



IBM Cúram Social Program Management

# Cúram Income Support Cash Assistance Program Guide

Version 6.0.4

**Note**

Before using this information and the product it supports, read the information in Notices at the back of this guide.

This edition applies to version 6.0.4 of IBM Cúram Social Program Management and all subsequent releases and modifications unless otherwise indicated in new editions.

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# Chapter 1

## Introduction

### 1.1 Purpose

The purpose of this guide is to provide an overview of the Cúram Income Support™ Cash Assistance Program. This guide contains details of the rules used in assessment for eligibility and entitlement's for Cash Assistance.

This guide is intended as a reference manual for business analysts, and does not contain any technical information regarding how the rules are run or how to administer the rules.

### 1.2 Audience

This guide is intended for anyone interested in learning about the rules used in the Cúram Income Support Cash Assistance Program. It is expected that it will be read mainly by business analysts working within a social enterprise organization.

### 1.3 Prerequisites

Before reading this guide, it would be useful to have a basic knowledge of the product. It is assumed that you are familiar with the basic concepts of Social Enterprise Management.

### 1.4 Introduction

The Cash Assistance Program is a program that provides Cash Assistance to needy families with dependent children.

Under the Cash Assistance program individuals are entitled to a maximum of 60 months of benefits within their lifetime and there is a component requiring clients to attempt to find employment. Unmarried minor parents

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have to live with a responsible adult or guardian. Paternity of children must be established in order to receive benefits. The program aims to get people off the temporary assistance, primarily by getting them into jobs.

Cúram Income Support Cash Assistance provides eligibility determination for households based on financial and non-financial factors. The information required to determine program eligibility is captured as evidence. This evidence is assessed against a set of business rules to determine whether or not the household is eligible for Cash Assistance.

Cash Assistance eligibility is determined based on a number of factors:

- **Non Financial Rules** which include Citizenship, SSN and Residency.  
The Non Financial rules are used to determine if a household member satisfies the non financial requirements of the state before proceeding with program eligibility.
- **Assistance Unit Determination** which include household composition, dependent child, household determination and head of household.  
The Assistance Unit Determination rules are used to determine who should be included, excluded or not included in the assistance unit for Cash Assistance coverage.
- **Program Rules**  
The Program Rules determine if a household member satisfies program requirements. If these rules are not satisfied the household member or their household could be determined to be ineligible for Cash Assistance.
- **Financial Rules** which include income, resources, deductions, expenses and benefit calculations.  
The Financial Rules determine the household's total resources and total income less expenses and deductions. The rules compare the household's resource and income total to the limits imposed by the state to see if the household is eligible based on their financials. The rules also determine the benefit amount the household is entitled to.

# Chapter 2

## Non Financial Requirements

### 2.1 Non Financial Requirements

The rules specify the non financial requirements that a household member must satisfy before they can meet further requirements for Cash Assistance. Non financial requirements include the rules for Citizenship, Residency and Social Security Numbers.

#### 2.1.1 Citizenship & Alienage

##### Citizenship

1. Individual must be a United States Citizen OR
2. Individual must be a US Non Citizen National OR
3. Individual must be an Eligible Alien

##### Eligible Alien

- An eligible alien is an individual who is BOTH classified as a:
  - Qualified Alien AND
  - Meets the Qualified Alien Eligibility Criteria to be eligible for Cash Assistance.

##### Qualified Alien

1. An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act OR

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2. An alien who is admitted as a refugee under section 207 of the Immigration and Nationality Act OR
3. An alien who is granted conditional entry under section 203(a)(7) of the Immigration and Nationality Act as in effect prior to April 1, 1980 OR
4. An alien who is granted asylum under section 208 of the Immigration and Nationality Act OR
5. An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act for a period of at least one year OR
6. An alien whose deportation is being withheld under section 243(h) or 241(b) (3) of the Immigration and Nationality Act OR
7. An alien granted status as a Cuban and Haitian entrant as defined in section 501(e) of the Refugee Education Assistance Act of 1980 OR
8. An alien admitted as an Amerasian immigrant under the provision of Public Law 100-202 OR
9. An American Indian born in Canada who is at least one-half American Indian as per section 289 of the Immigration and Nationality Act OR
10. Victims of a severe form of trafficking, in accordance with section 107(b)(1) of the Trafficking Victims Protection Act of 2000, Public Law 106-386 OR
11. An alien receiving SSI is eligible for Medical Assistance OR
12. Hmong and other Highland Lao tribal peoples who have been lawfully admitted to the United States for permanent residence, and who fought on behalf of the United States during the Vietnam conflict OR
13. An alien who is the spouse of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
14. An alien who is a surviving spouse (who has not remarried) of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
15. An alien who is an unmarried dependent child of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
16. An alien who has been battered or subjected to extreme cruelty who meets the following conditions:
  - a. The battered alien must be battered by their U.S. Citizen or LPR alien spouse or parent AND
  - b. If a parent is the battered alien, any child who lives with them is also a battered alien OR If a child is the battered alien, the parent



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who lives with them is also a battered alien as long as the parent did not actively participate in the battery

- c. The alien must not currently be residing in the same household as the individual responsible for the battery or extreme cruelty AND
- d. There must be a substantial connection between the battery or extreme cruelty suffered by the alien (or the alien's child or parent) and the need for Cash Assistance benefits

### Qualified Alien Eligibility Criteria

A qualified alien must meet the following conditions to be eligible for Cash Assistance:

#### Entry prior to August 22, 1996

1. A qualified alien who entered the United States prior to August 22, 1996 may receive Cash Assistance provided s/he is determined to be otherwise eligible OR
2. A qualified alien who attained qualified alien status subsequent to August 22, 1996 and who can demonstrate to the district's satisfaction that they have continuously resided in the United States from their date of entry through the date they became a qualified alien, may receive Cash Assistance provided s/he is determined to be otherwise eligible

#### Entry on or after August 22, 1996

- A qualified alien who entered the United States on or after August 22, 1996 is ineligible to receive Cash Assistance for 5 years from the date the alien entered the United States or the date the alien obtained qualified alien status whichever is the later unless the alien meets one of the Exceptions to the 5 year Ineligibility Period.

### Exceptions to the 5 year Ineligibility Period

The five year disqualification period for Cash Assistance does not apply to the following qualified aliens:

1. Someone who has lawfully resided as a qualifying immigrant in the U.S. for five years OR
2. An individual who is a lawful permanent resident with 40 qualifying quarters of Social Security coverage OR
3. An alien who is admitted as a refugee under section 207 of the Immigration and Nationality Act OR

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4. An alien who is granted asylum under section 208 of the Immigration and Nationality Act OR
5. An alien whose deportation is being withheld under section 243(h) or 241(b) (3) of the Immigration and Nationality Act OR
6. An alien granted status as a Cuban and Haitian entrant as defined in section 501(e) of the Refugee Education Assistance Act of 1980 OR
7. An alien admitted as an Amerasian immigrant under the provision of Public Law 100-202 OR
8. An American Indian born in Canada who is at least one-half American Indian as per section 289 of the Immigration and Naturalization Act OR
9. A qualified alien who is a veteran with an honorable discharge from the Armed Forces of the United States OR
10. A qualified alien who is the spouse of an honorably discharged veteran OR
11. A qualified alien who is a surviving spouse (who has not remarried) of an honorably discharged veteran OR
12. A qualified alien who is an unmarried dependent child of an honorably discharged veteran OR
13. A qualified alien who is a Hmong or Highland Laotian who has been lawfully admitted to the United States for permanent residence, and who fought on behalf of the United States during the Vietnam conflict OR
14. A qualified alien who is the spouse of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
15. A qualified alien who is a surviving spouse (who has not remarried) of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
16. A qualified alien who is an unmarried dependent child of a Hmong or Highland Laotian who fought on behalf of the United States during the Vietnam conflict OR
17. A qualified alien lawfully residing in the State who is on active duty in the United States military OR
18. A qualified alien who is the spouse of an individual on active duty in the United States military OR
19. A qualified alien who is an unmarried dependent child of an individual on active duty in the United States military OR
20. Victims of a severe form of trafficking, in accordance with Section

107(b)(1) of the Trafficking Victims Protection Act of 2000, Public Law 106-386

### 2.1.2 Social Security Number

1. An individual must provide a Social Security Number OR
2. An individual must apply for a Social Security Number if they do not have one and provide the number once it has been assigned

### 2.1.3 Residency

The following are the residency rules:

#### State Residence

#### Permanent Residence

1. The state of residence is the state where the individual is living permanently

#### Migrant Farm Workers

1. The state of residence is the state in which the individual is living at the time of application AND
2. Individual entered the state with a job commitment or to seek employment, whether or not s/he is actually employed at the time of application

#### Migrant Farm Workers Children

- A child is a resident of the State in which the caretaker is a resident.

#### Abandoned Residency

1. An individual leaves the state for more than <90> consecutive days OR
2. An individual leaves the state with no intention of return

#### Concurrent Benefits

- A person cannot receive Cash Assistance coverage in more than one State.

# Chapter 3

## Assistance Unit Determination

### 3.1 Introduction

The Cúram Income Support Cash Assistance program rules determine all potentially eligible assistance units in the household. The assistance units are formed around the dependent child and will then include all individual's based on the mandatory household member rules and exceptions. This also includes an unborn child for a pregnant household member in her last trimester of pregnancy.

- Household composition rules are used to form the assistance unit and determine the household members that are included in the unit.
- The dependent child rules determine if a child is considered a dependent child.
- Household determination rules determine the household members that are not included or excluded from the assistance unit.
- Head of household determination rules determine the head of household for the assistance unit's formed.

### 3.2 Household Composition

This rule group determines the mandatory and optional household members in an assistance unit. If a household member is determined mandatory they will be included in the assistance unit. If a household member is determined to be an optional member they may be included in the assistance unit. An assistance unit will be formed with and without the optional household member.

