, are exempt from this test.
6	Calculate the <i>FS Allotment</i> amount by subtracting the amount of income available to buy food (determined by taking 30% of <i>FS Net Income</i>) from the <i>Thrifty Food Plan</i> amount for the size of the FS household.

Step 1: Calculating Food Stamp Gross Income

- Step 1** Step 1 in the budget process is to calculate FS Gross Income by:
- Identifying countable income, and
 - Subtracting allowable exclusions
-

**Countable
Income in
the FS
Program**

The following are the most common sources of countable FS income:

- All wages and salaries for services performed as an employee
- Self-employment income
- Child support and alimony received
- Retirement, annuity, and pension income
- Supplemental Security Income (SSI) and Social Security Disability (SSD) benefits
- A pro-rated share of income from an ineligible alien or an individual refusing to obtain a social security number (SSN)

Note: An individual who refuses to obtain a SSN because of valid religious beliefs that prohibit him/her from doing so cannot be penalized or disqualified.

Note: A full list of countable FS Income can be found in the *Food Stamp Source Book*, Section 12, and "Determining Income."

Continued on next page

Step 1: Calculating Food Stamp Gross Income, Continued

Lump Sum Payments

Lump sum payments such as insurance settlements, lottery winnings, lump sum unemployment insurance or SSI payments are considered resources, not income.

FS Income Exclusions

Certain income is excluded by FS policy. Examples include, but are not limited to:

- Earnings of a non-head of household high school student under 18 years old
- Income of ineligible students, including child support received by a household member on behalf of an ineligible student
- Loans where there is an expectation of repayment from either private individuals or commercial institutions
- Legally obligated child support payments made by a FS household to non-household members
- Third party payments made on behalf of a household, such as payments made directly to a landlord by a relative or friend
- In-kind benefits to the household such as food, clothing, housing
- Educational grants, loans or scholarships
- Self-employment costs (allowable cost of doing business)
- Advanced Earned Income Tax Credit (EITC) payments
- Adoption subsidy payments
- Foster care payments, including foster care payments for individuals in the FS household
- Income of non-household members (except any voluntary contributions)

Note: A full list of FS Income Exclusions can be found in the *Food Stamp Source Book*, Section 12, and “Determining Income.”

Continued on next page

Step 2: Gross Income Test (GIT)

Step 2 Once countable FS income is determined, a non-categorically eligible FS household must pass the Gross Income Test (GIT). This means that a household's non-farm income cannot exceed 130% of the federal poverty guidelines.

- If the gross income exceeds the limit, the household is ineligible
- If the income is below the limit, the budget process continues and appropriate deductions are allowed to determine FS net income

Only after a household has passed the GIT are deductions applied.

Households Exempted from the GIT

Households not subject to the GIT include:

- Households containing an aged or disabled person, **and/or**
 - Categorically eligible Food Stamp households (all members of the FS household are receiving SSI, **or** PA, **or** a combination of both)
-

Definition of Aged and Disabled According to FS Rules

The FS Program defines an individual as "aged" if he or she is 60 or older.

In order to be considered "disabled" by the FS Program, an individual must be certified to receive federally related disability benefits, such as:

- RSDI (Retirement Survivor's Disability Insurance)
- SSI (Supplemental Security Income)
- VA Benefits, etc.

Note: A complete list can be found in the FSSB, Section 5: Initial Eligibility Determination (see Appendix).

Step 2: Gross Income Test, Continued

Special Provision for the Aged and Disabled Who Live and Eat with Another FS Household

The 165% Gross Income Test is applied to households with an elderly **and** disabled person living with other FS individuals who is unable to purchase and prepare meals separately from the rest of the household due to a severe, permanent disability that prevents the person from preparing his or her own meals.

If the household budget without the elderly and disabled person is under the 165% Gross Income Test, the elderly **and** disabled individual is allowed to have his/her own FS case even though he/she eats with the FS household.

Aged and Disabled Example

Esther, age 67, is disabled and lives with her children Tim and Sally, and Gertrude, her granddaughter. Esther is unable to fix her own meals due to a permanent, severe disability. She eats with the rest of the family out of necessity.

Esther may choose to have a separate FS case. If the total FS gross income of Tim, Sally, and Gertrude does not exceed the 165% Gross Income amount for the family size, Esther can have her own case.

Step 3: Food Stamp Adjusted Gross Income

Introduction Calculating FS Adjusted Gross Income involves applying a series of deductions to the FS Gross Income prior to subjecting it to the Gross Income Test.

**Step 3: FS
Adjusted
Gross
Income**

Step 3 is determining *FS Adjusted Gross Income* by subtracting certain allowable deductions from gross income. These deductions include:

- 20% of FS monthly earned income from FS Gross Income
- The FS Standard Deduction for the household size which currently ranges from \$134 - \$186
- A deduction for non-reimbursed medical expenses for households with a member who is disabled or age 60 or older
- A dependent care deduction for the care of a child or other dependent (elderly or disabled parent), up to certain limits

Continued on next page

Step 3: Food Stamp Adjusted Gross Income, Continued

**20%
Deduction
for FS
Earned
Income**

This deduction reduces countable earned income by 20%. It is intended to compensate households for work related expenses, union dues, taxes, transportation and other expenses.

The table below summarizes the most common examples of what the FS program considers earned or unearned income.

<u>Earned</u>	<u>Unearned</u>
Wages, salaries and tips	Alimony, child support
Self-employment income (after allowable deductions)	Income from real property that is actively managed less than 20 hours a week
Payments from a roomer or boarder	PA Grant
Income from real property that is actively managed over 20 hours a week	Annuities, pensions, retirement, veterans' or disability benefits, Workers' Compensation or UIB, Social Security benefits, adoption subsidies, strike benefits, foster care payments
Employer provided sick leave pay	A portion of an alien sponsor and spouse's gross income

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Step 3: Food Stamp Adjusted Gross Income, Continued

Standard Deduction

The standard deduction is determined by the U.S .Department of Agriculture (USDA) and is applied against the gross income (earned + unearned) of every FS household.

The amount of the deduction depends on household size and is regularly updated in October by the USDA. Current amounts range from \$134 - \$186.

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Step 3: Food Stamp Adjusted Gross Income, Continued

**Dependent
Care
Deduction**

Dependent care deductions are payments for the actual costs for the care of a child or other dependents (including an incapacitated adult) when necessary for a household member to accept or continue employment, or participate in other approved activities. Only actual unreimbursed costs for dependent care itself can be allowed (e.g., transportation to a care facility is not included).

- Dependent care expenses are pro-rated and the individual's resources are counted in their entirety.
- The amount of the deduction varies according to the age of the dependent with a maximum of \$200 per month for a child under age two and \$175 per month for an adult/child age two and over.
- Deductions cannot be taken for dependent care provided by another FS household member regardless of any cash payments made.

No child care deduction is allowed if the household is in receipt of a Child Care Subsidy Allowance.

**Exceptions
to
Dependent
Care
Deduction**

Exceptions to the dependent care deduction policy are allowed when:

- Actual costs exceed the market rate, in which case the dependent care deduction is the difference between the market rate and the dependent care allowance, **or**
 - The case is responsible for a family share associated with a subsidy. The family share is an allowable child/dependent care deduction for the FS budget calculation.
-

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Step 3: Food Stamp Adjusted Gross Income, Continued

Medical Deduction for Elderly or Disabled

This deduction is for that portion of non-reimbursed medical expenses, excluding special diets, in excess of \$35 per month and incurred by a household member who meets the definition of elderly **or** disabled.

Acceptable expenses for this deduction include, but are not limited to:

- Health and hospital insurance policy premiums
 - Medicare premiums
 - Cost of Medicare Prescription Discount Card
 - Prescription drugs
 - Hospital and outpatient treatment
 - Dental care, psychotherapy, rehabilitation services
-

Homeless Deduction

Households coded as homeless will automatically receive a semi-monthly deduction of \$71.50 or actual expenses, whichever is greater.

Continued on next page

Step 4: Determining Food Stamp Net Income

Using the Excess Shelter Deduction to Derive FS Net Income

Step 4 is the determination of FS Net Income by subtracting out an excess shelter deduction for those households that qualify.

Excess Shelter Deduction

The excess shelter deduction is the total of allowed shelter costs in excess of 50% of the household's FS Adjusted Gross Income.

The FS budget process considers all shelter related costs in determining the excess shelter deduction, including:

- Rent, mortgage, home equity loan, second mortgage, property taxes, and insurance on the structure
- Heating or cooling – Level 1 SUA (\$577)
- Utilities, including electricity, gas, propane, and other charges – Level 2 SUA (\$256)
- Basic telephone service – Level 3 SUA (\$33)

The excess shelter deduction is subject to a maximum monthly limit. However, if at least one member of the household is elderly or disabled:

- The excess shelter deduction is equal to the monthly allowed shelter cost that exceeds 50% of the household's monthly income after all applicable deductions. **There is no maximum limit.**

Continued on next page

Step 4: Determining Food Stamp Net Income, continued

**Example of
Excess
Shelter
Deduction**

A family's current monthly adjusted net income is \$406. The family's shelter costs are \$850 (\$273 in monthly rent and a Level 1 SUA - \$577).

Comparing the total shelter expenses (\$850) to $\frac{1}{2}$ the adjusted net income (\$203), this case has excess shelter costs of \$647. Here, the excess shelter deduction is limited to the current maximum of \$417. However, households that include an elderly or disabled person would be entitled to the full \$647.

Step 5: Net Income Test

Net Income Test

Step 5 is the application of the Net Income Test (NIT). FS Net Income is compared to the Net Income amounts for the size of the household.

- If FS Net Income exceeds the limit, the household is ineligible
- If the income is below the limit, the household is eligible

As previously stated, the FS Net Income is the result of the adjusted net income less the excess shelter deduction for that case.

Exemptions from the NIT

Categorically eligible households are exempt from the NIT. This includes households where all members receive:

- PA or
- SSI or
- A combination of both

Note: Aged or disabled households are subject to the NIT if they are not categorically eligible.

Step 6: Determining the Allotment Amount

Introduction The allotment amount is determined in the final step for households that have passed the GIT and NIT.

Allotment Amount In order to determine a household's monthly Food Stamp allotment amount:

- The amount of money a household has to buy food is calculated by multiplying FS Net Income by 30%
- This amount is then subtracted from the Thrifty Food Plan amount for the size of the household

If the available money to buy food is *less* than the Thrifty Food Plan for that size household, the difference is the amount of the FS allotment (minimum of \$10).

If the available money to buy food is *equal to* or *greater than* the Thrifty Food Plan for that size household, the household is ineligible for Food Stamps.

Thrifty Food Plan Standards (as of October, 2006)

Household Size and Maximum Allotment							
1	2	3	4	5	6	7	8
\$155	\$284	\$408	\$518	\$615	\$738	\$816	\$932

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Step 6: Determining the Allotment Amount, Continued

Example of Allotment Amount

If Food Stamp Net Income is \$18:

- The amount available to buy food is $18 \times .30 = \$5.40$, which is rounded up to \$6
 - The Thrifty Food Plan maximum allotment for four is \$506
 - The allotment amount is $\$506 - \$6 = \$500$
-

SUA and FS Budget

Using the incorrect SUA in the Excess Shelter Deduction can greatly impact the final FS Allotment.

