



~~MA~~
File
Rules & Regulations

P.C. Please

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 7

July 5, 1955

Mr. Robert J. Burkhardt
Executive Secretary
Governor of New Jersey
State House
Trenton, New Jersey

Dear Mr. Burkhardt:

In connection with the filing of rules and regulations of this Department I am enclosing herewith a Revision dated May 20, 1955 of the Budget Manual of the Bureau of Assistance which should be attached to the previous regulations covering the Division of Welfare filed with your office several weeks ago.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

John W. Tramburg
John W. Tramburg, Commissioner

JWT:5

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Division of Welfare

ISSUED: 6/1/53

REV.: 5/20/55

TITLE: Assistance Budget Manual

SUBJECT: Revised Budget Manual Sections 100, 200, 300, 604, 606, 607, 609.9, Appendix Pages 2, 2a, 5, 6, 7, 8, 8a, 8b, 8c, 10 and 11 and New Standards & Sources Sections Pertaining to Fuel for Heating Standards and Housing Standards.

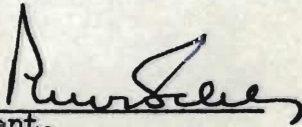
STATUTORY REFERENCE: R.S. 30:4B-2, 30:4C-4, 30:5-36, 30:6-3, 44:7-6, 44:7-12



Elmer V. Andrews
Director of Welfare

Approved:

by



President,
State Board of Control

State of New Jersey
DEPARTMENT INSTITUTIONS AND AGENCIES
Trenton 7

May 20, 1955

To : HOLDERS OF CATEGORICAL ASSISTANCE BUDGET MANUAL

Subject: Revised Budget Manual Sections 100, 200, 300, 604, 606, 607, 609.9, Appendix Pages 2, 2a, 5, 6, 7, 8, 8a, 8b, 8c, 10 and 11 and New Standards & Sources Sections Pertaining to Fuel for Heating Standards and Housing Standards.

The revisions to the above Budget Manual Sections may be described as follows:

- | | |
|-------------------------------------|---|
| Budget Manual Section 100 | - Minor changes and further clarification of present policy. |
| Budget Manual Section 200 | - Primarily a reorganization and a clarification of present policy except for recommended new policy in Sections 206.25 & 207.3. |
| Budget Manual Section 300 | - A reorganization and clarification of present policy and recommended new policy in Sections 302, 305, 307, 308, 309, 311, 312, 315, 320. |
| Budget Manual Section 604 and 604.1 | - Clarification of present policy and new policy. |
| Budget Manual Section 606 | - Minor change of a date. |
| Budget Manual Section 607 | - Increase in Schedule of Exemption represents the increase in the cost of living of the City Worker's Family Budget from February, 1952 to February, 1955 |
| Budget Manual Section 609.9 | - New policy. |
| Appendix Pages 2 & 2a | - Change in policy and revised allowances for restaurant meals. |
| Appendix Pages 5 & 6
Section 4d | - Minor change. |
| Section 4e & 4f | - Change in present policy. |
| Section 5 | - Clarification of present policy. |
| Appendix Pages 7, 8, 8a, 8b & 8c | - Change in policy and new allowances for fuel for heating. Change in policy for budgeting fuel for heating, fuel for cooking and fuel for water heating and new schedules. |
| Appendix Pages 10 & 11 | - Minor changes and clarification in present policy. |
| Standards & Sources Sections | - New standards for fuel for heating and for housing. |

Effective Date

These revisions will supercede the applicable current Budget Manual sections and the Departmental letter of August 24, 1951, titled Temporary Interpretation of New Budget Standards with Reference to Shelter.

The above revisions shall be effective immediately for all new cases and all old cases shall be revised as rapidly as possible but in any event all cases shall be completed within six (6) months from the date of release of these revisions.

