



## VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 03-2011

**TO: ALL WEATHERIZATION SUBGRANTEES**  
**FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER**  
**DATE: 02/01/2011**  
**SUBJECT: ELIGIBILITY & FINAL INSPECTION**

Effective February 1, 2011, responsibility for determination of eligibility and performance of the final inspection is the subgrantees responsibility and cannot be subcontracted.

If income eligibility is determined by the Low-Income Home Energy Assistance Program (LIHEAP) or the 100% HUD List for multi-family, then copies of the eligibility documentation can be a statement of LIHEAP eligibility or a HUD client income list.

Self-Certification: After all avenues of documenting income eligibility are exhausted, self-certification is allowable, but evidence of the various attempts at proving eligibility must be contained in the client file, including a notarized statement signed by the potential applicant indicating that he has no other proof of income.

**ANNUALIZATION OF INCOME:** Where an applicant receives Income for a part of the applicable tax year, their partial Income may be annualized to determine eligibility. The DOE guidance does not specify a minimum time period but provides the following example. (Example: Applicant A received income during January, February and March. The method of annualizing income to determine eligibility could be multiplied by four the amount of income received during those three months).

**RE-CERTIFICATION:** An applicant who is deemed ineligible based on Income may be re-certified if ineligibility is due to the length of time that expired while the applicant was waiting to

receive weatherization services. As a reminder, recertification of eligibility should occur at least every 12 months.

**INCOME:** Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) **but not** the Income Exclusions listed below:

CASH RECEIPTS: Cash Receipts include the following:

- 1. money, wages and salaries before any deductions;
- 2. net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
- 3. regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments;
- 4. private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
- 5. dividends and/or interest;
- 6. net rental income and net royalties;
- 7. periodic receipts from estates or trusts; and
- 8. net gambling or lottery winnings.

INCOME EXCLUSIONS: The following Cash Receipts are not considered sources of income for the purposes of determining applicant eligibility:

- 1. capital gains;
- 2. any assets drawn down as withdrawals from a bank;
- 3. money received from the sale of a property, house, or car;

- 4. one-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
- 5. tax refunds;
- 6. gifts, loans, or lump-sum inheritances;
- 7. college scholarships;
- 8. one-time insurance payments, or compensation for injury;
- 9. non-cash benefits, such as the employer-paid or union-paid portion of health Insurance;
- 10. employee fringe benefits, food or housing received in lieu of wages;
- 11. the value of food and fuel produced and consumed on farms;
- 12. the imputed value of rent from owner-occupied non-farm or farm housing;
- 13. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
- 14. combat zone pay to the military; and
- 15. Child Support