

DEFINITION OF INCOME

- A. INCOME:** Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) **but not** the Income Exclusions listed below in **Section C**. Gross Income is to be used, **not** Net Income.
- B. CASH RECEIPTS:** Cash Receipts include the following:
1. Money, wages and salaries before any deductions;
 2. Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
 3. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;
 4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
 5. Dividends and/or interest;
 6. Net rental income and net royalties;
 7. Periodic receipts from estates or trusts; and
 8. Net gambling or lottery winnings.
- C. INCOME EXCLUSIONS:** The following Cash Receipts **are not** considered sources of Income for the purposes of determining applicant eligibility:
1. Capital gains;
 2. Any assets drawn down as withdrawals from a bank;
 3. Money received from the sale of a property, house, or car;
 4. One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
 5. Tax refunds;
 6. Gifts, loans, or lump-sum inheritances;
 7. College scholarships;
 8. One-time insurance payments, or compensation for injury;
 9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
 10. Employee fringe benefits, food or housing received in lieu of wages;
 11. The value of food and fuel produced and consumed on farms;
 12. The imputed value of rent from owner-occupied non-farm or farm housing;
 13. Depreciation for farm or business assets;
 14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
 15. Combat zone pay to the military;
 16. Child support, as defined below in Section E;
 17. Reverse mortgages; and
 18. Payments for care of Foster Children.

D. PROOF OF ELIGIBILITY: Grantees and Subgrantees are reminded that proof of income eligibility must be clearly identified in the client file.

1. **Availability of Supporting Documentation:** For purposes of review and audit, each client file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. Do not count, or enter, earned income or unemployment compensation for minors under the age of 18 (or full-time high school students) at the time of the application. The client file must also contain evidence provided by the Subgrantee that the client is eligible to receive Weatherization Assistance Program (WAP) services. This evidence may include, but is not limited to, a memorandum from a third-party certification office stipulating the income levels of the family or source documentation for each income source listed on the application. These documents can be stored electronically or retained in hard copy for each client.
2. **Eligibility Determined by Outside Agency/Program:** If income eligibility is determined by an outside agency or program, i.e. Low-Income Home Energy Assistance Program (LIHEAP) or the U.S. Department of Housing and Urban Development (HUD), any document used to determine eligibility, such as a copy of LIHEAP eligibility or a copy of the HUD eligibility (e.g., Section 8 or Public Housing eligibility) will suffice as evidence of client eligibility. This document and any related documents must be retained in the client file.
3. **Self-Certification:** After all other avenues of documenting income eligibility are exhausted, self-certification is allowable. However, evidence of the various attempts at proving eligibility must be contained in the client file, **including** a notarized statement signed by the potential applicant indicating that the applicant has no other proof of income.

E. CHILD SUPPORT: Child Support payments, whether received by the Payee or paid by the Payor, **are not** considered Sources of Income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

1. **Payee:** Where an applicant receives Child Support from any state program or individual during an applicable tax year, such assistance **is not** considered income for the purposes of determining eligibility (i.e., where an applicant receives Child Support, he or she **does not** add that amount to his or her calculation of income for purposes of determining eligibility).
2. **Payor:** Where an applicant pays Child Support through a state program and/or to an individual, such assistance **is not** considered a deduction to Income for the purposes of determining eligibility (i.e., where an applicant pays Child Support, he or she **may not** deduct said assistance from his or her calculation of Income for the purposes of determining eligibility).

F. ANNUALIZATION OF INCOME: Where an applicant only provides income verification for a portion of the applicable tax year, their partial income may be annualized to determine eligibility.

Example: Applicant A only provides income verification for January, February and March. The method of annualizing income to determine eligibility could be to multiply the verified income by four to determine the amount of income received during the year.

The method of calculating annualized income is to be determined by the Grantee and must be applied uniformly by all Subgrantees.

G. RE-CERTIFICATION: An applicant must be re-certified when eligibility lapses due to the length of time the applicant was waiting to receive Weatherization services. As a reminder, re-certification of eligibility must occur at least every 12 months. The Grantee must outline the method of determining re-certification in their Annual Plan for approval by DOE.

**2024 POVERTY INCOME GUIDELINES
CONTIGUOUS STATES U.S. GRANTEES
EFFECTIVE January 17, 2024**

INCOME LEVELS

Size of Family Unit	Threshold	200%
1	\$15,060	\$30,120
2	\$20,440	\$40,880
3	\$25,820	\$51,640
4	\$31,200	\$62,400
5	\$36,580	\$73,160
6	\$41,960	\$83,920
7	\$47,340	\$94,680
8	\$52,720	\$105,440

For families with more than 8 persons, 100% of poverty level increases \$5,380 for each additional person. Therefore, for weatherization at 200% of poverty level, add \$10,760 for each additional person. Expanded tables provided by HHS showing up to a family of 14 can be found [here](#).

2024 POVERTY GUIDELINES FOR ALASKA

Size of Family Unit	Threshold	200%
1	\$18,810	\$37,620
2	\$25,540	\$51,080
3	\$32,270	\$64,540
4	\$39,000	\$78,000
5	\$45,730	\$91,460
6	\$52,460	\$104,920
7	\$59,190	\$118,380
8	\$65,920	\$131,840

For families with more than 8 persons, 100% of poverty level increases \$6,730 for each additional person. Therefore, for weatherization at 200% of poverty level, add \$13,460 for each additional person. Expanded tables provided by HHS showing up to a family of 14 can be found [here](#).

2024 POVERTY GUIDELINES FOR HAWAII

Size of Family Unit	Threshold	200%
1	\$17,310	\$34,620
2	\$23,500	\$47,000
3	\$29,690	\$59,380
4	\$35,880	\$71,760
5	\$42,070	\$84,140
6	\$48,260	\$96,520
7	\$54,450	\$108,900
8	\$60,640	\$121,280

For families with more than 8 persons, 100% of poverty level increases \$6,190 for each additional person. Therefore, for weatherization at 200% of poverty level, add \$12,380 for each additional person. Expanded tables provided by HHS showing up to a family of 14 can be found [here](#).

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966–1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes— have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions; therefore, the U.S. Territories, must indicate in their Annual Plan which poverty guideline will be followed in their service territory.