#### 3.2.1 Mandatory Household Member

The following household members, who live in the home, must be included for Cash Assistance coverage, their income and resources are counted and they are included in the household size:

1. Dependent child who meets the Dependent Child rules AND
2. Natural or adoptive parent(s) of the dependent child AND
3. Blood-related or adoptive siblings who satisfy the Dependent Child rules

### 3.2.2 Mandatory Household Member Exceptions

Mandatory household members of an assistance unit for Cash Assistance coverage are determined by the Mandatory Household Member rules. Mandatory Household Member Exception rules define when members who would normally be mandatory members, but in certain exceptions may be optional members. These rules also define when other members of the household must be considered as mandatory members of a unit as a result of the inclusion of specific optional members in a unit.

#### Minor Parent

A minor parent and their dependent minor child are eligible for Cash Assistance coverage. If the Minor Parent living with Parent(s)/NPCR Exceptions are satisfied the minor parent and minor child will form an assistance unit with and without the minor parent's parents. The assistance unit with the minor parent's parents will also include the minor parent's siblings if they satisfy the dependent child rules.

- A minor parent is a parent who is under 18, has never been married and has care of a minor child.

#### Minor Parent living with Parent(s)/NPCR Exception

1. Household Member is a minor parent AND
2. Minor Parent is living with his/her parent(s)/Non-parent caretaker relative AND
3. The Minor parent is the parent of a dependent child AND
4. Minor parent's parents or non parent caretaker relative are not currently receiving Cash Assistance AND
5. Minor parent and his/her dependent child(ren) must be included in the assistance unit AND
6. The parents or non-parent caretaker relative of the minor parent may be included (i.e. a separate assistance unit may be formed including the parents/NPCR of the minor parent) if they are otherwise eligible, and

the minor parent satisfies the Dependent Child rules AND

7. If the parent or non-parent caretaker relative is included, siblings of the minor parent must also be included if they satisfy the Dependent Child rules

#### Household Size and Income/Resource Unit

1. If minor parent's parents or non-parent caretaker relative are not included in the assistance unit for Cash Assistance, their income/resources are deemed but they are not included in the household size OR
2. If minor parent's parents or non parent care taker relative are included in the assistance unit for Cash Assistance, household size and income unit consists of minor parent, minor parent's parent(s)/NPCR, minor parent's dependent child(ren) and minor parent's siblings

### 3.2.3 Temporary Absence

This rule group determines whether a household member is absent from the household on a temporary or long term basis. A household member can be absent from the household and maintain eligibility for Cash Assistance if all other program requirements are satisfied and the period of absence does not exceed 180 days or an exception applies.

#### Temporary Absence

1. A household member who is temporarily absent from the home for a period of not more than <180> days but who intends to return is eligible for Cash Assistance OR
2. A household member who is temporarily absent from the home for more than <180> days is ineligible for Cash Assistance unless an exception applies

#### Temporary Absence Exceptions

The allowable period can be extended provided there is a definite plan for the return of the individual and one of the following apply:

1. The household member is being cared for in a hospital or other public or private institution to receive treatment for a mental or physical illness OR
2. The household member is receiving education or training that is not available in the home community.

### 3.2.4 Optional Household Members

The following household members, who live in the home, can optionally be included in the assistance unit for Cash Assistance. If they are included their income and resources are counted and they are included in the household size:

1. Dependent children, other than their own children, for whom the Caretaker Relative has responsibility.
2. Only one Non-parent caretaker relative where both of the child's parents are absent from the caretaker relatives home

### 3.3 Household Composition Special Circumstances

This rule group determines the assistance unit for a pregnant woman in her last trimester with no dependent children other than her unborn child. The assistance unit formed will only contain the pregnant woman.

#### 3.3.1 Pregnant Woman

- Pregnant Woman in her last trimester is eligible for Cash Assistance where the unborn child is considered as a dependent child and there are no other dependent children in the household

Household Size and Income Unit for Pregnant Woman

1. If father of the unborn is not living in the home, household size is 1 and only pregnant woman's income/resource are counted OR
2. If father of the unborn is living in the home, household size is 2 and pregnant woman's income/resources and father's income/resource are counted.

### 3.4 Dependent Child

This rule group determines if children in the household are dependent children.

1. A dependent child must be living in the home of a Caretaker Relative AND
2. Child must meet the Age Limit for a Child rules AND
3. Child must be deprived of parental support and care

#### 3.4.1 Relationship (Caretaker Relative)

1. For Cash Assistance the household must include a child who is living

with their natural parent(s) or adoptive parent(s) OR

2. The household must include a child who is living with a non parent caretaker, in the non parent caretaker's home, and who has a relationship to the child as specified below:
  - Grandfather and grandmother OR
  - Brother or sister including half or adopted brother or sister OR
  - Uncle or aunt OR
  - First cousin or cousin once removed OR
  - Nephew or niece OR
  - Persons of prior generations designated by the prefix grand, great, great-great, or great-great-great OR
  - Spouses of any person listed above AND
3. The non parent caretaker relative must be an adult

#### 3.4.2 Age Limit for a Child

Child under 18

1. A child must be under age 18 and unmarried AND
2. Age rule is satisfied through the month in which the child reaches age 18 OR

Child under 19

1. A child must be under age 19, unmarried and participating full-time in a secondary school, GED or vocational or technical training and expects to graduate before or in the month of their 19th birthday AND
2. Age rule is satisfied until the last day of the month of course completion, withdrawal of the child from enrollment, or the child's 19th birthday, whichever occurs first.

#### 3.4.3 Deprivation of Support

To be eligible for Cash Assistance a child must be deprived of parental support and care for one of the following reasons:

1. Death of parent(s)
2. Continued absence of parent(s) from the home where the parent's absence interrupts or terminates the parent's functioning as a provider of



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maintenance, physical care, or guidance and prevents the family from relying on their support or care of the child.

3. Physical or mental incapacity of one or both parents and the incapacity is expected to last at least 30 days and the incapacity reduces or eliminates the parent's ability to support or care for the otherwise eligible child
4. Unemployment or underemployment of the parent designated as the principal wage earner.

### Continued Absence

The following reasons constitute deprivation by continued absence:

1. Divorce
2. Legal Separation
3. Desertion
4. Incarceration
5. Deportation
6. Hospitalization
7. Birth out of wedlock
8. A single parent adoption

The following reasons do not constitute deprivation by continued absence:

1. The parent is voluntarily absent to visit friends or relatives, to seek employment, to maintain a job, to attend school or training, so long as the parent in the home and the absent parent do not regard themselves as separated.
2. The parent is absent solely to serve active military duty.

### Unemployment/Underemployment

1. One of the parents living in the home is the principal wage earner AND
2. That parent is unemployed or Underemployed

### Principal Wage Earner

1. The parent who has earned the greater amount of income in the 24 months prior to the month of application OR
2. The parent designated as the principal wage earner by the parents when both parents earned an equal amount of income in the 24 months prior

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to the month of application.

### Unemployed Parent

1. The parent is unemployed and has been unemployed for at least 30 days prior to the effective date of assistance AND
2. The unemployed parent must not have refused, without good cause, a bona fide offer of employment or training for employment within of assistance prior to the effective date of assistance. The following are refusal reasons that constitute good cause:
  - a. The parent's physical limitations result in an inability to engage in the work
  - b. No transportation to or from the work;
  - c. Unsafe working conditions;
  - d. The employment is not covered by workman's compensation protection;
  - e. The employment was offered through a public employment or manpower agency, which determined good cause existed.
  - f. The offered wage was less than minimum wage;
  - g. The parent lacked suitable day care;
  - h. The parent was personally providing care for a child under the age of 2 at the time of the refusal;
  - i. The commuting time to and from work would normally exceed 2 hours, round trip;
  - j. The parent could not accept the job due to illness of the parent or another family member;
  - k. The offered position was vacant due to a labor strike or lockout;
  - l. The parent was incarcerated or making a required court appearance;
  - m. Inclement weather prevented the parent from accepting the job or reporting for work; or
  - n. The parent was laid off but is expected to return to the prior place of employment within 30 days of the date of the job offer;

### Underemployed Parent

1. The parent is employed fewer than 100 hours a month AND
2. The parent is employed less than 100 hours in the payment month OR

3. Work hours are expected to be more than 100 hours in the payment month but the work hours were less than 100 hours in the two months immediately preceding the payment month AND
4. The work hours are expected to be less than 100 hours in the month following the payment month

## 3.5 Household Determination

This rule group determines if there are any non household members, excluded household members or individuals whose income/resources will be later deemed to a household member. None of these individuals will be included in the assistance unit.

### 3.5.1 Non Household Members

The following household members, who live in the home, are not eligible for Cash Assistance coverage, their income and resources are not counted and they are not included in the household size:

1. SSI Recipients OR
2. Children receiving Federal, State or Local government Foster Care payments OR
3. Children receiving Federal, State or Local government Adoption Assistance payments OR

### 3.5.2 Excluded Household Members

The following household members, who live in the home, are not eligible for Cash Assistance coverage however their income and resources are counted and they are included in the household size:



#### Note

The following rules are run on application and reassessment

1. Individual who failed to apply for an Social Security Number OR
2. Individual who does not satisfy the citizenship and alienage rules OR
3. Individual who does not meet the residency requirements OR
4. Individual disqualified because they have been found guilty of committing an Intentional Program Violation (IPV) OR
5. Individual has a sanction for being a fleeing felon OR
6. Individual has a sanction for violating a condition of parole or probation OR

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7. Individual has a sanction for fraudulently misrepresenting their residence in order to receive Cash Assistance from two or more states OR
8. Individual has a sanction for a drug related felony OR
9. Individual has a sanction for Job Quit OR
10. Individual has a sanction for school attendance non compliance OR
11. Individual has a sanction for minor parent school attendance non compliance OR
12. Individual has a sanction for Minor Parent Living Arrangement non compliance OR
13. Individual has a sanction for immunization non compliance



### Note

The following rules are run on application

1. Individual has failed the child immunization rules OR
2. Individual has failed the minor parent living arrangement rules OR
3. Individual has failed the school attendance minor parent rules OR
4. Individual has failed the school attendance dependent child rules OR
5. Individual has failed the voluntary quit rules OR
6. Individual has an intentional program violation OR
7. Individual has been convicted of a felony committed after 23rd August 1996 involving illegal drugs OR
8. Individual has been convicted of having made a fraudulent representation or statement OR
9. Individual is a fleeing felon OR
10. Individual is on parole (and violating Parole conditions)

### Excluded Household Member Exception

1. Income and resources of excluded dependent children are not counted in determining eligibility and they are not included in the household size OR
2. If the excluded individual is a non-parent caretaker relative, this individual is removed from the assistance unit (his/her income/resources are not counted and they are not included in the household size and they do not receive assistance).