Instructions For Filing

1. Remove and destroy old Budget Manual Sections 100, 102 and 103 and insert in place thereof the April, 1955 revised Budget Manual Sections 100 through 110.
2. Remove and destroy old Budget Manual Sections 200 through Section 212.4 and insert in place thereof the April, 1955 revised Budget Manual Sections 200 through 209.2.
3. Remove and destroy old Budget Manual Sections 300 through Sections 318.1 and insert in place thereof the April, 1955 revised Budget Manual Sections 300 through 324.
4. Remove and destroy part of old Budget Manual Section 603.3 which begins with "months immediately preceding" through 608.1d and insert in place thereof the April, 1955 revised part of Budget Manual Section 603.3 which begins with "months immediately preceding" through 608.1d.
5. Remove and destroy part of old Budget Manual Section 609.4 which begins with "necessary to liquidate" through Budget Manual Section 613b and insert in place thereof the April, 1955 revised Budget Manual Section 609.4 which begins with "necessary to liquidate" through Budget Manual Section 613b.
6. Remove and destroy old Appendix Page 2 and insert in place thereof April, 1955 revised Appendix Pages 2 and 2a.
7. Remove and destroy old Appendix Page 5 and insert in place thereof April, 1955 revised Appendix Page 5.
8. Remove and destroy old Appendix Pages 6, 7 and 8 and insert in place thereof April, 1955 revised Appendix Pages 6, 7, 8, 8a, 8b and 8c.
9. Remove and destroy old Appendix Pages 10 and 11 and insert in place thereof April, 1955 revised Appendix Pages 10 and 11.

Instructions For Filing Standards & Sources Sections

(Applicable only to those persons whose Manuals have a Standards & Sources Section)

Remove and destroy Standards & Sources Section titled "Fuel For Heating - Coal" and insert in place thereof new Standards & Sources Section Pages 39 and 39a.

Add new Standards & Sources Section, Pages 41, 42 and 43.

DEPARTMENT INSTITUTIONS AND AGENCIES

F. Lovell Bixby
F. Lovell Bixby, Ph. D.
Acting Commissioner

Elmer V. Andrews
Elmer V. Andrews
Director of Welfare

100. INTRODUCTION

101. The policy and procedures established by the regulations in this Manual are based on the concept that the purpose of public assistance is to provide the requirements of economic need to eligible persons only to the extent that they are unable through their own efforts and resources to purchase the essentials for an adequate minimum standard of living.

102. The State Department of Institutions and Agencies recognizes basic and special circumstance living requirements of an eligible individual. The Department of Institutions and Agencies accepts the concept that the standards for the basic and special circumstance requirements should provide an adequate minimum living that will protect and promote the health and well being of eligible persons.

103. To attain these objectives, the Manual:

- a) defines the basic requirements which the agency recognizes as essential;
- b) describes the circumstances in which additional special requirements may be recognized as essential;
- c) prescribes methods for evaluating and considering resources available to the client;
- d) establishes the monetary values (i.e. allowances), or methods of determining the monetary values for all recognized requirements;
- e) establishes budgeting procedures for determining the amount of the assistance grant.

104. The standards for basic requirements have been carefully developed and are based on scientific data wherever possible. Standards define the kind, quantity and quality of goods and services included in each item.

105. Standards and allowances will be reviewed periodically by the Department of Institutions and Agencies to assure that content is adequate and costs current.

106. The Department has established standards which provide a method for determining a legally responsible relative's ability to support only with respect to the relative's gross income. The standards do not describe how the individual or family shall actually spend income.

107. Standards and monetary allowances have not been established for all requirements which are recognized by the Department. Where no standard has been established allowances are authorized on an actual cost basis, subject in certain instances to a maximum limitation. Whenever an allowance is defined as actual cost or as an amount that is actually paid up to a maximum, it shall be interpreted that the agency shall examine the reasonableness of the amount which the client is paying for the goods and services received and shall discuss, advise and/or assist the client in securing such goods and services for a more reasonable amount. Where it is clearly demonstrated that such goods and services are available for a more reasonable amount, then this amount shall be the maximum allowance to be included in the client's budget.

Revised 4/55

108. Whenever a requirement or an element is available to a client without monetary cost or is included in the monetary allowance for some other requirement or element, the appropriate notation shall be entered in the client's budget.

109. When any service which is made available from an organization on a non-profit basis is being purchased by a client, the amount to be paid for this service shall not exceed the lowest amount for which this organization is supplying the service to non-assistance individuals. If the organization is under contract to supply the service without charge or is in fact supplying the service without charge to the community or to a specified class of persons of which the client is a member, then it shall be recognized as an available free service for the client and no monetary allowance for the service shall be included in the client's budget.

