



FFY 2016 (October 1, 2015 – September 30, 2016)

Community Services Block Grant (CSBG) Eligibility Requirements

What is the definition of a Family Unit? A family unit is defined as a single individual or a group of individuals, related or unrelated, who live together under one roof and share food.

What is the definition of a Household? Each household is a single family unit. If a household includes more than one family unit, the poverty guidelines shall be applied separately to each family unit, and not to the household as a whole.

What documentation is required to determine Proof of Identity? Social Security Cards are required for all members of the household. The applicant must also provide another form of identification such as, their birth certificate, driver’s license, or government-issued picture identification card. This information must be verified by a staff member and a form must be included in the file indicating the last four numbers of each members Social Security number, the name of the staff member who reviewed this documentation and the date of verification. The other identification for the applicant should be identified as BC for birth certificate with date of birth listed and the state where the applicant was born; DL for driver’s license with the state and number; or ID with the state and number. This form should be maintained in a locked file cabinet in the applicants file.

What is the Federal Poverty Guideline for FFY 2016 (October 1, 2015 – September 30, 2016)? For the purpose of determining income eligibility, include the income of all household members 18 years and older.

*****Household must be at or below 125% of the current Federal Poverty Level to be eligible for CSBG assistance.*****

Persons in Family Unit/Household	100% Federal Poverty Level (FPL) Guideline	Monthly Income Limits at 100% FPL	125% of Federal Poverty Level (FPL) Guideline	Monthly Income Limits at 125% FPL
1	\$11,770	\$981	\$14,710	\$1,226
2	\$15,930	\$1,326	\$19,910	\$1,659
3	\$20,090	\$1,674	\$25,110	\$2,093
4	\$24,250	\$2,021	\$30,310	\$2,526
5	\$28,410	\$2,368	\$35,510	\$2,959
6	\$32,570	\$2,714	\$40,710	\$3,393
7	\$36,730	\$3,061	\$45,910	\$3,826
8	\$40,890	\$3,408	\$51,110	\$4,259
Families/Households with more than 8 persons, add:	\$4,160 for each additional person to FPL amount.		\$5,075 for each additional person to FPL amount.	

The figures listed above are the 2015 HHS poverty guidelines which were published in the [Federal Register](#) on January 22, 2015.

What is considered Income? Income includes the total annual cash receipts from all sources, specifically including, wages and salaries, net receipts from self-employment, Social Security, railroad retirement, unemployment compensation, strike benefits from union funds, workers’ compensation, veterans’ payments, public cash assistance, training stipends, alimony, child support, military family allotments, private pensions, government employee pensions, regular insurance payments, annuity payments, college or university scholarships or grants, dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

What is NOT considered income? Income does not include tax refunds, assets drawn down as withdrawals from a bank or the sale of property (such as a house or car), capital gains, gifts, loans, lump-sum inheritances, one-time insurance payments, compensation for injury, employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, federal or state non-cash assistance programs, and per capita payments for Eastern Shoshone and Northern Arapaho members.

What period should be used in determining income? The monthly income should be calculated for the 30-day period preceding and including the date of the application. This amount should be multiplied by 12 to determine the household annual income for the FPL guideline chart.

How often should client income be re-determined? After initial determination, the income level of a client receiving ongoing services must be re-determined at least once each FFY, and should be reviewed any time a significant income changing event or circumstance occurs. An eligible entity retains the right to review a client's income level at any time while the client is receiving CSBG-funded services for the purpose of determining continued program eligibility.

What records should be kept in the file regarding income eligibility determination? The application, copies of all documents submitted by the applicant relating to the applicant's income eligibility for services, the Eligibility Requirements Form and any other information related to eligibility received from any source.

What documentation is required to meet the residency requirement? Since funding is allocated to geographical locations, applicants must provide documentation of their current residential address. Examples of acceptable documentation include and can be noted on the Eligibility Requirements Form as: copy of utility bill (UB); lease or rental agreement (RA); receipt from landlord of rent received or copy of mortgage payment (RCPT); written statement from landlord affirming residency or a letter from homeless shelter (LTR) or other documentation (OTHR). Applicants who live with someone else and do not receive mail at that address may sign the self-declaration section of the application.

Is anyone ineligible for CSBG services? Other than people who do not meet the CSBG income eligibility requirements, no one is categorically ineligible for CSBG services. This includes, but is not limited to, staff, board members, non-citizens, substance abusers, and convicted felons.

Are eligibility determinations always required? To the greatest extent practical, an application should be completed and include copies of the proper documentation to determine eligibility. There are some exceptions to this requirement and are listed below. In most circumstances, some demographic information and household characteristics can still be obtained for the required Information System (IS) Survey and National Performance Indicators (NPI) Report.

Safety Situations:

- If a household is fleeing or attempting to flee from domestic violence, dating violence, sexual assault, stalking, or another dangerous or life-threatening situation that relates to violence against the individual or a family member, it is not necessary to obtain the required documentation as their safety is deemed far more important.

Services provided to individuals who are likely to be income-eligible, such as:

- Financial literacy information and materials provided to Head Start parents
- Initial intake and information referral process
- Resource Directory brochures located in a CSBG Service Provider Office

Services covered under CSBG purposes, but not intended to be individual client-focused:

- Community Workshop
- Outreach to Potential Clients
- Poverty Forum

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Situations where eligibility determinations may be impossible or impracticable:

- Disaster relief
- Homeless Programs, which includes Unaccompanied Youth
- Senior Congregate Meal Programs
- Soup Kitchens
- Transportation Programs
- Travelers Assistance