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To: Community Services Block Grant (CSBG) Grantees

From: Community Services Program (CSP)

Reference: CSP-IM-2020-01: FY2020 Client Eligibility

FY2020 Client Eligibility

This Information Memorandum (IM) provides guidance to the Wyoming Community Services Program (CSP) Grantees and Sub-Grantees to increase the client eligibility criteria during the Coronavirus Disease pandemic and for the responses to such thereafter. The information and procedures contained in this IM will ascend those contained in CSP Policy #1: Financial Eligibility and Verification until further notice.

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which covers both FY2020 regular CSBG and CARES Act supplemental funding, provides:

“That for services furnished under such Act during fiscal years 2020 and 2021, States may apply the last sentence of section 673(2) of such Act by substituting “200 percent” for “125 percent””.

In response to the COVID-19 emergency, the CSP is electing to substitute the current 125% Federal Poverty Level (FPL) requirement in the CSP Policy #1: Financial Eligibility and Verification and the Wyoming CSBG Guidance Manual with the newly allowed 200% FPL for FY2020 CSBG Funds (regular allocation and CARES Act supplemental funds). In addition, for the duration of this public health emergency, economic stimulus payments are no longer required to be counted as income when evaluating client eligibility and FPL.

Verification

In accordance with CSBG Information Memorandum #154: Disaster Flexibilities and Waivers, the CSP is allowing for the use of the COVID-19 Affidavit of Eligibility form, for services providing the following:

- Food pantry/meals
- Medical supplies/prescriptions
- Household/hygiene products
- Clothing

Anyone receiving services supported by CSBG funds must not have an income that exceeds 200% of the Federal Poverty Level, and there must be documented proof of income for the past 30 days, unless providing services consistent with the use of the COVID-19 Affidavit of Eligibility form. 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 the application. 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 CAP60 database.