

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-125-OPE

(This Policy Bulletin Replaces CD #88-55)

REVISION TO THE STEP-PARENT/GRANDPARENT BUDGET WORKSHEET – CASH ASSISTANCE (W-648B)

Date:	Subtopic(s):			
October 2, 2008	Forms			
☐ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform Job Center staff that form W-648B has been renamed Step-parent/Grandparent Budget Worksheet – Cash Assistance, and has been revised to reflect the current rules for step-parent/grandparent deeming. Form W-648B was previously titled "Step-parent Income Budget Worksheet." The alien sponsor income deeming information has been removed from form W-648B. Alien deeming is still required, but a worksheet is no longer required, as a result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).			
	A sample of the revised W-648B form is attached. Effective Immediately References:			
	Budget Worksheet – Temporary Assistance (<u>LDSS-548</u>) <u>Temporary Assistance Source Book</u> (TASB), Chapter 18, Section			
	Attachment:			
☐ Please use Print on Demand to obtain copies of forms.	W-648B Step-parent/Grandparent Budget Worksheet – Cash Assistance (Rev. 10/2/08)			

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to FIA Call Center

Form W-648B (page 1) Rev. 10/2/08



Date:

	Case Number: _		
	Center:		
Step-Parent/Grandparent Budget Works	heet — Cash	n Assistance	,
Section I – Household Information A. Step-parent Grandparent Name:			
B. Composite Case Name(s)	_ Case Number(s):	
C. Number of persons in receipt of CA: D. Number of Non CA persons in the household who are dependent on S (do not include those household members applying for or receiving CA. E. Number of persons outside of household supported by the Step-parer Step-Parent/Grandparer	A): nt/Grandparent:	dparent	
Section II – Unearned Income		Enter Sem Amo	-
Gross Unearned Income			
2. Exempt Income (e.g., SSI)			
3. Net Unearned Income (Line 1 minus Line 2)			
Section III – Earned Income	T	<u> </u>	
4. Gross Earned Income			
5. Standard Work Deduction (\$45 Semi-Monthly)			
6. Net Earned Income (Line 4 minus Line 5)			
7. Total Net Income (Line 3 plus Line 6)			
Step-Parent/Grandparent Semi-Mon Section IV – Needs (Based on number of people listed in Section 1,	-	xpenses	
Basic Allowance (Food and other based on CA standards for			
number of people listed in Section 1, Item D)			
9. Energy Allowance (HEA and SHEA)			
10. Shelter Allowance			
11. Water Allowance			
12. Fuel Allowance			
13. Other (pregnancy, restaurant)			
14. Total Needs (Add Lines 8 through 13)	•		

Form W-648B (page 2) Rev. 10/2/08

Step-Parent/Grandparent Semi-Monthly Needs/Expenses (continued)

Section V – Expenses	Enter Semi-Monthly Amounts
15. Documented Child Support/Alimony to persons outside	
of the household	
Payments to Other Dependents (e.g., cost of care for dependent in nursing home)	
17. Total Payments (Line 15 plus Line 16)	
18. Total Deductions (Line 14 plus Line 17)	
Section VI – Deemed Income	
19. Total Deemed Income (Line 7 minus Line 18)	*
* This amount is to be applied against the CA household needs. Section VII – Cash Assistance Shelter Determination	
20. Actual Semi-Monthly Shelter Cost for Entire Household	
21. Step-Parent's/Grandparent's Sheller Allowance (Line 10 Arnount)	
22. CA Household's Actual Shelte Cost (Line 20 minus Line 21)	
23. CA Household's Shelter Allowance based on Section 1, Item C	
24. Maximum CA Shelter Allowance (Line 22 or 23, whichever is less)	
Where any other income exists on the Cash Assistance case (e.g., employment, u etc.), it is to be budgeted in accordance with current procedure.	nearned income, manual recoupment,
Authorized by: Date:	