

SASE-O-MATIC

Self-Assessment Skill Enhancer

The Shack Attack or is Crib?

Answers are provided on page 2 and will be supplied upon completion of this exercise. Give yourself 5 points for each question you correctly answered.

Score:

Question:

1. A household applied in January 2009 and was certified for 24 months. The household reported and verified rent of \$440, electricity of \$30 and a phone of \$35 a month. The electric bill shows electric only for \$40.81 (lights only) and the Cell phone bill shows \$36.00. What deductions should be allowed?

2. A household applied in June 2010 and was certified for 24 months. The household reported and verified rent of \$260, gas heat of \$111 and a phone of \$30 a month. The household completes and returns a Change Report Form in November 2010 indicating a new address, rent of \$205 and a phone of \$30. What data is updated in CBMS? What deductions are given and why?

3. A household received Food Assistance six months ago at the same address listed on the current application and is now re-applying for benefits. The household reports rent of \$550, gas heat and a phone. CBMS lists rent of \$500 and no utilities. Prior rent verification lists utilities as included in the rent. The current lease only lists the rent as \$550. What action do you take? What deductions should be allowed?

4. A household completes a recertification and declares rent of \$558.71 a month and provides a rent receipt for this amount. The household also declares gas heat. What action do you take? What rent amount is given? What utility expense is allowed?

5. A household applies for Food Assistance and reports the rent is \$100 with utilities included. A written statement from the landlord is provided that states the rent is \$100 including utilities. What actions do you take? What deductions are allowed?

6. A household reports and verifies their rent as \$590 per month plus gas heat through Xcel. The household also reports \$0 income and that a "roommate" pays the applicant \$560 a month for rent and utilities. The roommate provides a written statement that he pays client X \$560 a month for rent that includes utilities and that they purchase and prepare food separately. What actions do you take? What deductions are allowed?

ANSWERS

Question:

1. A household applied in January 2009 and was certified for 24 months. The household reported and verified rent of \$440, electricity of \$30 and a phone of \$35 a month. The electric bill shows electric only for \$40.81 (lights only) and the Cell phone bill shows \$36.00. What deductions should be allowed?
Rent of \$440 and the current Basic Utility Allowance (BUA). Do not allow the Heating/Cooling Utility Allowance (HCUA) unless you verify the household received LEAP at this address either last year or this year.

2. A household applied in June 2010 and was certified for 24 months. The household reported and verified rent of \$260, gas heat of \$111 and a phone of \$30 a month. The household completes and returns a Change Report Form in November 2010 indicating a new address, rent of \$205 and a phone of \$30. What data is updated in CBMS? What deductions are given and why?
Update all the changes. However, this is a Simplified Reporting situation and changing the rent reducing the HCUA to the phone only allowance may reduce the allotment if the FA Use Month is set incorrectly. Be sure when you run EDBC and review wrap-up that the lower rent and utility allowance is NOT used. The rent and utility allowance will be updated at the next recertification.

3. A household received Food Assistance six months ago at the same address listed on the current application and is now re-applying for benefits. The household reports rent of \$550, gas heat and a phone. CBMS lists rent of \$500 and no utilities. Prior rent verification lists utilities as included in the rent. The current lease only lists the rent as \$550. What action do you take? What deductions should be allowed?
Clarify the utility discrepancy with the applicant and document the cause of the discrepancy. You may need to call the landlord (do not hold up processing the application) to clarify and verify the discrepancy as well. Allow the \$550 rent deduction, as it is not questionable. If the gas heat remains questionable after speaking with the applicant and/or the landlord, document the reason the heat is questionable, what verification is needed (i.e., return call from landlord or utility bill) and allow only the phone allowance. If the heat expense is no longer questionable, document why and allow the current HCUA.

4. A household completes a recertification and declares rent of \$558.71 a month and provides a rent receipt for this amount. The household also declares gas heat. What action do you take? What rent amount is given? What utility expense is allowed?
Clarify why the rent is an odd amount with the household. You may need to contact the landlord as well. In this case, the rent includes the lot rent of \$525, water, sewer, and trash for a mobile home. Allow \$525 basic lot rent and the current HCUA (which covers the water, sewer and trash, as well as the heat).

5. A household applies for Food Assistance and reports the rent is \$100 with utilities included. A written statement from the landlord is provided that states the rent is \$100 including utilities. What actions do you take? What deductions are allowed?
Ask the applicant if they applied for or received LEAP at this address. Document how you verified the LEAP status. In this case FSQA found the household received LEAP. Allow \$100 rent and the current HCUA.

6. A household reports and verifies their rent as \$590 per month plus gas heat through Xcel. The household also reports \$0 income and that a "roommate" pays the applicant \$560 a month for rent and utilities. The roommate provides a written statement that he pays client X \$560 a month for rent that includes utilities and that they purchase and prepare food separately. What actions do you take? What deductions are allowed?
Clarify with the household that the \$560 rent is paid to the household and not directly to the landlord or owner. In this case the rent is paid to the FA household. Enter the \$560 as unearned income to the head-of-household. Allow the \$590 rent and the current HCUA as deductions. If the roommate pays the landlord directly, then do not enter as unearned income, allow \$30 rent and the current HCUA.

Moving On Up To The East Side?



Points

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|---------|--------------------------------------|
| 25 – 30 | You're Neighbors with the Clampetts! |
| 15 – 20 | Mr. Rogers would be proud. |
| 0 – 10 | You need to pitch the tent. |