Continued on next page

Step 6: Determining the Allotment Amount, Continued

Example of Impact of SUA Choice on FS Allotment

Julie lives in a NYCHA apartment. She is working and the FS budget calculation shows her adjusted net income at \$466. Julie has two children. She pays an air conditioning expense during the summer months.

Julie should receive a Level 1 SUA. However, because she lives in a NYCHA apartment, the JOS (Job Opportunity Specialist) incorrectly changes the Level 1 to a Level 3 SUA that results in a decrease of Food Stamps benefits.

	Incorrect SUA	Correct SUA
Shelter		
Rent	\$300	\$300
Heat, utilities	\$33	\$577
Allowed Shelter Cost	\$333	\$877
½ Adjusted Net income	\$233	\$233
Excess Shelter	\$100	\$644
Excess Shelter Deduction	\$100	\$417
Adjusted Net Income	\$466	\$466
Excess Shelter	\$100	\$417
FS Net Income	\$366	\$49
Thrifty Food Plan for 3	\$408	\$408
Available for Food (FSNI x .30)	\$110	\$15
Julie's Food Stamp benefit	\$298	\$393
Difference	(\$95)	

Continued on next page

Food Stamp Budget Reports

Budget Reports

For PA/FS households, the Food Stamp Budget Calculation is presented on the WINR0154 – a WMS report that is normally sent to the FS recipient.

The WINR0027, or Budget Entry Supervisor Summary report, reflects PA and FS budgets. It, too, is generated by WMS.

It is not unusual for either, or both, of these reports to be included in a Fair Hearing evidence packet put together by the Agency. The SUA amount for a household is listed on both reports.

WINR0154

The WINR0154 is titled the *Food Stamp Budget Calculation for PA & PA-SSI Cases*. The report shows each component of the budgeting process, including which SUA was given. The data in each section of the report, until Section H, is shown as a semi-monthly amount. (HRA calculates PA and FS benefits as semi-monthly amounts. PA benefits are issued semi-monthly. FS benefits are issued monthly). As a result, the information in Section E, *Shelter Costs*, is also listed as semi-monthly.

The SUA amount can be found on lines 21, 22, or 23 in Section E.

- Line 21 – S/M Combined Utility/Phone Standard
 - This is a Level 2 SUA. The amount shown will be one-half the standard amount.
 - Line 22 – S/M Combined Heat/Utility/Phone Standard
 - This is a Level 1 SUA and includes air conditioning costs. The amount shown will be one-half the standard amount.
 - Line 23 – S/M Phone Standard
 - This is a Level 3 SUA. The amount shown will be one-half the standard amount.
-

Continued on next page

Food Stamp Budget Reports, Continued

WINR0027 The WINR0027, *Budget Entry Supervisor Summary*, shows household and individual data. It covers PA and FS budgets and benefits.

The SUA amount is located in the Monthly FS Calc section of the report. The data is shown as a monthly amount.

- U/P Exp is the Level 2 SUA.
 - H/U/P Exp is the Level 1 SUA.
 - Phone Exp is the Level 3 SUA.
-



Case Study

Directions Use the WINR0027 and the WINR0154 to answer this case's questions.

Case 1 Mr. Congregate Care lives in a one bedroom NYCHA apartment. Mr. Care pays \$215 a month rent and has documentation that shows that he also pays for air conditioning for the months of June through September. Mr. Care has expressed concern that his FS benefits are too low.

1. What is the SUA level and amount for Mr. Care's case?
2. Is this the correct SUA level and amount? If yes, why?
3. If no, what level and amount should it be? Why?

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Answer Key

Case 1

Mr. Congregate Care lives in a one bedroom NYCHA apartment. Mr. Care pays \$300 a month rent and has documentation that shows that she also pays for air conditioning for the months of June through September. Mr. Care has expressed concern that her FS benefits are too low.

1. What is the SUA level and amount for Mr. Care's case?

Answer: Level III (phone standard) - \$33.00.

2. Is this the correct SUA level and amount? If yes, why?

Answer: No.

3. If no, what level and amount should it be? Why?

Answer: The participant should be getting a Level I SUA (combined heat/utility/phone) for \$577.00 per month. This is because they have a cooling expense which entitles him to a full SUA (Level 1).

REPORT DATE 03/23/07 [Z]
CASE NUMBER 000000047B
BUDGET NUMBER 00033 (BASIS)
BUDGET EFFECTIVE DATE 04/A/07 - / /

NEW YORK CITY HUMAN RESOURCES ADMINISTRATION
WELFARE MANAGEMENT SYSTEM
WMS REPORT WINRO027
BUDGET ENTRY SUPERVISOR SUMMARY

CASE NAME [REDACTED]

MONTHLY CASE LEVEL ENTRIES
FR CODE 5
NO. LRR
PRO IND
SHELT TY 02
ACT. SHELT 215.00
NO. BDRMS
WATER AMT
FSUA IND
HEAT TYPE
FSUA AMT
FSUT IND
FSUT AMT
DISP AMT
PHONE IND
PHONE AMT
INST TYPE
INST AMT

MONTHLY SUFFIX LEVEL ENTRIES
SUFFIX DATA ENTRIES
PA SUF ID 01
CATEGORY SNCA
STATUS AC
PA SHELT 215.00
NO. IN SUF 1
RTG CODE
ADDL. TYPE
ADDL. AMT
FUEL CODE
RESOURCE .00
FS SUF ID 01
STATUS AC CHILD
NO. IN SUF 1
RTG CODE HEAP
CE CODE Y

MONTHLY INDIVIDUAL LEVEL ENTRIES
INDIVIDUAL DATA ENTRIES
LN ID 01
SUF ID 01
CIN TA81697N
IND CAT 09
PA/FS STAT AC/AC
DOB 09/20/1967
NAME WASHI KI
A/D X
EDC DTE
SPEC/REL CD /

MONTHLY FS CALC
GROSS INC 442.00
LESS: DED 154.00
ADJ. INC 288.00
SHELT EXP 215.00
J/P EXP
Y/U/P EXP
PHONE EXP 33.00
OTHER EXP
TOTAL EXP 248.00
EXCESS

SUFFIX RESTRICTION DATA ENTRIES
SUF ID 01 ASSOC CD 70 INDICATOR 1
NAME PIGGY BANK
ADDRESS 45 WALL ST
NYC NY 10005
SUF ID ASSOC CD INDICATOR
NAME
ADDRESS

MONTHLY INCOME/NEEDS/DEDUCTIONS

SHELT 104.00
ADJ. INC 288.00
LESS:
EXCESS 104.00
NET INC 184.00
COUPON 99.00
LESS: RECOUP
ADJ. COUP 99.00

SEMI-MONTHLY PA BUDGET CALCULATION
SUFFIX ID 01
BASIC ALLOW 56.00
SHELT ALLOW 107.50 .00 .00
HEA I 7.05
HEA II 5.50
FUEL ALLOW
WATER ALLOW
PREG ALLOW
REST ALLOW
OTHER NEEDS
TOTAL NEEDS 176.00
LESS: NET INC 5.00
BUD. DEFICIT 171.00 .00 .00
LESS: RECOUP
GRANT ISS 171.00 .00 .00

LN ID 01 SRC 01 SRC
HW 60 AMT 100.00 PROG
INV PROG B AMT
ETI U SRC
EMP 4 CD PROG
MED AMT AMT
END AMT SRC
TYP PROG
AMT SRC AMT
DOB AMT SRC
TYP PROG
AMT U AMT
DOB CD SRC
TYP AMT PROG
AMT AMT SRC
DOB SRC SRC
TYP SRC PROG
AMT AMT
DOB PROG SRC
DEDUCTION U PROG
TY CD AMT
TY AMT SRC



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Administrative Directive

Section 1

Transmittal: 05-ADM-14
To: Local District Commissioners
Issuing Division/Office: Division of Employment and Transitional Supports
Date: June 29, 2005
Subject: Food Stamp Budgeting: VISTA Payments and Medical Mileage Expenses
Suggested Distribution: Temporary Assistance Directors
 Food Stamp Directors
 TOP Coordinators
 Staff Development Coordinators
Contact Person(s): Food Stamp Bureau at 800-343-8859 or 518-473-1469
Attachments: None
Attachment Available On – Line:

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
02 ADM-7		387.10 387.12		FSSB Sec. 11 FSSB Sec. 12	

Section 2

I. Summary

- VISTA payments must be counted as earned income for food stamp applicants who were not receiving temporary assistance or food stamp benefits when they joined VISTA.
- Elderly or disabled individuals who claim mileage costs for transportation to medical services must be allowed at least fourteen cents per mile when computing their food stamp medical deduction.

II. Purpose

This directive is transmitted to inform districts of two changes in food stamp budgeting policy.

III. Background

- A. Payments under Title I of the Domestic Volunteer Services Act of 1973 (P.L. 93-113), including Volunteers in Service to America (VISTA), University Year for Action and Urban Crime Prevention Program, were excluded as income for purposes of determining food stamp eligibility and benefit amount as a State option under the Food Stamp Reauthorization Act of 2002. The United States Department of Agriculture recently notified the Office of Temporary and Disability Assistance (OTDA) that these Title I payments, including VISTA, must be counted as earned income for food stamps if the VISTA volunteer was **not** receiving temporary assistance or food stamps when joining VISTA.

This policy change does not apply to the following income sources, which remain excluded for FS applicants and recipients:

- Title II programs under P.L. 93-113, including the Retired Senior Volunteer Program, Foster Grandparents Program and Senior Companion Program; and
 - Title I programs under the National and Community Service Act of 1990 (P.L.101-610), as amended by the National and Community Service Trust Act of 1993 (P.L.103-82), including the AmeriCorps programs.
- B. Individuals who meet the food stamp definition of elderly or disabled are allowed an income deduction for allowable medical expenses in excess of \$35 per month. Allowable medical expenses include reasonable costs of transportation to obtain medical services. Districts have used locally-determined mileage rates for elderly or disabled individuals who drive their own vehicles to obtain medical services. Districts are encouraged to use the mileage rate at which county employees are reimbursed for their employment-related travel, which some counties set at the federal rate for employee reimbursement, currently 40.5 cents per mile. Districts must now use *at least* the mileage rate allowed toward a medical deduction for federal income tax purposes, currently fourteen cents per mile.

IV. Program Implications

OTDA does not anticipate that districts will see many food stamp households who had VISTA earnings when they applied for food stamp benefits. The few districts that currently allow less than fourteen cents per mile when calculating food stamp medical deductions must rebudget affected cases.

V. Required Action

- A. Effective September 1, 2005, districts must count VISTA earnings for food stamp **applicants** who were not receiving temporary assistance or food stamps when they joined VISTA. For food stamp **recipients** who are VISTA volunteers, at their next 6-month report or recertification after September 1, 2005 whichever is earlier, districts must determine whether they joined VISTA before they began receiving temporary assistance or food stamps.

Districts must provide timely and adequate notice and budget the VISTA earnings of food stamp recipients who joined VISTA before they began receiving temporary assistance or food stamps.

Food stamp recipients who have VISTA earnings excluded because they were receiving temporary assistance or food stamps when they joined VISTA will continue to have their VISTA income excluded. This exclusion of a food stamp recipient's VISTA income continues through temporary (less than six months) interruptions in their food stamp participation.

