



DHS DM #2020-01

**DHS DIRECTORS MEMORANDUM**

**DATE:** February 04, 2020

**TO:** **Single Adult Shelter Directors**  
**Single Adult Executive Directors**  
**Single Adult Program Administrators**

**FROM:** DHS Office of the Administrator

**SUBJECT:** Income Savings Programs

This memorandum is to inform all Single Adult shelters and facilities that effective immediately, there are to be no mandatory savings programs other than the new Income Savings Plan (ISP), which has a 30% cap, is limited to earned income and has an extensive procedure to help clients participate to avert sanctions. Additional guidance and training will be provided to facilities as they are rolled into ISP.

Any other savings programs that shelters or facilities would like to maintain must be strictly voluntary and clients must be advised accordingly. The savings amounts for these voluntary programs, **cannot** exceed 30% of unearned income. Failing to save in such a voluntary program, even if it is part of an Independent Living Plan (ILP), must not lead to any negative consequences or penalties, even under the client responsibility (CR) provisions.