

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapters:

- **Child Care Assistance Program 448-01**
- **Low Income Home Energy Assistance Program 415**
- **Supplemental Nutrition Assistance Program 430-05**
- **Temporary Assistance for Needy Families 400-19**

Par. 2. **Effective Date** – Changes included in this manual letter are effective on or after April 1, 2022 unless otherwise indicated.

Policy is being updated to reflect the appropriate consideration of Emergency Rent Assistance Program (ERAP) payments when determining eligibility for a household receiving ERAP. For CCAP, LIHEAP, SNAP and TANF, #4 of the income exclusions section is being updated in each policy manual. ERAP payments are excluded income regardless if the payment is made to the household or a third-party, such as a landlord. This is not a change in policy and is clarification to include ERAP specifically.

For SNAP, Emergency Rent Assistance payments are excluded vendor payments and not an allowable deduction when the payment is made directly to the third-party, such as a landlord.

## **CCAP**

### **Financial Eligibility Requirements 400-28-65**

1. 400-28-65-15 Income Exclusions.

#### **Income Exclusions 400-28-65-15**

4. Reimbursements to a household member or payments to third-party for past or future expenses, including but not limited to:
  - Housing Assistance Program (HAP) and other subsidized housing authorities
  - Housing and Urban Development (HUD)

- Rent and utility payments through the Emergency Rent Assistance Program (ERAP)
- Utility reimbursements made by the Department of Housing and Urban Development (HUD), Rural Housing Service, and Tribal Utility Payments including Tribal LIHEAP.
- General Assistance reimbursements - BIA or CSSB
- Supportive Services and Special Items of Need paid by the TANF Program (TANF, TANF JOBS, Diversion, Kinship Care, Transition, Post-TANF and Crossroads)
- Medical
- Child Care
- Employment and training
- Family Subsidy payments.
- Adoption Assistance Subsidies
- Payments directed by a divorce decree to a third party

## **LIHEAP**

### **Eligibility Determination 415-25**

1. 415-28-05-30 Income Exclusions.

### **Income Exclusions 415-25-05-30**

4. Reimbursements to a household member or payments to third-party for past or future expenses, including but not limited to:

- Housing Assistance Program (HAP) and other subsidized housing authorities
- Housing and Urban Development (HUD)
- [Rent and utility payments through the Emergency Rent Assistance Program \(ERAP\)](#)
- Utility reimbursements made by the Department of Housing and Urban Development (HUD), Rural Housing Service, and Tribal Utility Payments including Tribal LIHEAP.
- General Assistance reimbursements - BIA or CSSB
- Supportive Services and Special Items of Need paid by the TANF Program (TANF, TANF JOBS, Diversion, Kinship Care, Transition, Post-TANF and Crossroads)
- Medical
- Child Care
- Employment and training
- Family Subsidy payments.
- Adoption Assistance Subsidies
- Payments directed by a divorce decree to a third party

## **TANF**

### **TANF Financial Eligibility Factors 400-19-55**

1. 400-19-55-25 Disregard of Certain Income.

**Disregard of Certain Income 400-19-55-25**

4. Reimbursements to a household member or payments to third-party for past or future expenses, including but not limited to:
  - Housing Assistance Program (HAP) and other subsidized housing authorities
  - Housing and Urban Development (HUD)
  - Rent and utility payments through the Emergency Rent Assistance Program (ERAP)
  - Utility reimbursements made by the Department of Housing and Urban Development (HUD), Rural Housing Service, and Tribal Utility Payments including Tribal LIHEAP.
  - General Assistance reimbursements - BIA or CSSB
  - Medical
  - Child Care
  - Employment and training
  - Family Subsidy payments
  - Adoption Assistance Subsidies
  - Payments directed by a divorce decree to a third party

**SNAP****Income 430-05-50**

1. 400-19-55-25 Disregard of Certain Income.

**Income Exclusions 430-05-50-25-03**

4. Reimbursements to a household member or payments to third-party for past or future expenses, including but not limited to:

- Housing Assistance Program (HAP) and other subsidized housing authorities
- Housing and Urban Development (HUD)
- Rent and utility payments through the Emergency Rent Assistance Program (ERAP)
- Utility reimbursements made by the Department of Housing and Urban Development (HUD), Rural Housing Service, and Tribal Utility Payments including Tribal LIHEAP.
- General Assistance reimbursements - BIA or CSSB
- Supportive Services and Special Items of Need paid by the TANF Program (TANF, TANF JOBS, Diversion, Kinship Care, Transition, Post-TANF and Crossroads)
- Medical
- Child Care
- Employment and training
- Family Subsidy payments.
- Adoption Assistance Subsidies
- Payments directed by a divorce decree to a third party

Per Diem for food is considered a normal living expense and cannot be excluded.

### **Deductible Expenses 430-05-55**

2. 430-05-55-15 Excludable Vendor Payments

**Excludable Vendor Payments 430-05-55-15**

Excludable vendor payments are those payments in money made by either an individual who is not a household member or by a public or private organization directly to a third party for a household expense. These payments are not counted as income and the payment paid to the third party for a household expense is not an allowable deduction.

**Examples:**

- 1. A rent payment, when it is paid directly to the landlord by a relative or friend who is not a household member, if the payment is not considered a loan.**
- 2. Rent or mortgage payments paid by Housing Assistance Program (HAP) or a local housing authority directly to the landlord or mortgagee.**
- 3. Payments by a government agency directly to a child care agency.**
- 4. TANF vendor payments are excludable if they are made for:**
  - a. Medical assistance**
  - b. Child care assistance**
  - c. Energy assistance**
  - d. Emergency assistance (including, but not limited to housing and transportation) for migrant or seasonal worker households while they are in the job stream.**
  - e. Housing assistance made through a State or local housing authority.**

**5. GA vendor payments are excludable (except for housing) if they are made for:**

- a. Energy assistance.**
- b. Housing assistance from a State or local housing authority.**
- c. Emergency assistance for migrant or seasonal worker households while they are in the job stream.**
- d. Emergency or special assistance payments.**
- e. Assistance provided under a program in a State in which no GA payments may be made directly to the household in the form of cash.**

**Exception:**

**Tribal GA payments are countable.**

**6. Money received and disbursed by a third party for a household expense from a benefit or fund raiser.**

**~~7. Rent Bridge or COVID Emergency Rental Assistance (CERA) payments paid directly to landlord.~~ Emergency Rent Assistance Program (ERAP)**