- B. At next client contact, but no later than next recertification, districts that currently allow less than fourteen cents per mile in food stamp medical deductions must recompute the medical deductions for affected households by allowing at least fourteen cents per mile. Districts that currently allow more than fourteen cents per mile should not decrease their food stamp medical deduction mileage rate.

VI. Systems Implications

Upstate WMS: Countable VISTA income will be budgeted for food stamps in Upstate ABEL using Earned Income Source Code '07 – VISTA'.

NYC WMS: Countable VISTA income will be budgeted as Income Source Code '98 – Other Earned Income' for food stamps. For temporary assistance, VISTA income continues to be budgeted as Income Source Code '10 – VISTA'.

VII. Effective Date

The change in food stamp treatment of VISTA income is effective September 1, 2005. The minimum mileage rate for food stamp medical deductions is effective July 1, 2005.

Issued By _____
Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Division of Employment and Transitional Supports

GENERAL INFORMATION SYSTEM
DIVISION: Employment & Transitional Supports

February 1, 2006

Page: 1

TO: Commissioners; TA & FS Directors; WMS Coordinators; CAP Coordinators; Medical Assistance Directors, Child Support Directors

FROM: Russell Sykes, Deputy Commissioner, Division of Employment & Transitional Supports

SUBJECT: Food Stamp Budgeting Reminder: Increased Standard Utility Allowances

EFFECTIVE DATE: February 1, 2006

CONTACT PERSON: Food Stamp Bureau (518) 473-1469

The purpose of this GIS is to remind districts that Standard Utility Allowances (SUA) will increase effective February 1, 2006. ABEL transmittal 05-7 addresses the Food Stamp Utility Allowance increase in detail.

Beginning February 1, 2006 the following SUA amounts go into effect:

	<u>Heating/Air Conditioning</u>	<u>Other Utility</u>
New York City	\$577	\$256
Nassau & Suffolk County	\$543	\$238
Rest of State	\$478	\$222

Telephone SUA for all counties remains unchanged at \$33.

GENERAL INFORMATION SYSTEM
DIVISION: Employment & Transitional Supports

August 18, 2006
Page: 1

TO: Commissioners; TA & FS Directors; WMS Coordinators; CAP Coordinators
FROM: Rus Sykes, Deputy Commissioner, Division of Employment and Transitional Supports
SUBJECT: Updated - Food Stamp Standards for October 1, 2006
EFFECTIVE DATE: October 1, 2006
CONTACT PERSON: FS Questions – Food Stamp Bureau (518) 473-1469
MRB/A NYC Questions - Stephen Cohen (212) 961-8205

As of October 1, 2006, the Food Stamp standards are as follows:

The standard deduction amounts that will be used in the annual FS mass rebudgeting for October 1, 2006:

Household Size	Standard Deduction
1	\$134 (no change)
2	134 (no change)
3	134 (no change)
4	139
5	162
6+	186

Maximum Excess Shelter Deduction: \$417
Homeless Shelter Deduction: \$143 (unchanged)
Boarder/Lodger Exclusion: \$155 for one or \$284 for two

Household Size	Monthly Income Elderly/Disabled Separate/Household 165% of Poverty	Maximum Gross Monthly Income 130% of Poverty	Maximum Net Monthly Income 100% of Poverty	Maximum Allotment
1	\$1,348	\$1,062	\$ 817	\$155
2	1,815	1,430	1,100	284
3	2,283	1,799	1,384	408
4	2,750	2,167	1,667	518
5	3,218	2,535	1,950	615
6	3,685	2,904	2,234	738
7	4,153	3,272	2,517	816
8	4,620	3,640	2,800	932
Each Add'l Member	+ 468	+ 369	+ 284	+ 117

New York State has re-evaluated the Standard Utility Allowances (SUA standards) and determined there will be no change to the amounts of the HT/AC SUA (Combined Heat/Utility/Phone SUA in NYC), Non-Heating SUA and Phone SUA:

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Geographic Area	HT/AC SUA	UTIL SUA	PHONE SUA
NYC	\$577	\$256	\$33
Nassau & Suffolk	\$543	\$238	\$33
Rest of State	\$478	\$222	\$33

Districts are reminded that the standard SUA amounts, without pro-ration, are mandated for all households with qualifying utility costs rather than allowing use of the actual expenses when they exceed the standards. Also, residents of public or subsidized housing with shared meters who incur only an expense for excess utility usage are entitled to the applicable level of SUA. For example, a public housing tenant with heat included in the rent and who has a shared utility meter but pays a monthly excess fee for air conditioning is entitled to the HT/AC SUA. Additionally, in recognition that virtually all households incur phone expenses, the phone SUA must be granted for all cases (except homeless/undomiciled) that don't already have the phone SUA budgeted either alone, as part of a higher SUA or as part of a standardized NYSNIP or Group Home benefit.

In New York City, the new amounts for budgets effective October 1, 2006 will be migrated to production and used in a MRB/A for active cases on the weekend of September 16-17, 2006.

The standardized benefit amounts for NYSNIP (New York State Nutrition Improvement Program) and Group Home Standardized Benefits (GHSB) are *not* being updated as part of this Mass Rebudget for October 1, 2006.

A copy of the mass notice sent to recipients is attached. If the notice does not print properly and a hard copy is needed, please request a faxed copy via the contacts listed above. Please note that the attached mass notice is also being used to update the gross monthly income standards (130% of poverty level) to those households subject to six-month reporting rules.

Elderly/Disabled Members**POLICY****ELDERLY/DISABLED MEMBERS -**

1. An elderly member is one who is 60 years of age or older.
2. A disabled member is one who is:
 - a. Receiving Supplemental Security Income (SSI) benefits under Title XVI of the Social Security Act or disability or blindness payments under Titles I, II, X, XIV, or XVI of the Social Security Act,
 - b. A veteran with a service-connected or non-service connected disability rated or paid as total (100%) by the Veteran's Administration (VA) or is considered by the VA to be in need of regular aid and attendance or permanently housebound,
 - c. A surviving spouse of a veteran and considered by the VA to be in need of regular aid and attendance or permanently housebound,
 - d. A surviving child of a veteran and considered by the VA to be permanently incapable of self-support,
 - e. A surviving spouse or child of a veteran and entitled to compensation for a service-connected death or pension benefits for a non-service connected death based on a VA determination and has a disability considered permanent under the Social Security Act. "Entitled" in this definition refers to those veterans' surviving spouses and children who are receiving the benefits stated above or have been approved for such payment. For disabilities that are considered permanent see **FSSB Section 18**.
 - f. Receiving Federal- or State-administered supplemental benefits under section 1616(a) of the Social Security Act provided that the eligibility to receive the benefits is based upon the disability or blindness criteria used under title XVI of the Social Security Act.
 - g. Receiving Federal- or State-administered supplemental benefits under section 212(a) of Public Law 93-66,
 - h. Receiving a Federal, State or Local government disability retirement pension because of a disability considered permanent under Section 221(i) of the Social Security Act. This includes individuals receiving payments under the Federal Employment Compensation Act (FECA). Individuals receiving FECA payments are considered permanently disabled under section 221(i) of the Social Security Act if the payments are made to a person in lieu of Civil Service Retirement (CSR) benefits.

Persons receiving FECA payments pending a determination of eligibility for CSR may not be considered disabled under this provision. Only those who can document that they have elected to receive FECA payments in lieu of CSR benefits satisfy the requirements of this provision.

NOTE: Employees injured on the job who receive temporary FECA payments while they recover are not considered permanently disabled under this provision.

- i. Receiving an annuity under:
 - (1) Section 2(a)(1)(v) of the Railroad Retirement Act of 1974 and is determined to be disabled based upon the criteria used under Title XVI of the Social Security Act; or
 - (2) Section 2(a)(1)(iv) of the Railroad Retirement Act of 1974 and is determined to qualify for Medicare by the Railroad Retirement Board; or
- j. Receiving authorization of Medical Assistance (MA) based upon disability or blindness. In New York State, such medical assistance recipients are those who have been certified by Medical Assistance as blind, disabled or "SSI-related", pursuant to Title XVI.

The following is a link to what disabilities are classified as permanent under the Social Security Act:

<http://www.ssa.gov/disability/professionals/bluebook/listing-impairments.htm>

- k. A recipient of interim assistance benefits pending the receipt of Supplemental Security Income (SSI),

PROVIDED THAT THE ELIGIBILITY TO RECEIVE THESE BENEFITS IS BASED UPON DISABILITY CRITERIA WHICH ARE AT LEAST AS STRINGENT AS THOSE USED UNDER TITLE XVI OF THE SOCIAL SECURITY ACT (SSA). For purposes of this part of the FS definition of disabled, interim assistance means any TA given to individuals applying for SSI.

In New York State, interim assistance is issued to eligible individuals pending receipt of SSI. However, there is no requirement that a determination of disability be done as a condition of receiving the interim assistance. Since these individuals can be referred to SSI without a thorough disability determination, or have applied on their own without a local district review of their disability, they do not meet the definition of disabled while receiving interim assistance payments.

However, in certain circumstances a determination of disability using criteria as strict as required by the SSA is done for interim assistance recipients before the SSI determination is completed. In such situations, the person is considered disabled while receiving interim assistance. It is anticipated that one group this provision may apply to would be individuals in receipt of the emergency shelter allowance for persons with AIDS or HIV-related illness.

NOTE: The definition of elderly or disabled applies when determining eligibility for uncapped excess shelter and medical deductions and the exemption from gross income test.

When households/individuals receiving FS while pending SSI are determined eligible for SSI, they must be rebudgeted as a household with an elderly/disabled member retroactive to the date of eligibility for SSI, or FS application date, whichever is later (see FSSB Sections 5 and 11). Benefits will be restored according to FSSB Section 10.

WMS INSTRUCTION

Individuals described in paragraph j. above are identified by WMS Individual Categorical Code "11 - Blind" or "12 - Disabled" on Screen 3 of the WMS Medical Assistance Case Record. An 'X' should be entered in the Aged-Disabled Indicator on the FS ABEL Budget if the Individual Categorical Code is 11 or 12.

References

Related Items

387.1	Permanent Disabilities Under the
94 ADM-15	Social Security Act (<u>FSSB</u>)
91 ADM-15	Special Household
88 INF-35	Definition (<u>FSSB</u>)
GIS Message (88 IM/DC007)	Categorical Eligibility (<u>FSSB</u>)
"All Commissioner" Letter	Medical Deduction (<u>FSSB</u>)
- 7/15/86	Shelter Deduction (<u>FSSB</u>)
99 LCM-1	Restoration of Lost Benefits (<u>FSSB</u>)
91 LCM-3	P.L. 93-66
	SSA 221(i)
	SSA Title XVI

K. STANDARD ALLOWANCES FOR HEATING/COOLING, UTILITIES AND TELEPHONE

K. STANDARD ALLOWANCES FOR HEATING/COOLING, UTILITIES AND TELEPHONE

The Department has established Standard Utility Allowances (SUA) for heating/cooling and utilities for each local district's use in budgeting household shelter expenses. In addition, there is a statewide telephone standard allowance. See FSSB Section 18-3.2 for the SUA.

The Department shall review and adjust the SUA annually to determine changes in costs.

Please click **FS STANDARDS** to see the latest standards.