### Child Immunization

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- Each child must receive the standard immunizations appropriate to the child's age level unless good cause exists.

### Good Cause Child Immunization Non Compliance

1. A written statement signed by a licensed physician is provided indicating medical conditions prohibit immunizations OR
2. A written statement signed by the child's caretaker is submitted stating immunizations are contrary to their religious belief OR

### Minor Parent Living Arrangement

- Minor parent must reside with his/her parent(s), legal guardian or other adult relative unless good cause is established

### Good Cause Minor Parent Living Arrangement Non Compliance

Good cause for the minor parent not living in the home of a parent, legal guardian or other adult relative exists when:

1. It is in the best interest of the minor or the minor's child to waive the requirement of living in the home of a parent, legal guardian, or adult relative OR
2. The location of the minor's parent or legal guardian is unknown OR
3. The minor or the minor's child is being or has been seriously abused in the home of the parent, legal guardian, or adult relative OR
4. The minor parent has lived apart from any parent or legal guardian for a period of at least one year prior to either the birth of her child or prior to the date of the Cash Assistance application OR
5. The minor parent has no living parent or legal guardian OR
6. The minor parent is living with an adult who is not a qualifying relative but who is attempting to gain legal guardianship or legal custody of the minor parent OR
7. The minor parent lives in an adult supervised supportive living arrangement OR
8. The minor parent or legal guardian of the minor parent refuses to allow the minor parent to live in the home OR
9. The physical and/or emotional health or safety of the minor parent or the dependent child would be jeopardized if they resided in the same residence with the minor parent's parent or legal guardian.

### School Attendance - Minor Parent

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- Minor parent, who has not graduated/completed high school or a general education development (GED), must be enrolled in and attending full-time an elementary or secondary (high school), vocational or technical equivalent to a secondary school or an approved alternative educational program (GED) unless good cause exists.

### Good Cause Minor Parent School Non Attendance

Good cause for the minor parent not attending school exists when:

1. Caring for a child under 12 weeks old OR
2. Caring for a child(ren) under 6 where child care is unavailable OR
3. Emancipated by a court OR
4. Transportation is unavailable.

### School Attendance - Dependent Child

- Children age 5 must attend school full-time until they reach age 18 or they graduate from a secondary school or the equivalent level of vocational or technical training.

### Voluntary Quit

- Individual must not voluntary quit a job unless good cause exists.

### Good Cause for Voluntary Quit

Good cause for voluntary quit exists when:

1. Individual who quit at least 60 days prior to date of application OR
2. Individuals who voluntary quit employment which was less than 30hrs/week or weekly earnings less than FMW times 30 OR
3. Individual satisfies a Work requirements exemption other than the Work Registration Requirement Employment Exemption Rule OR
4. Individual gets a job, comparable to the job just quit OR
5. Individual resigns from a job at the demand of an employer OR
6. Individual terminates self employment business OR
7. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin or political beliefs OR
8. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another OR

9. Resignation by persons under 60 which are recognised by the employer as retirement OR
10. Work demands or conditions that render continuous employment unreasonable.

### 3.5.3 Household Disqualification

The whole household is ineligible under any of the following conditions:



#### Note

The following rules are run on application and reassessment

1. A household member has a current third sanction for child support enforcement non compliance OR
2. A household member has a current third sanction for work requirements violation OR
3. A household member has failed the invalid resource transfer rules OR
4. A household member has failed to register or refused to register for work



#### Note

The following rules are run on application

1. A household member has failed the child support enforcement rules

#### Invalid Resource Transfer

If a household member performs an invalid resource transfer the entire household is ineligible for assistance for a period of time. Members may not apply for assistance until the period of ineligibility has expired. If they apply prior to the expiry of the period of ineligibility they are determined ineligible. The following rules determine if a resource transfer is invalid and how the period of ineligibility is calculated.

For every asset transferred by any household member in the 3 months prior to application or any time during the certification period:

1. Determine if the resource is countable or excluded.
2. For countable resources, determine if a Invalid Resource Transfer Exception applies.
3. For transfers that are not allowed, determine the uncompensated value for each transfer.
4. When the uncompensated value is greater than 0, a period of ineligibility applies for each invalid resource transfer

### Invalid Resource Transfer Exceptions

Eligibility for Cash Assistance will not be affected by the following transfers:

- Resources which are transferred between members of the same household (including ineligible aliens or disqualified person whose resources are being considered available to the household).
- Resources which are transferred for reasons other than qualifying or attempting to qualify for Cash Assistance benefits between members of the same household (including ineligible aliens or disqualified person whose resources are being considered available to the household).

### Invalid Resource Transfer

The following period of ineligibility is imposed if an individual has a current Invalid Resource Transfer :

- The household is ineligible for Cash Assistance benefits for (n) number of months. The number of months the household is ineligible for is determined by the value of the resource transferred exceeding the resource limit divided by the Cash Assistance benefit amount for the household size.

### Calculate Period of Ineligibility

The Period of Ineligibility is calculated as follows:

1. Determine the uncompensated value of the asset transfer
2. Determine the maximum benefit amount for the household size
3. Divide the uncompensated value by the maximum benefit amount for the household size
4. Round result down to the nearest whole number to determine the number of months of ineligibility
5. Period of Ineligibility is for the number of months determined in step 4

### Work Requirements

1. Household member who is defined as a work-eligible individual must participate in the work program unless they have a non participation reason OR
2. Household member who satisfies a work eligible exception is not required to participate in the work program.



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### Note

The work requirement rules above are run on application and reassessment

1. Household member is Work-Eligible and is not registered for work, or does not have a non participation reason, member is considered Eligible for CA pending Work Requirements, provided they meet all other conditions of CA program eligibility.



### Note

The work requirement rules above are run on application

### Work Eligible Individual

A work eligible individual is defined as:

1. An adult (including minor child head of household) who is eligible for Cash Assistance OR
2. Ineligible parent living with a child who is eligible for cash assistance

### Work Eligible Exception

The following household members are excluded from the definition of work-eligible individual.

1. Child aged under 16 or is [minor child and not Head of Household] and enrolled or has been accepted for enrollment as, a full time student in an elementary or secondary school, or in a vocational or technical school that is equivalent to a secondary school OR
2. Parent who satisfies any of the following:
  - a. Responsible for the care of a disabled family member living in the home OR
  - b. SSDI Recipient OR
  - c. Minor parent who is not the head of household OR
  - d. Alien and is not eligible for cash assistance due to his or her immigration status OR
  - e. SSI Recipient

### Work Registration Non-Participation Reasons

The following individuals are deferred from participation in the work requirements:

1. Single parent or caretaker relative caring for a child under 12 months

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of age OR

2. Individual caring for a severely disabled child OR
3. Disabled persons and persons who are physically or mentally incapable of engaging in gainful employment OR
4. Individual aged 60 or older OR
5. Woman in her 3rd Trimester of pregnancy OR
6. Individual has not been assessed and the state deadline for the assessment has not been reached (30 days from eligibility determination date) OR
7. Individual is a victim of domestic violence OR
8. Single parent with a child under 6 years of age who proves childcare is unavailable OR
9. Custodial parent under 18 with child under 12 weeks of age OR
10. Family crisis or emergency OR
11. Individual has a (temporary) illness or incapacity OR
12. Individual participating in a substance abuse or mental health treatment program OR
13. Individual who lives in a remote area defined as more than a 2 hour round trip from home to the office OR
14. Individual that is temporarily disabled OR
15. Individual caring for another household member OR
16. Individual lacking education and work skills OR
17. Individual lacking transportation

### Child Support Enforcement

1. Individual must assign all rights to support, including child support and spousal support AND
2. Individual must cooperate with (CSED) to obtain support unless good cause exists

### Good Cause Child Support Enforcement Non Compliance

1. Cooperation may result in physical or emotional harm to the child or caretaker relative OR
2. Legal proceedings for adoption of the child are pending before a court OR

3. The caretaker relative is currently being assisted by a public or licensed private social agency to resolve the issue for whether to keep the child or relinquish him for adoption OR
4. The child was conceived as a result of incest or rape

#### 3.5.4 Deemed Members of Income/Resource Unit

If the household member falls into the following category, there may be deemed members in the income/resource unit:

##### Sponsored Alien

1. The household member is an Alien AND
2. Income and resources of an alien sponsor and the sponsor's spouse, if s/he lives with the sponsor, are deemed to an alien who is included in the assistance unit.

##### Non-Parent Caretaker Relative (NPCR)

1. The household member is a Non-Parent Caretaker Relative AND
2. Income and resources of the Non-Parent Caretaker Relatives spouse, if spouse is living with the NPCR and not included in the assistance unit, are deemed to the NPCR who is included in the assistance unit.

##### Minor Parent

1. The household member is a minor parent AND
2. Income and resources of a non recipient parent(s)/NPCR of a minor parent are deemed to the minor parent.

### 3.6 Head of Household Determination/Multiple Assistance Units

When determining eligibility for Cash Assistance, the eligible unit must have a head of household. Program rules determine the assistance units that exist within the household.

The adult household member's must agree and designate a head of household. The case worker records the selected head of household for the household. The household's selected head of household is assigned to the assistance unit in which s/he is either an eligible member of the assistance unit or an excluded/non household member or an optionally excluded member. This assistance unit is the initial or primary assistance unit.

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The system determines other potential assistance units in the household and the valid head of household(s) for those units. These valid head of household's are presented to the user to view as part of eligibility results. If more than one head of household is determined for an assistance unit the user must select the head of household that the will be used for the assistance unit.

# Chapter 4

## Program Eligibility

### 4.1 Introduction

Eligibility for Cash Assistance requires that an individual meets the following program requirements.

An individual must not be considered a striker, and must be within their Federal Time Limit.

#### 4.1.1 Striker

Eligibility for Cash Assistance requires that an individual is not considered a striker unless exempt. If an individual is considered a striker it may cause the household to be ineligible.

