



## Community Services Program Policy

**Dated:** November, 2019  
**To:** Community Services Block Grant (CSBG) Grantees  
**From:** Community Services Program  
**Reference:** CSBG Policy #1: Financial Eligibility and Verification

### POLICY #1

Anyone receiving services supported by CSBG funds must **NOT** have an income that exceeds 125% of the Federal Poverty Level, and there must be documented proof of income for the past 30 days.

Income should be verified at the time of the initial application for CSBG services. The verification must indicate the client's income and source(s) of income at the time of application and/or review the signature of the case worker, the date the income was verified, and acknowledgement that the client is at or below 125% poverty. Short-term clients whose cases are closed, and then reopened again for CSBG services at a later date, must have their income verified again at the time of reapplication.

Proof of income documentation must be in the file of each person served through CSBG funding. This documentation must also be uploaded into the state supported CSBG data base to allow for desk monitoring by the county grantee and the State's Community Services Program manager.

Clients receiving ongoing CSBG funded programs/services must have their income reviewed and verified every 90 days, unless receiving only SSI benefits, SSI retirement, railroad retirement, or other continuous unearned income.

Clients with no income at the time of application must sign and date a self-declaration form attesting to that fact. The case worker must also sign and date that form. For ongoing CSBG clients, this form must be dated within one month from the date of application and monthly thereafter if there is no change in the client's income.

A CSBG funded program that has clients transitioning off CSBG services due to their income being over the 125% poverty rate are allowed up to three (3) months to transition a client out of a self-sufficiency program. The case worker must document in the client's case file the need for this transition time and the case management that is being provided to prepare the client for the transition. The transition work with the client should be initiated when it is determined that the client is over the CSBG eligibility guidelines. Ongoing case documentation through this transition time should thoroughly explain the steps being taken by the agency/staff and client during this transition period.

Benefits from the following programs are **NOT** counted as income when determining financial eligibility for CSBG funded services: SNAP, WIC, LIEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, and Affordable Care Act Subsidy.

### **Definitions**

**Income.** Regular payments that are received, not periodic payments that cannot be counted on, should be considered as income in determining eligibility for CSBG services.

**Regular Payment.** Those that come from social security, SSI, SSDI, TANF, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, child support, military family allotments, private pensions, government employee pensions, regular insurance or annuity payments. The income for individuals on social security or SSDI who have Medicare deducted from their benefit check before they receive it, should have only the net amount they receive considered as income. Tribal per capita payments received less frequently than monthly (e.g., quarterly, semiannually, annually) are excluded from consideration as income.

**Wages and Salary.** In considering income for eligibility, **gross income** from wages and salary should be used.

**Farm and Non-Farm Self Employment.** For individuals with farm and non-farm self-employment for income, the adjusted gross income from the prior year taxes should be used.