NOTE: The FS STANDARDS are also available by accessing the desk guide section of either Centerport or the Division of Temporary Assistance (DTA) intranet page. Prior years' standards may be viewed by accessing one of the previous years' GIS messages available through Centerport or the DTA intranet page: 2003 - GIS 03TA/DC020; 2002 - GIS 02TA/DC018; 2001 - GIS 01TA/DC029.

1. Standard Utilities Allowances (SUA) -

- a. UTILITIES - Includes all utility costs other than heating/cooling. It includes telephone, electricity, cooking fuel, sewage, trash collection, water fees, fuel for heating hot water, and rental fee for a propane tank. It is available to households:
 - (1) Billed separately from rent or mortgage for one or more of these utilities and
 - (2) Which do not incur a cost for heating and/or cooling separate and apart from rent, or mortgage, and
 - (3) Which have not received and do not reasonably anticipate receiving, a HEAP payment within 12 months. No separate inquiry regarding whether the household incurs a cost for telephone is required.
- b. HEATING/COOLING - Covers heating/cooling, utilities and telephone costs. It is available to households who have received a HEAP payment within the past 12 months, or households whose application for and receipt of HEAP is reasonably anticipated within 12 months, or households billed separately from rent or mortgage on a regular basis for heating, and/or cooling their residence.
 - (1) SUPPLEMENTAL HEATING COSTS - Utility costs for the operation of a space heater, electric blanket, heat lamp, a cooking stove, and the like when used as a supplemental heating source do not qualify a household for the SUA. The cost of an electric blower for an oil or gas furnace also does not qualify a household for the SUA. Households that are not entitled to the SUA can claim actual expenses for such utility costs.
 - (2) WOOD FOR HEATING - Households which incur a cost for wood as their primary heat source are entitled to the Heat/AC SUA. However, such a cost must be incurred for the wood itself, not for the costs of processing the wood. Therefore, a household which heats primarily by wood which it receives free is not entitled to the Heat/AC SUA, even if it incurs costs for such expenses as a power saw, transporting the wood or for a cutting permit. Such charges are also not allowable as FS shelter costs separately. (Aug/Sept/Oct.1985 Consolidated Letter)
 - (3) COOLING COSTS - The operation of devices used to air condition (i.e. to filter air and regulate its humidity and temperature) are considered cooling expenses for purposes of this SUA.

Costs for the operation of a fan are not considered cooling expenses for purposes of this SUA. No separate inquiry regarding whether the household incurs utility and/or telephone expenses is required.

- c. STANDARD TELEPHONE ALLOWANCE - This covers the cost of basic service plus tax for one telephone.

Households which do not pay for heating and/or cooling or utilities separate and apart from rent and are not eligible for HEAP may use the SUA for telephone if a cost for a telephone, separate and apart from rent, is incurred.

K. STANDARD ALLOWANCES FOR HEATING/COOLING UTILITIES AND TELEPHONE

2. HEAP ELIGIBILITY -

- a. Effective October 1, 2000, a FS household must either pay for heating or air conditioning separately from shelter costs; OR receive, or reasonably anticipate applying and receiving HEAP within 12 months in order to be eligible for the HT/AC SUA.
- b. FS recipients who receive, or reasonably anticipate receiving, HEAP are eligible for the HT/AC SUA for a twelve (12) month period. Recipients who move from the dwelling unit remain eligible for the HT/AC SUA as long as there is reasonable anticipation the household will receive HEAP within 12 months. This requires that the household resides in a HEAP eligible dwelling unit.

Those households who pay separately for heat or air conditioning continue to receive the SUA based on incurrence of these expenses.

EXAMPLES:

John Smith lives in an apartment with heat and utilities included. He receives a HEAP renter's benefit in March 1998 and the worker rebudgets his FS case with a HT/AC SUA beginning in April 1998.

In July, John moves into another apartment where heat is included but he pays for his own utilities. John remains eligible for the HT/AC SUA because he still lives in a HEAP eligible living situation.

In September 1998, John moves again, this time into subsidized housing with heat included. He does pay his own utilities. The FS budget is now changed to remove the HT/AC SUA because this is not a HEAP eligible living situation. John may be eligible for the HT/AC SUA if he incurs costs for air conditioning, or if he receives an emergency HEAP payment due to a heat related Utility Emergency. He can receive the utility SUA because he does incur costs for this expense.

If John should move back into a HEAP eligible living situation, he could again receive the HT/AC SUA, based on a reasonable anticipation he will receive HEAP.

- c. The criteria for HEAP eligibility are established each year and, therefore, may change in the future. If changes to HEAP eligibility which effect FS SUA policy are made, a FS policy directive will be issued. However, it is recommended that FS program managers also keep up-to-date on HEAP program and policy directives.

3. INCLUDING A HEATING/COOLING SUA IN THE FS BUDGET -

- a. A heating/cooling SUA is automatically generated on ABEL budgets for NYC households residing in their own homes, paying private rent, living permanently in a hotel/motel, living in a commercial rooming house or receiving a rent supplement.
- b. Workers in local districts outside New York City must collect and code into WMS information regarding shelter type and fuel type.

4. HOUSEHOLDS NOT ELIGIBLE FOR HEAP -

- a. The worker must still obtain information about incurring utilities or telephone expenses to determine eligibility for the utility SUA or the telephone SUA for households which do not pay heating and/or cooling separate and apart from rent and which are not eligible for HEAP. See FSSB Sections V-E-1 and XI-D-7-8 regarding case processing and verification for these types of households.
- b. The worker will need to indicate on the ABEL budget that the utility or telephone SUA is applicable to the case.
- c. It is particularly important to review households residing in public or subsidized housing where heat is included in rent to determine if utility or telephone costs are incurred to determine eligibility for the utility or telephone SUA
- d. The criteria for HEAP eligibility are established each year and, therefore, may change in the future. If changes to HEAP eligibility which effect FS SUA policy are made, a FS policy directive will be issued. However, it is recommended that FS program managers also keep up-to-date on HEAP program and policy directives.

K. STANDARD ALLOWANCES FOR HEATING/COOLING UTILITIES AND TELEPHONE

- e. There is another situation in which a household not eligible for HEAP may be eligible for a heating/cooling SUA. Persons who reside in an OMH/OMRDD support/supervised apartment are entitled to use this SUA if costs for heating or air conditioning are incurred. These households are not eligible for HEAP. There are very few of these type households in the state.

5. SIMPLIFIED STANDARD UTILITY ALLOWANCE:

Three changes are related to the Standard Utility Allowance (SUA). These changes will be implemented for current recipients in the mass rebudgeting for October 1, 2002. Districts must apply these policies for applicants and recipients beginning October 1, 2002:

- a. The SUAs for Heat/Air conditioning (H/AC), Non-H/AC Utilities, or telephone, as applicable to household circumstances, are mandated. Actual expenses will no longer be used in calculation of the excess shelter deduction, even in the unlikely event that they exceed the mandated standard.
- b. Households in shared living arrangements are now entitled to the full applicable level of SUA. Formerly the SUA was prorated based on the number of households residing in the shared living situation, regardless of their participation in the food stamp program
- c. Households consisting of FS-eligible members and other individuals who are not participating only because they are ineligible (ineligible aliens, ineligible students, and individuals prohibited from participation for failure to provide or apply for a social security number) now are entitled to the full applicable level of SUA. The SUA was formerly prorated on an individual basis with the ineligible individual's share withheld.
- d. Residents of public or subsidized housing with shared meters, who formerly received allowance only for the actual amounts of excess charges, are now entitled to the applicable SUA. For example, a tenant of public housing with heat included in the rent and who pays a monthly excess charge for air conditioning is now entitled to the H/AC SUA. This includes Privately Owned subsidized housing such as "Section 8" homes that can provide a statement of additional utility billing from the landlords.

6. HUD AND FMHA UTILITY PAYMENTS - HUD and FMHA utility payments are excluded as FS income.

- a. Households that pay their own heat/cooling or utilities are entitled to claim such costs as FS shelter expenses.
- b. Households billed separately and regularly by their landlord for actual usage of heat/cooling or utilities are entitled to the appropriate standard heating/cooling and/or utility allowance(s).
- c. Households billed only for excess costs are entitled to claim only the excess costs as a shelter expense.

WMS IMPLICATIONS

WMS SHELTER TYPE CODES OUTSIDE NYC

HEAP Eligible Shelter Types

- 01 Rent Private (Including Trailer Lot)
- 03 Own Home (Including Trailer)
- 05 Hotel/Motel Permanent
- 20 Rental Supplement
(code 01 is used for roomer in a commercial rooming house)

HEAP Eligible If Incurring Heating Expense

- 02 Rent Public
- 38 Subsidized Housing (Non-Certificate)
- 39 HUD Certificate Program, Without Earnings
- 40 HUD Certificate Program, With Earnings

HEAP Ineligible Shelter Types

- *04 Room & Board
 - 06 Hotel/Motel Temporary
 - 07 Migrant Labor Camp
 - *09 Medical Facility (\$40 PNA only)
 - 10 Congregate Care Level II - Drug/Alcohol Treatment Facilities (Residential Treatment Center)
 - 11 Room Only (non-commercial)
 - 12 Non-Level II Alcohol Treatment Facility
 - 15 Congregate Care Level I - Family Care
 - 16 Congregate Care Level II - Not Drug/Alcohol or Apartment Like
 - 17 Congregate Care Level II - Apartment Like OMH/OMRDD Supportive/Supervised Apartments; DSS Enriched Housing
 - 19 Tier II Family Shelter (3 Meals/Day)
 - 21 Shelter for Homeless (3 Meals/Day)
 - 22 Residential Program for Victims of Domestic Violence (3 Meals/Day)
 - 23 Undomiciled
 - 33 Homeless Shelter Tier II (Less Than 3 Meals/Day)
 - 36 Shelter for Homeless (Less Than 3 Meals/Day)
 - 37 Residential Program for Victims of Domestic Violence (Less Than 3 Meals/Day)
- * TA code only. Not eligible for Food Stamps.

WMS SHELTER TYPE CODES NYC**HEAP Eligible Shelter Types**

- 01 Unfurnished Apartment or Room
- 03 Own Home
- 20 Rental Supplement
- 25 Rented Private Home
- 26 Furnished Apartment or Room
- 41 Jiggetts Cases

(code 01 is used for roomer in a commercial rooming house)
HEAP Eligible If Incurring Heating Expense

- 08 Subsidized Housing - Certificate Program
- 24 NYCHA Apartment - Utilities Not Included
- 38 Subsidized Housing - Voucher Program/Project Based Section 8/Section 236
- 99 Unknown

HEAP Ineligible Shelter Types

- 02 NYCHA Apartment - Utilities Included
- *04 Room and Board
- 06 Hotel Motel Temporary
- 11 Roomer Only (non-commercial)
- 13 Residential Programs for Victims of Domestic Violence - less than 3 meals per day
- 14 Residential Programs for Victims of Domestic Violence - 3 meals per day
- 15 Congregate Care Level I - NYC, Nassau, Suffolk and Westchester
- 16 Congregate Care Level II - State certified - NYC, Nassau, Suffolk and Westchester

K. STANDARD ALLOWANCES FOR HEATING/COOLING, UTILITIES AND TELEPHONE

17	Congregate Care Level II - State Operated (NPA/FS Only)
*19	Approved Medical Facilities - Non Hospital
23	Undomiciled
27	Residential Treatment Center - Non Level II Private Facility
28	Congregate Care Level I - Rest of State
29	Congregate Care Level II - State Certified - Rest of State
31	Residential Treatment Center - Level II Facility - NYC, Nassau, Suffolk, and Westchester
32	Residential Treatment Center - Level II Facility - Rest of State
33	Homeless Shelter - Tier II or Tier I (Less Than 3 Meals Per Day)
34	Homeless Shelter - Tier II (Three Meals Per Day)
35	Homeless Shelter - Non Tier I or II

* TA code only. Not eligible for Food Stamps.