##### Striker

1. Parent on strike is ineligible unless exempt OR
2. Non-Parent Caretaker Relative (NPCR) on strike is ineligible unless exempt OR
3. Caretaker relative on strike is ineligible unless exempt.

##### Exempt Strikers

The following individuals are not considered strikers and are therefore eligible for Cash Assistance:

1. Employees unable to work as a result of striking employees OR
2. Employees who are not part of the bargaining unit on strike who do not want to cross the picket line due to fear of personal injury or death OR

3. Employee affected by a lock out OR

#### Parent on Strike

1. Household is ineligible for Cash Assistance for any month in which a natural or adoptive parent is, on the last day of that month, participating in a strike AND
2. Parent is not a non-parent caretaker relative to any children in the assistance unit.

#### Non-Parent Caretaker Relative on Strike

1. Individual is the non-parent caretaker relative of a child in the assistance unit AND
2. Individual is not a parent of any children in the assistance unit AND
3. Non-parent caretaker relative is participating in a strike on the last day of the month and only non-parent caretaker relative is ineligible for Cash Assistance for that month and their income and resources are not counted and they are not included in the household size AND
4. Children for whom the individual is a non-parent caretaker relative are eligible on their own.

#### Caretaker Relative on Strike

1. Individual is the non-parent caretaker relative of a child in the assistance unit AND
2. Individual is also a parent of a child or children in the assistance unit AND
3. Individual is participating in a strike on the last day of the month AND
4. Caretaker relative and the caretaker relatives natural or adopted children are ineligible for Cash Assistance for that month and their income and resources are not counted and they are not included in the household size AND
5. Children for whom the caretaker relative is a non-parent caretaker relative are eligible on their own.

### 4.1.2 Federal Time Limit

Federal Legislation imposes a lifetime limit of 60 months on the receipt of federally-funded Cash Assistance for an adult or a minor parent (who is the head of household). Children are exempt from the Federal Time Limit. For each household member for whom the federal time limit applies, the system

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determines whether or not they have reached their limit. If a household member has reached the limit and no exemption or extension applies then their entire assistance unit is ineligible for Cash Assistance. The system determines whether or not the month being paid for a specific household member for Cash Assistance is counted towards the time limit.

If a household member has a valid exemption, they may receive Cash Assistance during this period and the months of assistance received is not counted towards the Federal Time Limit. If a household member has a valid extension then the household member may receive Cash Assistance and exceed the 60 month limit for the period of time the extension applies for.

- Effective from 1 Jan 1997, a household in which any adult member, including a minor parent who is the head of household, has received federally funded Cash Assistance for 60 countable months is ineligible for benefits unless an exemption has been granted.

### Time Limit Exemptions

Under federal law, all states must disregard the following when calculating the 60-month time limit.

- Months when a family receives assistance while living in Indian country where at least 50 percent of the adults are not employed.

### Time Limit Extensions

Families who reach the 60 month time limit for Cash Assistance and who meet the following criteria are eligible for an extension:

- Hardship, as defined by the state OR
- Family includes individual who has been subjected to domestic violence.

# Chapter 5

## Resource Rules

### 5.1 Resource Rules

Resource rules are used to determine what resources are countable/non-countable for the household. Resources are classified as either countable or non-countable and liquid or non-liquid. Only countable resources are included in the resource eligibility determination. A household's countable resources must be less than a specified resource limit.

Liquid resources are resources that can readily be converted to cash, non-liquid resources are all other types of resources.

The Cash Assistance Resource rate table provides the information required to determine whether or not resources are countable or non-countable.

- The household's countable resources must be equal to or less than \$2000

#### 5.1.1 Countable Liquid Resources

The current market value of liquid resources should be counted unless the resource is specifically excluded.

Cash on hand

Count money on hand in the form of currency or coins

Checking Account

1. If an individual has unrestricted access to an account, all funds in the account are considered a resource **OR**
2. If account is restricted, consider only that portion the individual can withdraw as a resource



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### Savings Account

1. If an individual has unrestricted access to an account, all funds in the account are considered a resource OR
2. If account is restricted, consider only that portion the individual can withdraw as a resource

### Joint Account Rules for Savings Account, Checking Account or Certificate of Deposit

1. When an individual who has unrestricted access to the funds in the account, shares a joint account with co-owner(s) who are not eligible for Cash Assistance and their income and resources are not counted/deemed, presume that all the funds are owned by the individual and it is countable OR
2. For co-owned accounts, if two or more account holders are either Cash Assistance eligible individuals or are people whose income and resources must be counted/deemed for Cash Assistance eligibility (such as spouses or parents of minor children), count an equal share of the account for each.

### Stocks and Bonds

- Stocks and bonds at their current market value

### Mutual Funds

- Mutual Funds

### Certificate of Deposit

- The current value of all certificates of deposit should be counted

### Promissory notes

- A promissory note, which is owned by an individual is considered a countable resource

### Water Rights

- The value of water rights is a countable resource unless the mineral or water rights are on land which is being excluded because it is the individual's home

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### United States Savings Bond

- Count the value of US Saving bonds

### Life Insurance

- The cash value of all life insurance policies for an individual (who is the owner) are counted as an asset.

### Revocable Trusts

- The entire principal of the revocable trust fund is counted

### Irrevocable Trusts

- The portion of the trust from which payments can be made for the benefit of the individual or spouse is a countable resource

### Lump Sum Non Recurring

- Count any balance which remains the month after receipt as a resource

### Individual Retirement Account (IRA)

- Count the available funds in an Individual Retirement Account owned by the individual

### Keogh Account

- Count the available funds in a Keogh Account owned by the individual

### Burial Plan

- Prepaid burial plan in excess of a cash value of \$1,500 for the individual

### Burial Plot

- If the individual owns more than one burial plot the cash value of the additional burial plots is counted

### Commingled Funds

- The portion of the commingled funds that cannot be identified as ex-

cluded resources must be counted

#### Life Estate With Powers - Not Principal place of Residence

- Count the value of a life estate with powers as a resource if the life estate is not the principal place of residence AND
- Count the full equity value of the property

#### Life Estate Without Powers - Non Principal place of Residence

1. Count the value of a life estate without powers as a resource if the life estate is not the principal place of residence AND
2. To determine the value of a life estate without powers:
  - Get the fair market value of the property AND
  - Using the Life Estate Table, find the individuals age (as of last birthday) AND
  - Multiply the figure in the life estate column for that age by the fair market value of the property to determine the value of the life estate

#### Sales Contracts

- Count the value of any sales contract

#### Uniform Transfers to Minors Act (UTMA)

- Count any resource which is held within the rules of the Uniform Transfers to Minor's Act (UTMA) to an individual age 21 or over

#### Uniform Gifts to Minors Act (UGMA)

- Count any resource which is held within the rules of the Uniform Gifts to Minor's Act (UGMA) to an individual age 18 or over

#### Oil and Gas leases

- Oil and Gas leases is a countable resource unless the oil and gas leases are on land which is being excluded because it is the individual's home

### 5.1.2 Countable Non-liquid Resources

The equity value of non-liquid resources should be counted unless excluded.

Boats

- Boats

Building, land and other real property rights

- The equity value of any real property must be counted such as buildings, land and other real property rights

### 5.1.3 Excluded Resources

The following resources must be excluded:

Bona Fide Loans

- The value of bona fide loans from any source is considered an excluded resource the month after the month of receipt

Home Installments Sales Contracts

- If the individual receives the proceeds from the sale of a home under an installment contract, the contract is an excluded resource for as long as the individual plans to use the entire down payment and the entire principal portion of a given installment payment to buy another excluded home; and does so within 3 full months of receiving such down payment or installment payment

Joint Owned Real Property which cannot be sold due to Hardship

- If the individual leaves the home without the intent to return, the property continues to be an excluded resource as long as its sale would cause undue hardship to a co owner of the property, due to loss of housing.

Bona Fide Effort to Sell Property

- Real property that the household is making a good faith effort to sell at a reasonable price for so long as the owner's reasonable efforts to sell it are unsuccessful (Bona fide effort to sell)

Water Rights

- Water attached to an excluded home and property

### Oil and Gas Leases

- Oil and Gas leases on land which is being excluded because it is the individual's home

### Home Property

- An individual's home serving as the principle place of residence, including the land on which the home stands and other buildings on that land, if not separated by intervening property owned by others

### Irrevocable Trusts

- If there are no circumstances where payments can be made to or for the benefit of the individual, or the spouse, from either all of the trust, or from some portion of the trust, the value of the trust, or the value of the unavailable portion of the trust, is not a countable resource and must be excluded

### Indian Trust Property

- Excluded ownership of beneficial interest in any land or account which is held in trust by the United States, a state or in a tribal account

### Payment made under the Alaska Native Claims Settlement Act, Public Law 92-203

- Unspent payment received under the Alaska and Indian Native Claims Settlement Act (Public Law 92-203) must be excluded

### Japanese- American and Aleutian Restitution payments

- Japanese-American and Aleutian restitution payments must be excluded

### Agent Orange settlement payments

- Agent Orange settlement payments to qualifying veterans and survivors are excluded from resources

### Radiation Exposure Compensation

- Payments received from the Radiation Exposure Compensation Trust Fund payments are excluded from resources

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### Disaster Relief and Emergency Assistance Amendment of 1988 Payments

- Unspent Disaster Relief and Emergency Assistance Amendment of 1988 Payments

### Nazi Persecution Victims Payments

- Payments to Victims of Nazi Persecution (PL 103-286), Austrian Social Insurance Payments and Netherlands WUV Payments to Victims of Persecution

### Payments made under the Maine Implementing Act and the Maine Indian Claims Settlement Fund, Section 9 of Public Law 96-240

- Payments made under the Maine Implementing Act and the Maine Indian Claims Settlement Fund, Section 9 of Public Law 96-240

### Federal Tribal benefits made under section 5 of Public Law 94-114

- Federal Tribal Benefits received by Indian tribes under section 5 of Public Law 94-114

### Special Payments to Children of Vietnam Veterans

- VA Payments to Vietnam Veterans Who Have a Child Born with Spina Bifida PL 104-204

### Self-Employment Assets

- If the individual is actively engaged in self-employment, the business assets must be excluded from the resource test