References	Related Item	TASB
387.12	Determining Deductions (<u>FSSB</u>)	Chapter 14
02 ADM-7		
92 ADM-47		
00 INF-18		
GIS Message (98 TA/DC002)		
GIS Message (96 TA/DC051)		
GIS Message (94 ES/DC039)		
GIS Message (94 ES/DC029)		
GIS Message (94 ES/DC027)		
GIS Message (94 ES/DC026)		
GIS Message (94 ES/DC004)		
91 ADM-25		
Aug/Sept./Oct. 1985 Consolidated Letter		
"All Commissioner" Letter (7/15/86)		

SECTION 12: Determining Income**Definition**

DEFINITION - For the purpose of determining Food Stamp eligibility the following definition applies:

INCOME - Household income includes all income earned and unearned from whatever source, excluding only those items specified in this Section.

Reference

387.10

EARNED INCOME**POLICY**

Earned Income shall include:

1. EARNINGS AS AN EMPLOYEE -
 - a. All wages and salaries for services performed as an employee.
 - b. Additional funds provided for work related expenses, if not excluded as reimbursement, as described in FSSB Section 12. For household members who are employed in the armed forces, the countable military earnings include the Basic Allowance for Housing (BAH), if received.
2. SELF-EMPLOYMENT INCOME -
 - a. The total gross income from a self-employment enterprise, including the total gain from the sale of any capital goods or equipment related to the business, but excluding the costs of doing business as described in FSSB Section 12.
 - b. Payments from a roomer or boarder.
 - c. Income derived from ownership of rental property is considered earned income from a self-employment enterprise if a member of the household is actively engaged in the management of the property a minimum average of 20 hours a week. If management of the property entails less than 20 hours a week, the rental income is considered unearned income.
3. TRAINING ALLOWANCES - Training allowances from vocational and rehabilitation programs recognized by Federal, State or local governments, to the extent that they are not a reimbursement.
4. WORKFORCE INVESTMENT ACT (WIA) - Earnings to individuals who are participating in on-the-job training programs under the Workforce Investment Act. These earnings include money paid under the WIA and money paid by the employer. However, WIA on-the-job-training earnings received by household members under 19 years of age who are under the parental control of another adult household member, regardless of school attendance and/or enrollment, are excluded as set forth in FSSB Section 12.
5. YOUTH OPPORTUNITY PROGRAM - Payments under the Youth Opportunity Program administered by the New York State Office of Mental Retardation and Developmental Disabilities, to the extent that they are not a reimbursement. However, the earned income of certain children is excluded as specified in FSSB Section 12.
6. SNA Plan of Self-Support - Earned income disregarded for TA purposes under a SNA Plan of Self-Support is counted as earned income for FS purposes.

Reference	Related Items	TASB
387.10 89 ADM-4	Income Exclusion (FSSB) Self Employment - Other Than Farming (FSSB) Income Exclusions (Specific) (FSSB)	Section 18

UNEARNED INCOME**POLICY**

Unearned Income includes, but is not limited to -

1. Assistance payments:

- a. From Federal or federally aided programs, such as supplemental security income (SSI) or Family Assistance (FA), payments, or other assistance programs based on need, such as Safety Net Assistance (SNA) or Family Subsistence Supplemental Allowance Payments (FSSA) paid by the Armed Forces. Also counted as unearned income from assistance payments is income from a Work Supplementation Program (TEAP).

NOTE: The "visitor's allowance" (See TASB Chapter 13) paid to a parent whose FS household does not include the child is not counted as TA income to that parent's FS case.

A once-only special assistance payment, however, is excluded for FS budgeting purposes if the payment meets one of the following criteria:

- (1) The payment is a TANF diversion payment, which are nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, are not intended to meet recurrent or ongoing needs, will not extend beyond four months, and the family did not receive a regular TANF payment in the current or prior month; or
 - (2) The payment is a reimbursement for past or future expenses, to the extent that it does not exceed actual expenses, is provided for a specific purpose other than normal living expenses and is used for the purpose intended; or
 - (3) The payment is a non-recurring lump sum, such as a retroactive TA payment. For Food Stamp eligibility and budgeting purposes, a lump sum is excluded as income, but counted as a resource in the month received.
- b. Derived from programs which require, as a condition of eligibility, the actual performance of work without compensation other than the assistance payments.
- c. An out-of-state TA payment that was intended to meet basic needs must be counted as unearned income when determining a household's FS benefit amount for the month in which the TA payment was received.
2. Annuities, pensions, retirement, veterans' or disability benefits, workers' or unemployment compensation, old-age, survivors, or Social Security benefits, strike benefits.
3. Gross income (minus the cost of doing business) derived from rental property in which a household member is not actively engaged in the management of the property at least 20 hours a week.

NOTE: For treatment of foster care payments see FSSB Section 12.

4. Support or alimony payments:

- a. Made to the household by non-household members.
- b. The first \$50 of child support payments made to IV-D and then returned to the recipient is countable as income for FS purposes

Only the IV-D child support pass-through which was received by the household within normal processing time frames is countable as income. The pass-through payment is counted as food stamp income in the month following the month in which the household receives the pass-through. Any additional pass-through payments which represent support collections for previous months are excluded as income because they are lump sum payments. However, these support payments for previous months are counted as resources for food stamp purposes. (89 LCM-39)

5. Military pay, excluding additional pay based on deployment to a combat zone, that is made available to a

household by a service person who is not a member of the FS household.

6. veterans' educational benefits for general living expenses.
7. Payments from:
 - a. Government Sponsored Programs, including, but not limited to:

The Dairy Termination Program encourages dairy producers to terminate milk production and dispose of their whole herds of milk cows. The program offers an incentive to terminate production in the form of four or five annual payments depending upon the option chosen by the dairy producer.

Under this program, the producers will receive a payment at about the same time each year for five years, except for those who opt to receive no payment the first year. They will have payments at the same time each year for four years. Therefore, for FS purposes the contract payment received each year should be prorated over the 12-month period that the payment is intended to cover, starting with the month of the payment. Amounts prorated in the months prior to certification for FS will not be counted under prospective eligibility.

- b. Dividends, except dividends from insurance policies;
 - c. Interest, except interest from funeral agreements or accounts;
 - d. Royalties.
8. Monies which are withdrawn or dividends which are or could be received by a household from trust funds considered to be excludable resources. Such trust withdrawals shall be considered income unless otherwise exempt under FSSB Section 12.

Dividends which the household has the option of either receiving as income or reinvesting in the trust are to be considered as income in the month they become available to the household, unless otherwise exempt.

9. FEMA payments to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency.
10. All other direct money payments from any source which can be considered a gain or benefit. This includes income that is legally obligated to the household, but diverted by the household. For example, Social Security benefits that are diverted by the recipient into a Supplemental Needs Trust account remain countable as income to the household.

References

Related Items

387.10	
02 ADM-07	Income Exclusions (FSSB)
01 ADM-07	Income Exclusions (Specific) (FSSB)
00 INF-16	
94 INF-45	
89 LCM-39	
"All Commissioner" Letter (06/24/86)	
Feb./March 1985 Consolidated Letter	

INCOME OF INELIGIBLE INDIVIDUALS

POLICY

1. **INTENTIONAL PROGRAM VIOLATION, INDIVIDUAL SANCTIONED FOR FAILURE TO COMPLY WITH WORK REQUIREMENTS OR FLEEING FELON** - The earned or unearned income of an individual determined ineligible because of disqualification for Intentional Program Violation, for failing to comply with a FS work requirement or because of fleeing felon status must be counted in its entirety to the remaining household members.
2. **AN INELIGIBLE ALIEN, INELIGIBLE ABAWD OR AN INDIVIDUAL WHO REFUSES TO APPLY FOR OR PROVIDE A SOCIAL SECURITY NUMBER** - A prorata share of the earned or unearned income of an individual determined ineligible for being an ineligible alien or for refusal to apply for or provide an SSN shall be counted as income to the remaining household members. This prorata share is calculated as follows:
 - a. Subtract allowable income exclusions from the ineligible individuals' income;
 - b. Divide the remaining countable income evenly among the household members including the ineligible individuals;
 - c. Subtract the ineligible individuals' share; and
 - d. Count all but the ineligible individuals' share as income to the remaining household members.
3. **INELIGIBLE STUDENT** - The earned or unearned income of an individual determined ineligible as an ineligible student cannot be considered available in determining household eligibility or benefit levels.

NOTE: Cash payments to a participating household by an ineligible student or work registration sanctioned individual are considered income.

NOTE: If a FS household includes an individual who would be disqualified according to paragraph 2, above and who is also an ineligible student (as described in FSSB Section 5), the budgeting rules described in paragraph 2, above take precedence.

The ineligible individual's income is pro-rated, deductions for earned income, shelter costs and dependent care expenses are pro-rated (FSSB Sections 11); and the individual's resources are counted in their entirety (FSSB Section 16).

Reference	Related Item
387.10	Resource Limits (FSSB)
387.16	Students (FSSB)
89 INF-70	Earned Income Deduction (FSSB)
	Dependent Care Deduction (FSSB)
	Shelter Deduction (FSSB)

NON-HOUSEHOLD INDIVIDUALS**POLICY**

The income of non-household individual(s) as described in FSSB Section 5 must not be considered available to the household to determine household eligibility and benefit levels.

Cash payments to a participating household by non-household individuals, however, are considered income.

For example, when an individual is away from the household for military assignment all or part of the absent person's pay will be sent directly to the family (or direct-deposited in their bank account) by the military. Any income paid directly to the household by the absent person or sent to the household by the military is FS unearned income. Such income cannot be counted in determining eligibility or benefit levels until it is determined when and what amount will be received.

However, effective October 1, 2004, federal law excludes from consideration as income in the Food Stamp Program additional pay received by military service persons as a result of deployment to a combat zone.

If the amount of military pay that the combat-duty service person is making available is equal to or less than the amount the household was receiving from the service person prior to deployment to a combat zone, all of the available military pay would be counted as income to the FS household. Any portion of the amount that exceeds the amount the household was receiving prior to deployment of the military person to a combat zone must be excluded when determining the household's income for food stamp purposes.

The exclusion of combat pay is effective through September 30, 2005. Any FS household that had an increase in income as a result of a military service person's combat zone deployment that was counted in their food stamp case as of October 1, 2004, is entitled to restoration of lost benefits. Districts should make such a determination at the household's next recertification, unless the household requests a review of its case prior to that time. A household that was denied because excludable income was counted would also be entitled to a restoration of lost benefits. Any income excluded under the legislation remains excluded for the duration of the service person's combat deployment and, in the event the legislation is not renewed for federal fiscal year 2006, until the household's next recertification after September 30, 2005.

INCOME EARNED BY HOUSEHOLD AND NON-HOUSEHOLD MEMBERS - When the earned income of one or more household members and the earned income of a non-household individual(s) are combined into one wage, the income of the household members shall be determined as follows:

1. If the household's share can be identified, the local district shall count that portion due to the household as earned income.
2. If the household's share cannot be identified the local district must prorate the earned income among all those jointly receiving the wage and count that prorated portion to the household.

NOTE: For determining deductions see FSSB Section 10.

References

387.16
GIS Messages
(05TA/DC002)
(90IM/DC035)

Related Item

Nonhousehold Members (FSSB)
Determining Deductions (FSSB)

INCOME EXCLUSIONS**POLICY**

Only the following items shall be excluded from household income:

1. **MONIES WITHHELD OR RETURNED TO REPAY PRIOR OVERPAYMENTS FROM THE SAME INCOME SOURCE-** These include monies withheld from an assistance payment.

NOTE: However, TA recoupments of overpayments resulting from intentional program violation (IPV) are NOT excluded. TA IPV is defined for this purpose as conviction by a court, or recipient admission of fraudulent receipt of TA benefits.

NOTE: Money recouped from a TA grant to recover advances (e.g., to prevent utility shut offs) shall not be excluded since the advance is excluded when made.

- a. Earned income, or
- b. Other income source, or

This provision regarding monies withheld or returned (voluntarily or involuntarily) to repay prior overpayments applies only if the overpayment was not otherwise excluded.

2. **CHILD SUPPORT PAYMENTS -**

- a. Payments received by TA recipients which must be transferred to the Title IV-D agency to maintain TA eligibility.

NOTE: The first \$50 of child support payments made to IV-D and then returned to the recipient is countable as income for FS purposes. Only the IV-D child support pass-through which was received by the household within normal processing time frames is countable as income. The pass-through payment is counted as food stamp income in the month following the month in which the household receives the pass-through. Any additional pass-through payments which represent support collections for previous months are excluded as income because they are lump sum payments.

- b. Legally obligated child support payments (current and arrearage) made by a FS household to or for non-household members will be treated as income exclusions rather than deductions from income. Local districts will continue to enter total gross income received and amounts of child support paid by FS households into the ABEL input screens, but ABEL will subtract the child support payments from total household gross monthly income before comparing income to the applicable gross and net income limits.

In joint custody cases, when the child support payer pays legally obligated child support to a non-household beneficiary, even if the children are members of the payer's food stamp household, the child support payments are excluded from the payer's household's food stamp income. The child support payer whose food stamp household includes the children is allowed this income exclusion whether or not the beneficiary of the support payments also receives food stamp benefits, as long as the beneficiary is not a member of the payer's food stamp household. Districts also are reminded that, in joint custody situations, only one of the parents or guardians can have the children included in their food stamp household for a given month.

3. **IN-KIND BENEFITS -** Any non-monetary gain or benefit received by the household, regardless of source. Some examples of in-kind benefits are meals, clothing, housing, and produce from a garden.
4. **VENDOR PAYMENTS -** Money payments that are not paid (or payable) directly to the household but which are paid to a third party by someone outside the household for an expense incurred by the household. This vendor payment can be made by an individual or an organization outside of the household to the applicant/ recipient household's creditors or those providing a service. To be excluded, the vendor payment must not be money that is legally obligated to the household, but diverted by the payer to a third party for a

household expense. Some examples of excluded vendor payments are:

- a. Payments made directly to the landlord by a relative or friend outside the household for the household's rent.
- b. Rent or mortgage payments made to a landlord or mortgagee by the Department of Housing and Urban Development (HUD), or by other housing authorities. When such payments are made directly to a landlord, they are also not allowed as a FS shelter cost. The household's out of pocket rent expense is allowable as a FS shelter cost.
- c. Housing provided to an employee by an employer.
- d. TA payments, over and above the normal grant, made to a third party (even if the household is given the option to receive cash), such as emergency payments or "special grants" for moving.

NOTE: TA payments for excess shelter costs which a local district adds on a recurring, non-expiring basis to the state-approved standard of need are not excludable, even if the payments are made to a third party. However, emergency shelter allowances for persons with AIDS, or HIV-related illnesses are exempt as income.

- e. Payments specified by court order, or other legally binding agreement, to be made directly to a third party rather than to the household are excluded as income to the household which would otherwise have received payments.
- f. Payments made by an insurance company to a hospital for care of a household member.
- g. TA restaurant allowances which are paid by voucher or directly to the vendor by any other means.

NOTE: Restaurant allowances paid directly to recipients in a separate check are not excluded as FS income.

- h. The amount of a TA payment which is over and above the maximum TA shelter allowance for the family size paid directly to a third party for the cost of providing a homeless transitional housing.
- i. The entire amount of the TA shelter payment paid to a domestic violence shelter for victims of domestic violence. The FS shelter expense of a TA household residing in a domestic violence shelter is only their out-of-pocket cost, if any, that they are required to pay from other income.
- j. Any Emergency TA vendor payment to a third party made on behalf of a migrant or seasonal farmworker household while the household is in the job stream. Examples are emergency vendor payments for housing or transportation.

NOTE: Payments made for a household expense, by a person or organization outside the household, with funds that would have been paid to the household are not considered vendor payments and, therefore, are counted as income. That is, the money is legally obligated and otherwise payable to the household but is diverted by the provider of the payment to a third party for a household expense. Some examples of payments which are counted as income, even though money is not received directly by the household, are:

(1) Wages garnisheed by an employer.

(2) Money deducted from a court-ordered support or alimony payment to a third party for a household expense, when deducted or diverted by the payee or payor.

5. INCOME FROM PRIVATE NON-PROFIT CHARITABLE ORGANIZATIONS - Cash donations based on need received from one or more private non-profit charitable organizations to the extent that such payments do not exceed a total of \$300 in a federal fiscal year quarter.

NOTE: For this purpose the quarter year period is defined as a quarter of a federal fiscal year, which starts in October.

6. IRREGULAR INCOME - Any income in the certification period which is received too infrequently or too irregularly to be reasonably anticipated, but not in excess of \$20 per month.

7. EDUCATIONAL INCOME - Educational grants, loans and scholarships (other than veterans' educational benefits that are paid for normal living expenses).
8. LOANS - All loans, including loans from private individuals as well as commercial institutions.
9. REIMBURSEMENTS - Reimbursements for past or future expenses that do not exceed actual expenses and are not a gain or benefit to the household.
 - a. OTHER THAN NORMAL LIVING EXPENSES - To be excluded, the payments must be provided specifically for an identified expense, other than normal living expenses, and used for the purpose intended.

NOTE: Reimbursements for normal household living expenses such as rent or mortgage, personal clothing, or food eaten at home are a gain or benefit and, therefore, are not excluded.

- b. MULTIPLE EXPENSES - When a reimbursement, including a flat allowance, covers multiple expenses, it is not necessary to identify each expense separately provided none of the reimbursement covers normal living expenses. The amount by which a reimbursement exceeds the actual expenses is counted as income. However, reimbursement must not be considered to exceed actual expenses unless the provider or the household states the amount is excessive.
- c. EXAMPLES - Reimbursements for the following type of expenses are excluded:
 - (1) Job or training related expenses such as travel, per diem, uniforms, and transportation to and from the job or training site.
 - (a) Travel expenses incurred by migrant workers.
 - (b) Expenses of TA participants of work experience programs or community service programs if they are not included in the TA budget as an item of need.
 - (2) Out-of-pocket expenses of volunteers incurred in the course of their work. This includes HIV Peer Education Stipends.
 - (3) Medical or dependent care reimbursements. Child Care reimbursements are excluded as income whether paid as direct payment or vendor payment by the local district. For information on Child Day Care payments and the dependent care deduction see FSSB Section 10.

NOTE: In mixed FS households where the TA members are issued a special TA allowance for day care and the day care is provided by a non-TA member of the FS household, the allowance is counted as earned income to the day care provider. The allowance is considered excludable income to the TA members by being a reimbursement. Any dependent care costs the TA members pay to the day care provider above the special allowance are not allowable as a dependent care deduction because the provider is a FS household member.

- (4) Title XX Services (387.11)
- (5) Adoption subsidy payments
- (6) Foster Care payments, including foster care payments for individuals included in the FS household.
- (7) TA refrigerator rental allowance for homeless TA families in hotels/motels.
- (8) Payments made to operators of family type homes for adults to enable payment for certain special needs of residents of such facilities.
- (9) Payments under P.L. 93-288, Section 312(d), the Disaster Relief Act of 1974, as amended by P.L. 100-707, Section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, 11/23/88. This exclusion applies to Federal Assistance provided to persons directly affected, such as Disaster Unemployment Assistance, and to comparable disaster assistance provided by States, local governments, and disaster assistance organizations.

Also excluded are Federal Emergency Management Assistance (FEMA) subsidies to households to pay for temporary housing after a disaster.

NOTE: Monies that exceed the cost of the housing that are not returned to FEMA would be income. However, payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency is not excluded under this provision.

(10) Grants of Assistance for Guide Dogs. However, if a FS client can verify that the cost of maintaining the guide dog exceeds the grant, the amount over and above the grant can be added to the client's medical deductions as explained in FSSB Section 11.

(11) Aid and attendance benefits and housebound benefits received from the Veterans Administration. Only the un-reimbursed portion of an elderly or disabled household member's costs for maintaining an attendant, homemaker, home health aide or housekeeper needed due to age, infirmity or illness would be allowed as a medical deduction, as described in FSSB Section 11.

10. THIRD-PARTY BENEFICIARY - Monies received and used for the care and maintenance of a third-party beneficiary who is not a household member.

If the intended beneficiaries of a single payment are both household and non-household members, any identifiable portion of the payment intended and used for the care and maintenance of the non-household member shall be excluded.

If the non-household member's portion cannot be easily identified, the payment shall be evenly prorated among intended beneficiaries; the non-household member's prorated share or the amount actually used for the non-household member's care and maintenance, whichever is less, shall be excluded.

NOTE: The "visitor's allowance" paid to the parent whose FS household does not include the child is not counted as TA income to that parent's FS case.

NOTE: When a TA essential person is not a member of an TA-FS household, and is not a member of another FS household then his/her portion of the TA allowances other than TA shelter and fuel allowances must be excluded as income to the FS household of which he is not a member. These exclusions apply whether his portion of the grant is issued separately or in the TA grant.

11. EARNED INCOME OF STUDENTS - The earned income of students who are members of the household, and are enrolled as elementary or high school students, including persons pursuing a high school equivalency diploma (GED) at least half-time, and are less than 18 years old. This exclusion runs through the end of the month in which the student turns 18. The exclusion will continue during semester or vacation breaks provided the child's enrollment resumes following the break. If the child's earnings or amount of work performed cannot be separated from that of other household members, the total earnings shall be prorated equally among the working members and the student's prorata share excluded. This specifically relates to migrant workers.

12. NON-RECURRING LUMP SUM PAYMENTS - This includes but is not limited to the following:

- a. Income tax refunds, rebates or credits,
- b. Retroactive lump sum Social Security, SSI, TA, Railroad Retirement benefits, or other payments, or
- c. Retroactive lump-sum insurance settlements.

NOTE: These payments count as resources in the month received unless specifically excluded from consideration as a resource.

13. FEDERAL AND STATE EARNED INCOME TAX CREDITS (EITC) - Advance payments of Federal EITC are excluded in the month received. Federal and State EITC paid in the form of a lump sum at the end of the year also are excluded.