### Property Necessary for Employment

- Any personal property required by the individual for work by his employer must be excluded

### Income Producing Property

- Up to \$6,000 of the equity value of nonbusiness income producing prop-

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erty can be excluded from resources if the property produces a net annual return equal to at least 6% of the total equity

### Income Producing Property - Exception

1. If the property produces less than a 6% return, exclude \$6000 if the lower return is for reasons beyond the individual's control AND
2. If the property produces less than a 6% return, exclude \$6000 if there is a reasonable expectation that the property will again produce a 6% return

### Educational Assistance Payments under Title IV of the Higher Education Act of 1965

- All retained student financial assistance an individual receives under Title IV of the Higher Education Act of 1965

### Educational Assistance Payments under the Bureau of Indian Affairs (BIA)

- All retained Bureau of Indian Affairs (BIA) student assistance program payments regardless of use are excluded from resources for as long as the individual has them

### Educational Loans, Grants and scholarship

- Exclude from resources for 9 months the month after the month of receipt, any funds received from grants, scholarships, fellowships and gifts (or portion of gifts) that are used to pay for tuition, fees, books or other necessary educational expenses

### Inaccessible Pension Funds

- Do not count non available/non accessible pension funds that belongs to the individual

### Uniform Transfers to Minors Act (UTMA)

- Exclude any resource which is held within the rules of the Uniform Transfers to Minor's Act (UTMA) to a child under the age of 21

### Uniform Gifts to Minors Act (UGMA)

- Exclude any resource which is held within the rules of the Uniform Gifts

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to Minor's Act (UGMA) to a child under the age of 18

### Burial plots

- One burial plot for each household member

### Irrevocable Burial Trust

- Exclude the value of an irrevocable burial trust fund such as an irrevocable pre-arranged funeral plan.

### Life insurance

- Exclude the cash surrender value of life insurance policies.

### Burial Plan

- Exclude prepaid burial plan up to \$1500 per household member

### Reductions in burial fund maximum exclusion

- The maximum \$1,500 that can be excluded is reduced by the following:
  - The face value of any life insurance policy on the individual, if such policy is excluded
  - The value of an irrevocable burial trust fund such as an irrevocable pre-arranged funeral plan

### Older Americans Act of 1965 Payments

- Retained payments received under Title VII, Nutrition Program for the Elderly of the Older Americans Act of 1965 are excluded

### Federal Relocation Payments received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

- Retained Federal relocation assistance provided under title II of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 is excluded from resources

### Income Tax Refund



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- Federal or state income tax refunds is excluded from resources only for the month following the month the refund or payment is received

### Earned Income Tax Credit (EITC) payments

1. Earned Income Tax Credit (EITC) payments only for the month following the month the payment is received
2. Exclude the child tax credit as a resource for 9 months after the month it is received

### Individual Development Accounts

- Individual development accounts contributions made must be excluded as a resource

### Life Estate With Powers - Principal place of Residence

- Exclude the value of a life estate with powers as a resource if the owner of the life estate resides in the home

### Life Estate Without Powers - Principal place of Residence

- Exclude the value of a life estate without powers as a resource if the owner of the life estate resides in the home

### Low Income Housing Energy Assistance Act

- Exclude Home Energy Assistance Payments under the Low-Income Home Energy Assistance Act (PL 99-425)

### Energy Assistance other than LIHEAA

- Federal or state one-time assistance for weatherization or emergency repair or replacement of heating or cooling devices must be excluded

### Plan to Achieve Self Sufficiency (PASS plan)

- Grants and resources set aside as part of an approved plan for achieving self support of a SSI individual are excluded

### WIC (Women Infants & Children Special Supplement Food Program)

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- Exclude the value of the vouchers which are redeemable for food items received by certain women and children considered to be nutritionally high risk

### Household Goods & Personal Effects

- Exclude the contents of a home that are essential to daily living

### Vehicles

- Exclude all vehicles

# Chapter 6

## Income Rules

### 6.1 Income Rules

Income rules are used to determine the unearned, earned and self employment income that are countable/non countable for the household. Income is classified as either countable or non-countable. Only countable income is included in the income eligibility determination. A household's countable income must be less than a specified income limit. The Cash Assistance Income rate table provides the information required to determine whether the income is countable or non countable.

1. The household's monthly gross countable income is equal or less than 185% of the monthly Standard Needs Budget for the household size AND
2. The household's monthly net countable income is equal to or less than the 100% of the monthly Standard Needs Budget for the household size

#### 6.1.1 Unearned Income

##### Unearned Income Fully Counted

The following unearned income types are fully counted:

##### Alimony

- Alimony payments made directly to the household from non-household members.

##### Dividends

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- Dividends

### Interest

- Interest

### Capital Gains Distributions

- Capital Gains Distributions

### Royalties

- Royalties

### Pensions

- Pensions excluding Veteran's Administration Pensions

### Annuities

- Annuities

### Agriculture and Stabilization and Conservation (ACSE) Payments

- Agriculture and Stabilization and Conservation (ACSE) Payments

### Retirement

- Private Retirement Benefits

### Railroad Retirement Benefits

- Railroad Retirement Benefit

### Social Security Benefits

1. All social security benefits are fully counted where an exception does not apply:
  - Social Security Widow(er)
  - Social Security Disabled Widow(er)
  - Social Security Disability

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- Social Security Retirement
- Social Security Disability/Child

### Worker's Compensation

- Worker's Compensation

### Unemployment Insurance

- Unemployment Insurance

### Union Benefits

- Union Benefits

### Strike Benefits

- Strike Benefits

### Veteran's Administration Pension

- Veteran's Administration Pension

### Veteran's Administration Compensation

- Veteran's Administration Compensation

### Veteran's Administration Compensation Needs Based

- Veteran's Administration Compensation paid to the parent of a child

### Trust Fund Proceeds

1. Count any payments made to the client as income in the month it is received
2. Count as unearned income in the month received, trust withdrawals, dividends, or interest which are or could be received by the individual

### Black Lung Disease Benefits

- Black Lung Disease Benefits under the provisions of the Federal Mine Safety and Health Act (FMSHA)

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### State Funded Adoption Subsidy

- State-funded subsidies are counted as unearned income to the adoptive parent(s).

### Unearned Income Exclusions

The following types of unearned income are not counted:

#### Bona Fide Loans

- Bona fide loans in the month received.

#### Title IV-E Adoption Assistance Payments

- Adoption Assistance Payments

#### Foster Care Board Payments

1. Title IV-E Foster Care Board Payments
2. Title IV-B Foster Care Board Payments
3. Title XX Foster Care Board Payments

#### Federal Food Programs

The following food programs which have federal involvement are not counted:

1. The value of the food under the food stamp program to any household is excluded from income
2. The value of supplemental food assistance under the Child Nutrition Act of 1966
3. The value of any assistance to children under the special food service program for children under the National School Lunch Act
4. Benefits received under Title VII, Nutrition Program for the Elderly

#### Payments under the Domestic Volunteer Service Act 1973

- Payments under the Domestic Volunteer Service Act 1973

#### Older Americans Act of 1965 Benefits

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- Older Americans Act of 1965 Benefits

### Department of Housing and Urban Development (HUD) Payments

1. HUD Community Development Block Grant Funds
2. HUD payments or subsidies
3. Government housing subsidies

### State Supplementary Payments

- State Supplementary Payments

### Low Income Housing Energy Assistance Act

- Exclude Home Energy Assistance Payments under the Low-Income Home Energy Assistance Act (PL 99-425) in the month received.

### Energy Assistance other than LIHEAA

- Exclude federal or state assistance payments for weatherization or emergency repair or replacement of heating or cooling devices in the month received.

### Income Tax Refunds

- Federal or state income tax refunds are excluded as income in the month received.

### Earned Income Tax Credit (EITC) payments

- Earned Income Tax Credit (EITC) payments

### Nazi Persecution Victims Payments

- Payments to Victims of Nazi Persecution (PL 103-286), Austrian Social Insurance Payments and Netherlands WUV Payments to Victims of Persecution in the month received.

### Special Payments to Children of Vietnam Veterans

- VA Payments to Vietnam Veterans Who Have a Child Born with Spina Bifida PL 104-204 in the month received.

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### Payments to Certain Persons Captured and Interned by North Vietnam

- Payments to Certain Persons Captured and Interned by North Vietnam under Section 657 of the National Defense Authorization Act (P.L. 104-201) are excluded as income in the month received.

### Travel and Training Allowances and Reimbursements

- Travel and Training Allowances and Reimbursements

### TANF Payments

- TANF Payments

### SSI Payments

- Supplemental Security Income

### Victim's Compensation Payments

- Crime Victim's Compensation Payments under PL 103-322 are excluded as income in the month received.

### Interest or Dividend Income

Interest received from the following payments are not counted:

1. Disaster Relief funds
2. Payments received under the Older Americans Act of 1965

### Workforce Investment Act of 1998 (WIA) payments

1. Do not count payments for supportive services under the Workforce Investment Act (WIA) AND
2. Do not count payments for training under the Workforce Investment Act (WIA)

### Educational Assistance Payments under Title IV of the Higher Education Act of 1965

- All student financial assistance under Title IV of the Higher Education Act of 1965 and interest earned on retained funds from these sources are



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excluded as income

Educational Assistance Payments under the Bureau of Indian Affairs (BIA)

- All student financial assistance under Bureau of Indian Affairs (BIA) student assistance programs and interest earned on retained funds from these sources

Educational Loans, Grants or Scholarships

- Non Title IV and non BIA grants, scholarships and fellowships received after June 1, 2004 used for educational expenses are excluded from income

Veteran's Administration Educational Benefits

1. Veteran Administration educational benefits paid as part of a vocational rehabilitation program, or that represent a withdrawal of a veteran's own contributions
2. Veteran's Educational Benefits intended for family of student Exception:
  - Count Veteran's Educational Assistance intended for family members of the student as income for the individual whom intended

In-Kind Support and Maintenance (ISM)

- All ISM is excluded for Family Medical Assistance programs

Individual Development Accounts

- Payments from Individual Development Accounts (IDA) are excluded as income in the month received.