14. INDIVIDUAL DEVELOPMENT ACCOUNTS (IDAs) - Contributions made by a local district or a nonprofit organization to an individual development account to enable a FS household member to save for postsecondary education, first home purchase or business capitalization are excluded. Withdrawals from an IDA for purposes other than postsecondary education, home purchase or business capitalization are

counted, less any penalties assessed, as unearned income in the month withdrawn, and any remaining balance in the account would be considered an available resource.

15. HOUSING AND URBAN DEVELOPMENT (HUD) COMMUNITY DEVELOPMENT BLOCK GRANTS are excluded.
16. GERMAN REPARATION PAYMENTS (from the Federal Republic of Germany) AND AUSTRIAN GENERAL SOCIAL INSURANCE PAYMENTS are excluded.
17. DISASTER RELIEF EMPLOYMENT income received under the National Emergency Grant program is excluded.
18. REIMBURSEMENTS FROM THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICY ACT of 1970 (P.L. 91-646, Section 216) are excluded.
19. DOMESTIC VOLUNTEER SERVICES ACT OF 1973 (P.L. 93-113), TITLE I payments to volunteers (including payments from such Title I programs as VISTA, University Year for Action, and Urban Crime Prevention Program) are excluded for households that already were receiving food stamps or temporary assistance before they joined the Title I program. Temporary interruptions in food stamp participation will not alter the exclusion, but new applicants who are Title I volunteers before they apply for food stamps and/or temporary assistance will have the Title I payments counted as earned income.
20. DOMESTIC VOLUNTEER SERVICES ACT OF 1973, TITLE II payments to volunteers (RSVP, Foster Grandparents, Senior Companion and senior health aide programs) of the Domestic Volunteer Services Act of 1973 (P.L. 93-113), as amended, are excluded.
21. DOMESTIC VOLUNTEER SERVICES ACT OF 1973, TITLE III Payments under the Service Corps of Retired Executives (SCORE) and the Active Corps of Executives (ACE) programs are excluded.
22. NATIONAL COMMUNITY SERVICE ACT FUNDS - All allowances, earnings and payments to individuals participating under Title I of the National Community Service Act of 1990 (P.L. 101-610) are excluded as income for FS purposes. Title I of this Act pertains to the National and Community Service State Grant Program, which includes Americorps USA and Americorps NCCC. Projects under this program are subject to the same treatment as most benefits under the Job Training Partnership Act. The types of activities are broadly defined. Participants may perform any educational, human, environmental, or public safety service that will benefit the community.
23. SCSEP - Any funds received by individuals 55 and older under the Senior Community Service Employment Program (SCSEP), (Title V of P.L. 100-175, the Older Americans Act of 1987) are excluded. Community Services Employment Programs are administered in New York State by the NY State Office for Aging, the National Council on Aging, American Association of Retired Persons, the National Urban League, Green Thumb, and the National Council of Senior Citizens, Senior Aids Program, U.S. Forest Service, National Association for Spanish Speaking Elderly, National Council on Black Aging. However, this list of agencies may not be all inclusive there is a question as to whether an income is Title V SCSEP income, the local district should contact its local area office on aging.
24. ENERGY ASSISTANCE - Payments or allowances made under any Federal, State or local laws for the purpose of energy assistance. These payments must be clearly identified as energy assistance by the legislative body authorizing the program or providing the funds. Among the Federal payments that would be excluded are:
 - Energy assistance payments provided through the Department of Health and Human Services' Low Income Energy Assistance Program and the Crisis Intervention Program,
 - Vendor payments or Emergency Aid to Families (EAF) or Emergency Home Relief (EHR) made by local districts to assist TA households which exceed the normal TA fuel allowance (SA-6a and SA-6b), and
 - EAF for fuel paid to Non-TA and SSI households.
25. CHILD NUTRITION BENEFITS received under P.L. 89-642, Section 11(b) of the Child Nutrition Act of 1966. This includes the Women, Infants and Children (WIC) program and school meals. Also excluded

are coupons issued under WIC Demonstration projects (P.L. 100-435, section 401), which may be exchanged for food at farmers' markets.

26. FEE FOR REP PAYEE - A qualified organization may collect a fee for acting as the representative payee for an individual receiving benefits in the SSI and/or Social Security Disability programs. The organization may take its fee out of funds it handles as representative payee.

The monthly fee collected by the organization representative payee is legally obligated to the payee rather than to the household by virtue of the statute and as such is not countable. To qualify to collect a fee as representative payee an organization must be a community based non-profit social service agency which is bonded or licensed in the State. A qualified organization may not collect from an individual a total monetary fee for expenses of more than the lesser of 10 percent of the monthly benefit or \$59.00 per month for persons determined to have a drug abuse or alcoholism problem (DA&A), \$31 for all other individuals.

27. PASS - Income of SSI recipients necessary for the fulfillment of a Plan to Achieve Self-Support (PASS) under Title XVI of the Social Security Act. The income exclusion for PASS accounts is effective December 13, 1991 unless the local district had information that a household member had a PASS account (in such cases the effective date is October 1, 1990), or there was a fair hearing on the subject of denied PASS income exclusion (in such cases the effective date would be the date of the fair hearing).

28. SUPPLEMENTAL NEEDS TRUSTS (SNTs) - interest accruing to the trust would be excluded as income for Food Stamps. Any cash disbursements, however, must be evaluated under normal FS budgeting rules. Disbursements from a SNT may be excludable from household income if they are reimbursements for past or future expenses that do not exceed actual expenses and are not a gain or benefit to the household. To be excluded, reimbursements must be for an identified expense other than normal living expenses. Disbursements made directly to Food Stamp household for normal household living expenses, such as rent or mortgage, personal clothing, or food eaten at home are a gain or benefit and, therefore, are counted as income. A SNT disbursement that is not payable to the household, but is instead directed to a third party would be excluded from countable income as a vendor payment. To the extent that the vendor payment meets expenses that would otherwise be allowed as deductions such as shelter, medical costs or childcare, however, the expense would not be allowed as a deduction.

Income that is legally obligated to a household and countable as FS income, but is diverted by the household into a SNT account is NOT excluded from FS income.

29. REVERSE ANNUITY MORTGAGE (RAM) - Recurring or lump sum payments received on a reverse annuity mortgage which can be determined to be a loan are excluded as income. If repayment on the reverse annuity mortgage is made, either by the client repaying the loan directly or by the property reverting to the bank, it meets the acceptable definition of a loan. Documentation that the income from the reverse mortgage is a loan, such as a copy of the loan document signed by both parties, should be retained in the case record. Accumulated proceeds from a RAM loan, however, must be counted as a resource for Food Stamps.
30. INCOME OF NON-HOUSEHOLD MEMBERS - The income of non-household members, other than disqualified individuals.
31. COSTS OF PRODUCING SELF-EMPLOYMENT INCOME - Detailed in FSSB Section 12.
32. Workforce Investment Act (WIA) -
- a. Earnings for work experience, compensation in lieu of wages, payments for supportive services, allowances for training-related expenses and other payments other than TA grants received by participants in WIA programs as a result of such participation.

NOTE: Earnings from OJT programs received by individuals participating in programs under Section 204(5), Title II of WIA are budgeted for determination of FS eligibility and benefit amounts as earned income, with the exception in paragraph (b) below.

- b. The earnings of household members under 19 years of age participating in an on-the-job training program under WIA, including OJT programs under Section 204(5), Title II of WIA, providing the member is under the parental control of another adult household member.

NOTE: Perkins Loans distributed by WIA offices are not WIA monies. They are a source of Title IV education income.

33. Any governmental payments which are designated for the restoration of a home damaged in a disaster, if the household is subject to a legal sanction if the funds are not used as intended. For example, payments made by the Department of Housing and Urban Development through the individual and family grant program or disaster loans or grants made by the Small Business Administration are excluded.

Also excluded are Federal Emergency Management Assistance (FEMA) subsidies to households to pay for temporary housing after a disaster. However, monies that exceed the cost of housing that are not returned to FEMA would be income.

Payments made to homeless people to pay for rent, mortgage, food, and utility assistance when there is no major disaster or emergency are NOT excluded under this provision.

34. ESCROW ACCOUNTS - Set up under the Family Self-sufficiency Program (FSS) which is administered by HUD for residents of Section 8 or public housing.
35. Service provided to a public housing resident under P.L. 101-625 section 22(i) of the Cranston - Gonzales National Affordable Housing Act. This exclusion applies to services such as child care, employment training and counseling, literacy training, computer skills training, assistance in the attainment of certificates of high school equivalency and other services. It does not apply to wages or stipends.
36. DIVIDENDS from insurance policies
37. INTEREST from bona fide funeral agreements or funds
38. GI BILL WITHHOLDING - The mandatory deduction from the paycheck of all military service personnel used to fund the GI Bill.
39. EXCLUDED SPECIFICALLY BY LAW - Any income specifically excluded from determining FS eligibility by the following laws:
- a. INDIVIDUALS OF JAPANESE ANCESTRY - Payments to individuals of Japanese ancestry and permanent resident Japanese aliens or their survivors in restitution for wartime relocation and internment (P.L. 100-383, Section 105).
 - b. ALEUTS - Payments to natives of the Aleutian or Pribilof Islands in restitution for wartime relocation and internment (P.L. 100-383, Section 206).
 - c. COMPENSATION PAID BY AN ELIGIBLE CRIME VICTIM COMPENSATION PROGRAM (P.L. 103-322).
 - d. AGENT ORANGE PAYMENTS -
 - (1) The Agent Orange Settlement Fund; and
 - (2) Any other fund established pursuant to the settlement In re Agent Orange Product Liability litigation.

NOTE: Benefits must be restored to any household which reports and documents that it was denied or under issued FS benefits due to the receipt of Agent Orange payments back to January 1, 1989.

NOTE: P.L. 102-4, Agent Orange Act of 1991, 2/6/91, authorized veterans' benefits to some veterans with service connected disabilities resulting from exposure to agent orange. These VA payments are not excluded by law.

- e. SPINA BIFIDA PAYMENTS paid to children of Vietnam veterans under P.L. 104-204 are excluded.
- f. PAYMENTS TO INDIANS - Certain payments to Indians are excluded under federal law. Usually a law will specify payments to members of a tribe or band, and the law will apply to the Indians enrolled in the tribe or band wherever they live. The Indians should have documentation showing where the payments originate.)
 - (1) ALASKA NATIVE CLAIM SETTLEMENT payments received under P.L. 92-203, Section 21(a).

This includes all compensation such as cash, stock, partnership interest, land, interest in land, and other benefits received under this Act.

- (2) SUBMARGINAL U.S. LAND - Income derived from certain submarginal US land held in trust for certain Indian tribes (P.L. 94-114, Section 6).
- (3) PAYMENTS BY THE INDIAN CLAIMS COMMISSION to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation (P.L. 95-443).
- (4) THE FIRST \$2,000 OF FUNDS DISTRIBUTED by the Indian Claims Commissioner pursuant to P.L. 93-134 as amended by P.L. 97-458. P.L. 98-64 extended the exclusion to cover per capita payments from funds which are held in trust by the Secretary of Interior (trust fund distributions).
- (5) MAINE INDIANS - Payments to the Passamaquoddy Tribe, the Penobscot Nation and the Harlotn Band of Maliseet or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (P.L. 96-420, Section 5).
- (6) NAVAJO AND HOPI TRIBES - Payments of relocation assistance to members of the Navajo and Hopi tribes under P.L. 93-531, section 22.
- (7) P.L. 94-540 - Payments from the disposition to funds to the Grand River Band of Ottawa Indians.
- (8) P.L. 97-403 - Payments to the Turtle Mountain Band of Chippewas, Arizona.
- (9) P.L. 97-408 - Payments to the Blackfeet Grosventre, and Assiniboine tribes (Montana) and the Papago (Arizona).
- (10) P.L. 98-124, Section 5 - Per capita and interest payments made to the Assiniboine Tribe of the Fort Belknap Indian Community, Montana and the Assiniboine Tribe of the Fort Peck Indian Reservation (Montana).
- (11) P.L. 98-123, Section 3, 10/13/83 - Per capita and interest payments made to the Red Lake Band of Chippewas.
- (12) P.L. 99-346, Section 6(b)(2) - Payments to the Saginaw Chippewa Indian Tribe of Michigan.
- (13) P.L. 99-377, Section 4(b), 8/8/86 - Per capita payments to the Chippewas of Mississippi.
- (14) P.L. 101-426, Section 6(h)(2), the Radiation Exposure Compensation Act, dated October 15, 1990.
- (15) The first \$2000 of payments made under P.L. 98-500, Section 8, 10/17/84, Old Age Assistance Claims Settlement Act, to heirs of deceased Indians.
- (16) P.L. 99-146, Section 6(b), 11/11/85 - Funds distributed per capita or held in trust for members of the Chippewas of Lake Superior.
- (17) P.L. 99-264, White Earth Reservation Land Settlement Act of 1985, 3/24/86, Section 16. This Act involves members of the White Earth Band of Chippewa Indians in Minnesota.
- (18) SENECA NATION SETTLEMENT ACT - Under Public Law 101-503 and the memorandum of understanding between the Seneca Nation and the State, Settlement Act monies are exempt from consideration in determining eligibility or benefits for any State or federally funded social services program. These monies must not be counted as income or resources now or at any later point in time.

References	Related Items	TASB
387.11	85 ADM-46	Section 16-F-all
02 ADM-7		
02 ADM-1		
97 ADM-17		
97 ADM-4		
95 ADM-15		
92 ADM-9	Self-Employment Other	Section 16
92 ADM-6	Than Farming (FSSB)	Section 16

	Educational Income (FSSB)	Section 16
91 ADM-25		
91 ADM-6		
90 ADM-31		
90 ADM-12		
90 ADM-8		
89 ADM-10		
88 ADM-49		
88 ADM-40		
01 INF-8		
95 INF-35		
95 INF-30		
94 INF-45		
93 INF-8		
92 INF-45		
92 INF-16		
90 INF-33		
96 LCM-83		
92 LCM-120		
89 LCM-39		
GIS Message (05 TA/DC006)		
GIS Message (05 TA/DC004)		
GIS Message (05 TA/DC002)		
GIS Message (98 TA/DC018)		
GIS Message (92 IM/DC016)		
GIS Message (92 IM/DC015)		
GIS Message (88 IM/DC037)		
GIS Message (88 IM/DC023)		
GIS Message (88 IM/DC019)		
GIS Message (88 IM/DC014)		
GIS Message (88 IM/DC008)		
GIS Message (87 IM/DC018)		
ABEL Transmittal 91-3		
ABEL Transmittal 91-2		
ABEL Transmittal 86-7		
ABEL Transmittal 85-3		

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	Yes	<input checked="" type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4	5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	4	5
How would you rate the instructors?	1	2	3	4	5
How would you rate the quality of this training?	1	2	3	4	5
How would you rate the quality of this facility?	1	2	3	4	5
How would you rate the written materials?	1	2	3	4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

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Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this facility?	1	<input checked="" type="radio"/> 2	3	4 5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4 5

What did you like about this course?

Good speakers, good materials

Do you have any suggestions that would improve this course?

Better screen for PP

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

- The written package / binder

Do you have any suggestions that would improve this course?

- No

Do you have any suggestions for future CLE courses?

- PA budgeting (needs)

Name(Optional):

- sensitivity Training for SALTs

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this facility?	<input checked="" type="radio"/> 1	2	3	4	5
How would you rate the written materials?	1	<input checked="" type="radio"/> 2	3	4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes + No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4 5

What did you like about this course?

Excellent knowledge of instructors of subject matter

Do you have any suggestions that would improve this course?

I think the use of flow charts would be helpful - very helpful.

Do you have any suggestions for future CLE courses?

- Assessing claims of disability - seeking exemptions from work rules*
- Dealing with difficult appellants.*

Name(Optional): *3. Recognizing forged documents,*

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this facility?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

no

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>		<u>Excellent</u>	
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5

What did you like about this course?

relevant.

Do you have any suggestions that would improve this course?

more courses like it.

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this facility?	1	<input checked="" type="radio"/> 2	3	<input checked="" type="radio"/> 4 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

ALIEN STATUS + ELIGIBILITY FOR
PA + ILS WITH THE EXCEPTIONS

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>
How would you rate this session?	1	2	3 <input checked="" type="radio"/> 4 5
How would you rate the instructors?	1	2	3 <input checked="" type="radio"/> 4 5
How would you rate the quality of this training?	1	2	3 <input checked="" type="radio"/> 4 5
How would you rate the quality of this facility?	1	2	3 <input checked="" type="radio"/> 4 5
How would you rate the written materials?	1	2	3 <input checked="" type="radio"/> 4 5
What did you like about this course?			

Do you have any suggestions that would improve this course?

materials

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this facility?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4 5
What did you like about this course?				

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	Yes	<input checked="" type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	<input checked="" type="radio"/> 2	3	4	5
How would you rate the instructors?	1	<input checked="" type="radio"/> 2	3	4	5
How would you rate the quality of this training?	1	<input checked="" type="radio"/> 2	3	4	5
How would you rate the quality of this facility?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the written materials?	1	<input checked="" type="radio"/> 2	3	4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4 5
How would you rate the quality of this facility?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

CAN YOU TRAIN THE CITY WORKERS TOO?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>		<u>Excellent</u>	
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input type="radio"/> 5

What did you like about this course?

Content *Important*

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>		<u>Excellent</u>	
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5

What did you like about this course?

Satisfying

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4 <input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the quality of this facility?	<input checked="" type="radio"/> 1	2	3	4 5
How would you rate the written materials?	1	2	3	<input checked="" type="radio"/> 4 5

What did you like about this course?

Kristen is a good trainer.

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Class in NYSIP

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	Yes	<input checked="" type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	No	N/A

	<u>Poor</u>		<u>Average</u>		<u>Excellent</u>
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this facility?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	Poor	Average	Excellent
How would you rate this session?	1	<input checked="" type="radio"/> 2	3 4 5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3 4 5
How would you rate the quality of this training?	1	<input checked="" type="radio"/> 2	3 4 5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3 4 5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3 4 5

What did you like about this course?

It was short and I didn't have to travel to it.

Do you have any suggestions that would improve this course?

① Train from the beginning how to budget. Makes more sense than starting in the middle with SUA's.

Do you have any suggestions for future CLE courses?

PA/FS recovery of benefits loss - (FS loss in labor placement of Benefits in EBT).

Name(Optional):

Thinks sound dumb when you use terminology you are not experienced with. It makes you sound like you are poorly worded.

② Training material examples and need to be simplified.

It is stupid to use semi-monthly figures for a monthly budgeting process. And nobody refers to the budget by the form #1.

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>		<u>Excellent</u>	
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5

What did you like about this course?

✓

Do you have any suggestions that would improve this course?

✓

Do you have any suggestions for future CLE courses?

Budgeting

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations
"Standard Utility Allowance Training for Administrative Law Judges"
Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4	5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations
"Standard Utility Allowance Training for Administrative Law Judges"
Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	Poor	Average		Excellent	
How would you rate this session?	1	2	3	4	5
How would you rate the instructors?	2	2	3	4	5
How would you rate the quality of this training?	1	2	3	4	5
How would you rate the quality of this facility?	1	2	3	4	5
How would you rate the written materials?	1	2	3	4	5

What did you like about this course?

Do you have any suggestions that would improve this course?

ACTUAL CASES HELD

Do you have any suggestions for future CLE courses?

ACTUAL HEARINGS HELD

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the instructors?	1	2	<input type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4	5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

ALIEN INELIGIBILITY FOR FS

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>			<u>Excellent</u>
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5

What did you like about this course?

relevant to our work.

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>		<u>Excellent</u>	
How would you rate this session?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5
What did you like about this course?					

Do you have any suggestions that would improve this course?

please make all handouts available digitally and perhaps record the lectures for reference

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4	5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	Yes	<input checked="" type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	No	N/A

	Poor	Average	Excellent		
How would you rate this session?	<input checked="" type="radio"/> 1	2	3	4	5
How would you rate the instructors?	<input checked="" type="radio"/> 1	2	3	4	5
How would you rate the quality of this training?	<input checked="" type="radio"/> 1	2	3	4	5
How would you rate the quality of this facility?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the written materials?	<input checked="" type="radio"/> 1	2	3	4	5
What did you like about this course?					

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the quality of this facility?	1	2	3	4	<input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4	<input checked="" type="radio"/> 5

What did you like about this course?

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. **Thank you!**

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	No	N/A

	Poor	Average		Excellent
How would you rate this session?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the instructors?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this training?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	4 <input checked="" type="radio"/> 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

Case studies with answers

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your Mandatory Continuing Legal Education requirements?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Should we offer this course in the future?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Would you recommend this course to a colleague?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>		
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4	5
How would you rate the instructors?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this training?	1	2	<input checked="" type="radio"/> 3	4	5
How would you rate the quality of this facility?	1	<input checked="" type="radio"/> 2	3	4	5
How would you rate the written materials?	1	2	<input checked="" type="radio"/> 3	4	5

What did you like about this course?

Handout

Do you have any suggestions that would improve this course?

No.

Do you have any suggestions for future CLE courses?

Name(Optional):

Attorney Evaluations

Continuing Legal Education Evaluations "Standard Utility Allowance Training for Administrative Law Judges" Course date: April 20, 2007

Please complete this form following the Continuing Legal Education Course. Thank you!

Directions: Please circle the appropriate answer or ranking.

Are you taking this course to fulfill your
Mandatory Continuing Legal Education requirements? Yes No N/A

Should we offer this course in the future? Yes No N/A

Would you recommend this course to a colleague? Yes No N/A

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>	
How would you rate this session?	1	2	3	<input checked="" type="radio"/> 4 <input type="radio"/> 5
How would you rate the instructors?	1	2	3	<input checked="" type="radio"/> 4 <input type="radio"/> 5
How would you rate the quality of this training?	1	2	3	<input checked="" type="radio"/> 4 <input type="radio"/> 5
How would you rate the quality of this facility?	1	2	3	<input checked="" type="radio"/> 4 <input type="radio"/> 5
How would you rate the written materials?	1	2	3	4 <input checked="" type="radio"/> 5

What did you like about this course?

*Questions from attendees
welcomed + frankly answered*

Do you have any suggestions that would improve this course?

Do you have any suggestions for future CLE courses? *Include courses with ethics
issues involved with substantive matters*

Name(Optional):