Income Excluded By Federal Law

The following income is excluded by Federal Law

Payments made under the Alaska Native Claims Settlement Act, Public Law 92-203

- Payments made under the Alaska Native Claims Settlement Act, Public Law 92-203 are excluded as income in the month received.

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### Japanese- American and Aleutian Restitution payments

- Japanese-American and Aleutian restitution payments must be excluded as income in the month received.

### Payments made under the Maine Implementing Act and the Maine Indian Claims Settlement Fund, Section 9 of Public Law 96-240

- Payments made under the Maine Implementing Act and the Maine Indian Claims Settlement Fund, Section 9 of Public Law 96-240 are excluded as income in the month received.

### Tribal General Assistance payments from tribal funds

- Tribal General Assistance payments paid directly from the tribe consisting only of tribal funds are excluded as income in the month received.

### Agent Orange Settlement Payments

- Agent Orange Settlement Payments are excluded as income in the month received.

### Disaster Relief and Emergency Assistance Amendment of 1988 Payments

- Disaster Relief and Emergency Assistance Amendment of 1988 Payments are excluded as income in the month received.

### Payments by the Indian Claims Commission

- Indian Claims Commission Payments to the Federated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation

### Radiation Exposure Compensation Trust Fund Payments

- Radiation Exposure Compensation Trust Fund Payments are excluded as income in the month received.

### Federal Relocation Payments received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

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- Federal Relocation Payments received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 are excluded as income in the month received

### Unearned Income - Partially Excluded

The following are types of partially excluded unearned income:

#### Rental Income

1. Count Rental Income as unearned income if the individual is not directly engaged in management of property
2. Disregard costs such as:
  - Property taxes or insurance
  - Interest payments on the mortgage or second mortgage
  - Incidental repairs
  - Advertising
  - Landscaping
  - Utilities

#### Child support disregard

- Disregard the first \$50 of the total of all current child support payments received by the household in a month.

#### Irregular Unearned Income

1. Disregard the first \$60 of income received by each household member in any calendar quarter if :
  - The income is not received more than once a calendar quarter from a particular source OR
  - The person cannot reasonably expect to receive the income again
2. If infrequent or irregular income is received from different sources in a calendar quarter exclude \$60 in total

#### Lump Sum - Fully Counted

All lump sum payments that are not listed below or identified in the exemption section are to be treated as fully counted as income in the month received

### Death Benefits

- The following death benefits are counted as income in the month received minus a disregard for money used for burial of the deceased:
  - Death benefits from labor unions
  - Death benefits from Social Security (SSA) or Railroad Retirement

### Life Insurance Benefits

- Life Insurance Benefits are counted as income in the month received minus a disregard for money used for burial of the deceased.

### Inheritances

- Inheritances are counted as income in the month received minus a disregard for money used for burial of the deceased.

### Personal Injury Settlements

- Personal Injury Settlements are counted as income in the month received.

### Severance Pay

- Count severance pay as a non-exempt unearned lump sum payment

### Lump Sum Exclusions

Any kind of lump sum payment of excluded earned or unearned income. If that kind of income is excluded, the lump sum payment is also excluded as income in the month received.

1. Insurance settlements for destroyed exempt property
2. Lump Sum Payments from SSI
3. SSA or Department of Health reimbursements of Medicare premiums
4. Money received from a TPL source for medical expenses, if the money will be recouped by Medical Assistance Agency

## 6.1.2 Earned Income

### Earned Income - Fully Counted

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The following types of earned income are fully counted:

Wages and salaries

- Wages and salaries

Sick Pay Not included in wages

- Sick Pay Not included in wages

Vacation Pay not included in wages

- Vacation Pay which is not included in wages

Military Pay/Allowances

- Military Pay/Allowances

Commission or Bonus

- Commission or bonus payments are fully counted

Tips

- Tips as reported by the individual

Training incentive payments and work allowances

- Training incentive payments and work allowances

Temporary disability insurance

- Payments made to an individual, by an employer, who remains employed during recuperation from a temporary illness or injury pending the employees return to the job are fully counted as earned income.

Workforce Investment Act of 1998 (WIA) wages

- Income received from employment through the Workforce Investment Act is earned income

AmeriCorps Payments

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- Living allowance stipends

### Earned Income - Exclusions

The following earned income exclusions apply to all programs:

#### Earned Income Tax Credit (EITC) payments

- Earned Income Tax Credit (EITC) payments

#### Temporary Census Takers Income

- Do not count earnings received by temporary workers that are identified as census earnings.

#### Wages under the Domestic Volunteer Service Act

- Wages under the Domestic Volunteer Service Act if their value is less than the minimum wage in effect under the Fair Labor Standards Act of 1938 or the minimum wage under the applicable State law

#### Reimbursements from an employer

- Reimbursements from an employer for any bona fide work expense

#### Travel and Training Allowances from employer

- Payment of allowances from an employer for travel and training

#### Earned Income of a child

- Do not count the earnings of a child when:
  - The child satisfies the Age Limit for a Child rules AND
  - The child is in school or training full time OR
  - The child is in school or training part-time and s/he is employed less than 100 hours per month.

#### In-kind Items Received in lieu of wages

- Wages may include the value of food, clothing, shelter or other items provided in lieu of cash wages

### 6.1.3 Self Employment Income

#### Self Employed Earners

#### Self-Employed Individual

1. A self-employed individual may be the sole owner of a business OR
2. A general partner in a partnership OR
3. A partner in a Limited Liability Partnership OR
4. A member of a Limited Liability Company being taxed as a partnership OR
5. A shareholder in an S Corp who is actively engaged in the operation of the business

#### Self-Employed Farmer

- A self-employed farmer actively earns income from operating a farm for profit either as owner or tenant

#### Self-Employment Income - Fully Counted

The following self employment income types are fully counted:

#### Child Care Food Program

- Payments received from the Child Care Food Program for providing meals to children in day care

#### Capital Gains

1. Gains received from the sale of farmland or depreciable farm equipment
2. Gains received from livestock held for breeding, sport or dairy purpose
3. Gains received from securities
4. Gains received from real estate
5. Gains received from other investment property

#### Rental Income

- Rental income, when the individual is engaged in management of prop-

erty

#### Home Produce

- Home Produce for consumption by household members

#### Boarder/Roomer Income

- Income from boarders and roomers is payment received by the individual for lodging and/or meals from other individuals residing in the home who are not members of the individual's Cash Assistance household
  - Boarders rent a room or rooms and receive meals as part of the rent
  - Roomers (lodgers) rent a room or rooms and receive no meals as part of the rent

#### Self Employment Income - Allowable Non Farm Expenses

The following expenses are allowable deductions from gross self-employment income:

##### Advertising and promotional fees

- Amounts paid for advertising and promotional fees

##### Bad Debts

- A bad debt may be claimed if the income that the debt represents is definitely known to be worthless.

##### Car and Truck Expenses

- Allow the business portion of expenses for:
  - Gasoline
  - Oil
  - Repairs
  - Insurance
  - Tires
  - Parking Fees
  - Rental Fees



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- Garage Rent
- License Plates
- Allow a deduction for vehicle registration, prorated for 12 months.

### Commissions and Fees

- Commissions and Fees

### Depletion

- Individuals who have an economic interest in mineral property or standing timber may deduct the cost of using up those natural resources

### Depreciation

- Depreciation

### Employee benefit programs

- Contributions to employee benefit programs that are not a part of a pension or profit sharing plan.

### Interest

- Interest paid to banks or other financial institutions for a mortgage on real property used in the business that is not the client's home or the home of any partner in the business

### Legal and Professional services

- Legal and professional fees that are ordinary and necessary expenses directly related to operating the business.

### Office Expenses

- Expenses paid as operating costs of an office

### Pension and profit sharing plans

- Contributions made to pension, profit-sharing, or annuity plans for employees of the business

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### Rent or leases

- Amounts paid for the use of property rented or leased for the business

### Repairs and Maintenance

- Amounts paid for repairs and maintenance to property that does not add to the value or increase the life of the property

### Supplies

- Supplies and materials used in the business.

### Taxes

- Taxes paid by the business:
  - State and local sales taxes imposed on the individual as the seller of goods or services
  - Taxes on Income Producing Property
  - Real estate and personal property taxes on business assets
  - Licenses and regulatory fees for the trade or business paid each year to state or local governments
  - Social Security and Medicare taxes paid to match required withholding from the employee's wages
  - Federal unemployment taxes
  - Federal Highway use taxes

### Travel, meals, and entertainment

- Expenses for lodging and transportation connected with overnight travel, if they are directly related to or associated with the active conduct of the trade or business

### Utilities

1. All payments for utilities, including telephone, are allowable deductions for a business that is NOT run in the client's home or the home of any partner in the business OR
2. If the business is operated in the home of the client or the client's partner, determine the percentage of the home that is used on a regular

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basis for business purposes and allow the same percentage of the utility costs

### Wages paid to employees

- Wages paid to employees of the business

### Donations to business organizations

- Donations to business organizations

### Subscriptions to trade or professional publications

- Subscriptions to trade or professional publications

### Insurance Premiums

- Premiums paid for insurance related to the trade or business

### Day Care Provider Business costs

- If the business is a day care provider, the costs related to purchasing, preparing, and serving meals for children in day care are treated as expenses

### Self Employment Income - Allowable Farm Expenses

The following expenses are allowable deductions from gross self-employment income:

#### Car and Truck Expenses

- Allow the business portion of expenses for:
  - Gasoline
  - Oil
  - Repairs
  - Insurance
  - Parking Fees
  - Tires
  - Rental Fees

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- Garage Rent
- License Plates
- Allow a deduction for vehicle registration, prorated for 12 months.

### Chemicals

- Chemicals

### Conservation Expenses

1. Deductible soil and water conservation expenses are those that are paid to conserve soil and water or to prevent erosion of land used for farming AND
2. This deduction may not exceed 25% of the gross income from farming

### Custom Hire (Machine Work)

- Amounts paid for custom hire or machine work (the machine operator furnished the equipment)

### Depreciation

- Depreciation

### Employee Program Benefits

- Contributions made to employee benefit programs that are not an incidental part of a pension or profit-sharing plan

### Feed Purchases

1. Expenses for feed that was consumed by the livestock in the current year, including prepaid farm supplies AND
2. Deduct the expense for prepaid farm supplies that does not exceed 50% of the other deductible farm expenses in the year of payment

### Fertilizers and lime

- Cost of fertilizer, lime, and other materials applied to farmland to enrich, neutralize or condition it

### Freight and Trucking

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- Costs of freight and trucking

### Gasoline, fuel and oil

- Cost of gasoline, fuel and oil used for farming

### Insurance Premiums

- Premiums paid for farm business insurance

### Interest

1. Interest paid to banks or other financial institutions for a mortgage on farmland or other obligations incurred in the farm business AND
2. If the proceeds of a loan are used for more than one purpose (for example, personal and business), allocate the interest on that loan to each use AND
3. Only allow the portion of the interest payment that is the farm expense.

### Labor Hired

- Amounts paid for farm labor

### Pension and Profit-Sharing Plans

- Contributions made to employee pension, profit-sharing, or annuity plans for employees of the farm.

### Rent or Lease Payments

- Business portion of the rental cost for rented or leased vehicles, machinery, or equipment.

### Repairs and Maintenance

- Amounts paid for repairs and maintenance of farm buildings, machinery, and equipment.

### Seeds and Plants Purchased

- Costs of seeds and plants purchased for further development and cultivation before sale

#### Storage and warehousing

- Costs for storage and warehousing

#### Supplies purchased

- Costs of supplies and materials used in the farming.

#### Taxes

- Taxes paid by the Farm:
  - Real estate and personal property taxes on the farm business assets
  - Social Security and Medicare taxes paid to match what was required to be withheld from farm employees wages
  - Federal unemployment taxes
  - Federal highway use taxes.

#### Utilities

- Amounts paid for gas, electricity, water, etc., for business use on the farm.

#### Veterinary, Breeding, and Medicine

- Veterinary, breeding and medicine costs

#### Advertising and Promotional Fees

- Amounts paid for advertising and promotional fees

#### Office Expenses

- Expenses paid as operating costs of an office

#### Qualified clean-fuel vehicle property

- Cost of qualified clean-fuel vehicle property

#### Legal and Professional services

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- Legal and professional fees that are ordinary and necessary expenses directly related to operating the farm

### Boarder/Lodger(Roomer) Income deduction

1. Disregard the first \$60 per month of any income from each boarder  
AND
2. Disregard the first \$15 per month from each roomer (lodger)

# Chapter 7

## Cash Assistance Calculations

### 7.1 Introduction

This chapter summarizes the calculations for Cash Assistance.

The resource rules specify a resource limit that the household's total countable resources cannot exceed. Total countable resources include resources deemed to the household. If the household's resources exceed the resource limit, the household is ineligible for benefits.

The income rules specify a gross income limit that the household's gross income cannot exceed. Gross income is countable unearned, earned and self employment income. Total countable income includes income deemed to the household. The income rules also specify a net income limit that the household's net income cannot exceed. Net income is gross income minus allowable deductions/expenses.

The benefit calculation, benefit reduction and initial month proration rules are applied to determine the benefit amount the assistance unit is entitled to.

#### 7.1.1 Resource Calculations

1. The household's countable resources must be equal to or less than \$2000

The following are the steps to be undertaken when determining the total countable resources for Cash Assistance:

##### Resource Deeming

The individuals whose resources shall be deemed is determined as part of the household determination rules. The following happens for each category of individual whose resources shall be deemed:



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1. If the individual is a sponsor, carry out Sponsor to Alien Deeming
2. If the individual is a major parent who is not included in the assistance unit for Cash Assistance, carry out Parent to Child Deeming (major parent to minor parent)
3. If the individual is the spouse of an eligible Non Parent Caretaker Relative, carry out Spouse to Spouse Deeming

### Deeming Exceptions

Resources from the following individuals are not deemed:

- Resources of the Supplemental Security Income (SSI) recipient

### Spouse to Spouse Deeming

1. Calculate countable resources for the ineligible spouse AND
2. Deem the ineligible spouse's total countable resources to the eligible individual

Note: Countable and excluded resources are detailed in the Resource Rules chapter.

### Parent to Child Deeming (major parent to minor parent)

1. Calculate countable resources for the parent(s) AND
2. Deem the ineligible parent(s) total countable resources to the eligible child

Note: Countable and excluded resources are detailed in the Resource Rules chapter.

### Sponsor to Alien Deeming

The sponsor definition and sponsor deeming exception rules for Income Deeming must be applied first when deeming resources

For each sponsor, determine the resources to be deemed to the Alien as follows:

- If the sponsor does not have a spouse living in the home:
  - Calculate countable resources for the sponsor and spouse(if spouse lives with sponsor) AND
  - Subtract \$1500 from the countable resources AND
  - Deem the remainder to the Alien.

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Note: Countable and excluded resources are detailed in the Resource Rules chapter.

### Sponsor Definition

1. A person who signed an Affidavit of Support on behalf of an alien as a condition of the alien's entry or admission to the U.S. AND
2. The sponsor is not included in the assistance unit AND
3. The sponsor and/or the sponsor's spouse are financially responsible for the alien by deeming their income to the alien unless an exception is met AND
4. An alien may have more than one sponsor

### Sponsorship Deeming Exceptions

The following aliens are not subject to the alien sponsor deeming rules and so do not deem the income/resources of a sponsor if the alien falls into any of the following categories:

1. The alien is a refugee OR
2. The alien is a parolee OR
3. The alien is an asylee OR
4. The alien is a Cuban entrant OR
5. The alien is a Haitian entrant OR
6. Lawful Permanent Residents (LPR) who adjusted from refugee or asylee status OR
7. Lawful Permanent Residents (LPR) who entered the country before December 19, 1997 OR
8. Lawful Permanent Residents (LPR) who applied for a visa or adjusted their status before December 19, 1997 OR
9. Indigent Alien Exemption applies for 12 months from the month of determination OR
10. The sponsored alien becomes a naturalized citizen OR
11. The sponsored alien has worked, or can be credited with, 40 qualifying quarters OR
12. The alien's sponsor dies OR
13. The sponsored alien leaves the U.S. permanently OR
14. Sponsor signed the INS Form I-134 Affidavit of Support or the INS Form I-361 Affidavit of Financial Support and Intent to Petition for Legal Custody for P.L. 97-459 Amerasian OR

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15. Battered alien spouse, alien parent of a battered child, or child of a battered alien, are exempt from deeming for 12 months and the batterer must not be part of the household OR
16. The alien is a victim of severe forms of trafficking OR

### Battered Alien - First 12 Months

Do not deem income for the first 12 months for Aliens who meet the following criteria:

- The battered alien must be battered by their U.S. citizen or LPR alien spouse or parent AND is a refugee AND
  - Either 1 or 2 below must apply
1. If a parent is the battered alien, any child who lives with them is also a battered alien OR
  2. If a child is the battered alien, the parent who lives with them is also a battered alien as long as the parent did not actively participate in the battery AND
  3. There is a substantial connection between the battery and the need for benefits AND
  4. The individual subject to such battery or cruelty does not live in the same household with the individual responsible for the cruelty AND

### Battered Alien - After 12 Months

After 12 months, the alien shall continue to be exempt from sponsor deeming if:

- The alien demonstrates that the battery or cruelty has been recognized in an order of a judge or administrative law judge AND
- The local department determines that the abuse continues to have a connection to the need for benefits

### Total Countable Resources

For every individual in the income/resource unit whose resources are counted, carry out the following steps:

1. Calculate individual's countable resources AND
2. Add total deemed resources, if any, to the individual's total countable resources to determine the total countable resources AND
3. Add individual's countable resources to other household member's countable resources to determine household's total countable resources

## 7.1.2 Income Calculations

1. The household's monthly gross countable income is equal or less than 185% of the monthly Standard Needs Budget for the household size AND
2. The household's monthly net countable income is equal to or less than the 100% of the monthly Standard Needs Budget for the household size

The following are the steps to be undertaken when determining the total countable gross and net income for Cash Assistance:

### Gross Income Calculations

Using the income unit previously determined in the household composition rules for Cash Assistance, carry out the following steps for the gross income test

### Deemable Income

For every individual in the income unit whose income is deemed carry out the following steps:

1. Total the deemor's countable gross unearned income from all sources
2. Total the deemor's countable gross earned income from all sources including income from self employment
3. If the individual is a sponsor, carry out sponsor to alien deeming OR
4. If the individual is a major parent who is not included in the assistance unit for Cash Assistance, carry out Parent to Child Deeming (major parent to minor parent) OR
5. If the individual is the spouse of an eligible Non Parent Caretaker Relative, carry out Spouse to Spouse Deeming

### Deeming Exceptions

1. Income of the Supplemental Security Income (SSI) recipient is never deemed to any other individual. This applies to all income of the SSI recipient, not just the SSI amount.

### Spouse to Spouse Deeming

From the Spouse's gross countable earned Income:

1. Deduct the \$100 Work Allowance AND
2. Add the countable unearned income AND
3. Subtract an amount equal to 100% Standard of Need for the number of

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ineligible individuals, living in the home, not including the eligible spouse AND

4. Subtract any additional amounts he actually pays to persons not living in the home, but who are, or could be, claimed as dependents for federal income tax purposes AND
5. Subtract any child support or alimony actually paid by the spouse to individuals not living in the home AND
6. The remaining amount, if any, is deemed as unearned income to the spouse

Note: Countable and excluded income are detailed in the Income Rules chapter.

### Parent to Child Deeming

From the Major Parent(s) gross countable earned Income:

1. Deduct up to \$100 Work Allowance from the gross countable earned income of each Major Parent AND
2. Add the countable unearned income for each Major Parent AND
3. Subtract an amount equal to 100% Standard of Need for the number of ineligible individuals living in the home, including the Major Parents but not including the minor parent AND
4. Subtract any additional amounts he actually pays to persons not living in the home, but who are, or could be, claimed as dependents for federal income tax purposes AND
5. Subtract any child support or alimony actually paid by each major parent to individuals not living in the home AND
6. The remaining amount, if any, is deemed as unearned income to the Minor Parent

### Sponsor to Alien Deeming

The sponsor definition and sponsor deeming exception rules should be applied when deeming income - See Resource Chapter

Carry out the following process if no Sponsorship Deeming exceptions apply.

1. For each sponsor, determine the amount of money to be deemed to the alien
2. From the Sponsor's and their live in spouse (if any) countable earned Income:
  - a. Deduct the \$100 Work Allowance AND
  - b. Add the gross countable unearned income AND

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- c. Subtract an amount equal to 100% Standard of Need for the number of ineligible individuals, living in the sponsor's home AND
- d. Subtract any additional amounts he actually pays to persons not living in the home, but who are, or could be, claimed as dependents for federal income tax purposes AND
- e. The remaining amount, if any, is deemed as unearned income to the alien

### Gross Countable Income

For every individual in the income unit whose income is counted, carry out the following steps:

1. Calculate individual's countable gross unearned income from all sources
2. Add deemable income, if any, to the individual's unearned income
3. Add individual's countable gross unearned income to other household member's countable gross unearned income
4. Calculate the individual's countable gross earned income from all sources including income from self employment
5. Add individual's countable gross earned income to other household member's countable gross earned income
6. Combine the household's total gross unearned income and the total gross earned income to determine the household's total gross income

The household's monthly gross countable income is equal or less than 185% of the monthly Standard Needs Budget for the household size.

### Net Income Calculations

The Net Income Steps are carried out only if the household's countable gross income is less than or equal to 185% of the monthly Standard Needs Budget for the household size.

### Income Deductions

For every individual in the income unit whose income is counted, deductions may be applied. Apply disregards in the following order for each employed/self employed individual in the household.

1. Deduct the \$100 Work Expense Allowance
  - Deduct up to \$100 per month from the employed/self employed persons earned income.

2. Work Incentive Deduction

- Disregard 50% of the employed/self employed individual's remaining monthly earned income.

3. Dependent Care Deduction

- Deduct the monthly amount paid for the care of each dependent child or incapacitated adult up to the maximum defined in the Dependent Care Chart if:
  - Child or incapacitated adult is an eligible member of the assistance unit AND
  - Actual cost of child care is not reimbursed AND
  - The care is necessary for employment.

Apply the following disregard to each individuals remaining total income (any earned plus any unearned):

- Court Ordered Child Support Payments
  - Individual legally obligated to pay child support is eligible to deduct the amount of child support actually paid to someone outside the home.

Net Countable Income

- Add individual's total countable net income to other household member's countable net income after deductions to get the households total net income.

The household's monthly net countable income is equal to or less than the 100% of the monthly Standard Needs Budget for the household size.

### 7.1.3 Benefit Calculation

The following are the steps to be undertaken when determining the household's benefit amount for Cash Assistance:

1. Use the household's monthly net countable income as previously determined by the net income test.
2. Subtract the household's monthly net countable income from the Maximum Cash Assistance Amount for the household size AND
3. The balance remaining is the Cash Assistance Benefit Amount.

### 7.1.4 Benefit Reduction

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The assistance unit's benefit amount is reduced if a household member in the assistance unit has any of the following sanctions.

### 25% Benefit Reduction

The assistance unit's benefit amount is reduced by 25% in any of the following circumstances:

- Member has a current first sanction for Child Support Enforcement non compliance OR
- Member has a current first sanction for Work Requirements Violation.

### 50% Benefit Reduction

The assistance unit's benefit amount is reduced by 50% in any of the following circumstances:

- Member has a current second sanction for Child Support Enforcement non compliance OR
- Member has a current second sanction for Work Requirements Violation.

### 7.1.5 Initial Month Proration

The following are the steps to be undertaken when determining the household's benefit amount for Cash Assistance for the initial month of eligibility:

1. A household's benefit for the initial month of certification will be based on the day of the month the household applies for benefits.
2. Using the exact number of days in a month, household's will receive benefits prorated from the day of application to the end of the month.
3. After arriving at the prorated benefit amount round down to the nearest whole dollar.
4. No benefits are issued for initial month if the prorated allotment is less than \$10.00.



# Chapter 8

## Sanctions Assessment

### 8.1 Introduction

The sanctions assessment process runs on reassessment and determines if any eligible members of the unit have failed any of the following program rules. Sanctions may be imposed as a result of failure of any these program rules.

- Child Support Enforcement
- Work Registration Non Compliance
- Voluntary Quit
- Intentional Program Violation
- Drug Related Felony
- Fraudulent Information
- Fleeing Felon
- Parole Violation
- Minor Parent School Non Attendance
- Minor Parent Living Arrangement Violation
- School attendance - dependent child
- Immunization non compliance

### 8.2 Sanction Assessment

The sanction assessment process is separate to Cash Assistance eligibility determination. The sanction assessment determines if an individual may be

subject to a sanction, and the penalty that should be imposed. The sanctions are not created automatically. Caseworkers manually create the sanctions.

The sanction assessment information is highlighted to the caseworker if the individual(s) fails the sanction assessment. If a sanction assessment failure occurs the caseworker must decide what action should be taken. The caseworker may choose to sanction or override the sanction for the individual(s). The sanction assessment information displays the reason the individual(s) may be subject to a sanction and the appropriate penalty that should be imposed.

Individuals who are sanctioned are generally ineligible for assistance. In some circumstances a sanction imposed on an individual member of a household may make the entire household unit ineligible. In other circumstances a sanction may result in a reduction in benefit for the entire household unit.

The penalty which may be imposed as a result of failure of program requirements depends on a number of factors

- If previous sanctions have been imposed in respect of this requirement failure.
- The level of the sanction that was imposed previously.

Individuals may be subject to a sanction if they fail to comply with the following requirements.

### 8.2.1 Child Support Enforcement

See chapter 3 for full details of the Child Support Enforcement rules.

#### Penalties for Child Support Enforcement Sanctions

The following penalties may be imposed depending on the level of Child Support Enforcement Sanction imposed on an individual:

1. The household receives a 25% reduction in payment for 1 month if no previous sanctions have been imposed for this, for this member.
2. The household receives a 50% reduction in payment for 1 month if a previous level 1 Child Support Enforcement Sanction exists for this member.
3. The household's case is closed for a minimum of 1 month if a previous level 2 (or higher) Child Support Enforcement Sanction exists for this member.

### 8.2.2 Work Registration Non Compliance

See chapter 3 for full details of the Work Requirement rules.

### Penalties for Work Registration Non Compliance Sanctions

The following penalties are imposed depending on the level of Work Requirement Sanction imposed on an individual:

1. The household receives a 25% reduction in payment for 1 month if no previous sanction exists for this, for this member.
2. The household receives a 50% reduction in payment for 1 month if a previous Level 1 Work Requirement Sanction exists for this member.
3. The household's case is closed for a minimum of 1 month if a previous Level 2 (or higher) Work Requirement Sanction exists for this member

### 8.2.3 Voluntary Quit

- Individual must not voluntary quit a job unless good cause exists. See chapter 3 for full details of the Voluntary Quit rules.

### Penalties for Voluntary Quit Sanctions

The following penalties are imposed depending on the level of Voluntary Quit Sanction imposed on an individual:

1. The individual is ineligible for Cash Assistance benefits for 1 month if no previous sanction exists for this, for this member.
2. The individual is ineligible for Cash Assistance benefits for 6 months if a previous Level 1 Voluntary Quit Sanction already exists for this member.
3. The individual is ineligible for Cash Assistance benefits for 12 months if a Level 2 (or higher ) Voluntary Quit Sanction already exists for this member.

### 8.2.4 Intentional Program Violation

- Individual must not be an Intentional Program Violator.

### Penalties for Intentional Program Violation Sanctions

The following penalties are imposed depending on the level of Intentional Program Violation Sanction imposed on an individual:

1. The individual is ineligible for Cash Assistance benefits for 6 months if no previous sanction exists for this, for this member.
2. The individual is ineligible for Cash Assistance benefits for 12 months if a previous Level 1 Intentional Program Violation Sanction exists for

this member.

3. The individual is ineligible for Cash Assistance benefits permanently if a previous Level 2 (or higher) Intentional Program Violation Sanction exists for this member.

### 8.2.5 Drug Related Felony

- An individual must not have been convicted of a felony committed after 23rd August 1996 involving illegal drugs.

#### Penalty for Drug Related Felony Sanction

The following penalty is imposed if an individual has a current Drug Related Felony Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Drug Related Felony Sanction.

### 8.2.6 Fraudulent Information

- An individual must not have been convicted of having made a fraudulent representation or statement.

#### Penalty for Fraudulent Information Sanction

The following penalty is imposed if an individual has a current Fraudulent Information Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Fraudulent Information Sanction.

### 8.2.7 Fleeing Felon

- An individual must not be a fleeing felon.

#### Penalty for Fleeing Felon Sanction

The following penalty is imposed if an individual has a current Fleeing Felon Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Fleeing Felon Sanction.

### 8.2.8 Parole Violation

- An individual must not be on parole and violating parole conditions.

#### Penalty for Parole Violation Sanction

The following penalty is imposed if an individual has a current Parole Violation Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Parole Violation Sanction.

### 8.2.9 Minor Parent School Non Attendance

See chapter 3 for full details of the Minor Parent School Non Attendance rules.

#### Penalty for Minor Parent School Non Attendance Sanction

The following penalty is imposed if an individual has a current Minor Parent School Non Attendance Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Minor Parent School Non Attendance Sanction.

### 8.2.10 Minor Parent Living Arrangement

See chapter 3 for full details of the Minor Parent Living Arrangement rules.

#### Penalty for Minor Parent Living Arrangement Sanction

The following penalty is imposed if an individual has a current Minor Parent Living Arrangement Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Minor Parent Living Arrangement Sanction.

### 8.2.11 School Attendance - Dependent Child

See chapter 3 for full details of the School Attendance Dependent Child rules.

#### Penalty for School Attendance - Dependent Child Sanction

The following penalty is imposed if an individual has a current School Attendance - Dependent Child Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a School Attendance - Dependent Child Sanction.

### 8.2.12 Immunization Non Compliance

See chapter 3 for full details of the Child Immunization rules.

#### Penalty for Child Immunization Sanction

The following penalty is imposed if an individual has a current Child Immunization Sanction:

- The individual is ineligible for Cash Assistance benefits if they have a Child Immunization Sanction.

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