110. DEFINITIONS

For purposes of this statement of policy and procedure the following terms shall be applied as here defined or as defined in the sections referred to:

- activity, minimal - as defined on Appendix page 1a.
- activity, moderate - as defined on Appendix page 1a.
- activity, strenuous - as defined on Appendix page 1a.
- agency - Board of Child Welfare; Bureau of Assistance; County Welfare Board; Commission for the Blind; whichever is appropriate.
- allowance - is the monetary value of a standard.
- basic requirement - as defined in Section 202.
- blind person - a client, who, regardless of the kind of assistance being received or applied for, has been found by the determination of the Blind Commission to be within the definition of blindness as established by the Blind Commission.
- boarder, roomer,
roomer-boarder - a person, other than a member of a "family unit", whose acceptance in the household is dependent upon payment in cash for board, room or room and board. A client may be considered a boarder only under the circumstances specified in the Appendix.
- budgetary statement - refers to form PA-3A provided by the agency on which has been entered the computations relating to allowances and income and the final budget computations relating to a client or clients in support of the action recommended or approved.
- categorical assistance - Assistance for the Blind, Disability Assistance, Home Life Assistance and Old Age Assistance.
- city worker's family budget - as defined in Section 606.
- client - in O.A.A., A.B. and D.A.; the individual applying for or receiving assistance; in H.L.A.: the child or children for whom assistance is being applied for or received and, the mother or woman applying for or receiving assistance on behalf of such child or children.

110. DEFINITIONS (Cont'd)

- earned income exemption - as defined in A.B. Director's Letter #18.
- earned income, budgetable - as defined in Section 503.
- earnings, seasonal - as defined in Section 503.3.
- element - refers to an item included in the basic requirements, personal needs and household operations.
- emancipated - release of a child from the duty to serve and obey his parent, conferring on the child the right to his earnings. Emancipation may be expressed or implied from the circumstances.
- evaluation of capacity of legally responsible relatives to support - refers to form PA-3B provided by the agency and as defined in Section 703.1.
- family size - as defined on Appendix page 1.
- family unit size - refers to the number of persons in the family of a legally responsible relative and is used in applying the Schedule of Exemptions. See Sections 605 and 607.
- head of the household - refers to the individual who is recognized by other members of the household as the individual having primary responsibility for the financial control and direction of the household.
- legally responsible relatives - as defined in Section 602
- marginal household - as defined on Appendix page 4, paragraph 4b.
- monthly amount - monthly amount of income or monthly allowance for any requirement for which a monthly allowance is not already established is to be computed on the basis of $4 \frac{1}{3}$ weeks per month.
- needy person - whenever in this Manual reference is made to a needy person or persons in need, it means a person whose individual budgetary requirements when computed in accordance with this Manual (excluding Chapter 600) exceeds the income and resources available to him.

110. DEFINITIONS (Cont'd)

- ownership of real or personal property - whenever referred to in this Manual, includes any and all right, title or interest, legal or equitable to such property.
- per capita - whenever in this Manual an amount or allowance is directed to be apportioned "per capita"; in H.L.A. the number of individuals included in the term "client" shall be counted.
- recurring - refers to an item of expense or an item of income which is repeated in monthly amount over periods of two months or more.
- resources - when pertaining to a client, see Section 501.4.
- resources, available - when pertaining to a client, see Section 502.
- resources, potential - when pertaining to a client, see Section 504.
- schedule of exemptions - applies to legally responsible relatives as defined in Section 607.
- self supporting household - as defined on Appendix page 4, paragraph 4b.
- shelter unit - refers to a group of persons living together as a household. Boarders, roomers and roomer-boarders, even though not otherwise members of the family or household group shall be counted as members of the shelter unit for determining client's per capita share of shelter costs.
- special circumstance requirement - as defined in Section 301.
- spouse - the husband or wife of the person whose status is under consideration and in Home Life Assistance, the natural or adoptive parent of the eligible child or children.
- standard - specifies the item or items necessary for adequate minimum living for either a basic or a special circumstance requirement and is used in pricing for determining an allowance.

110. DEFINITIONS (cont'd)

state office

- Office of the Commission for the Blind in Newark; Central Office of the Board of Child Welfare in Trenton; Bureau of Assistance in Trenton for Old Age Assistance and Disability Assistance; whichever is appropriate.

Standards & Sources Section

- refers to the section of the Manual which describes in detail the sources and the content of the standards. This section of the Budget Manual is made available for reference purposes.

200. BASIC REQUIREMENTS

201. Each basic requirement and all its elements must be recognized and accounted for in the budget of every client.

202. The basic requirements which the agency recognizes are:

Personal Needs

This requirement includes the elements food, clothing and personal incidentals.

Shelter

Household Operations

This requirement includes the elements, household supplies, fuel and utilities.

203. Whenever a requirement or element is included in the monetary allowance for some other requirement or element or is otherwise available to the client without monetary cost, this shall be indicated in the budget of the client by entering the code letter "S" after the appropriate requirement or element.

204. Authorized monetary allowances or the methods for determining the authorized monetary allowances for all the basic requirements and their elements are found in the appropriate schedule in the Appendix section of this Manual.

205. Standard allowances for any item will be subject to revision whenever cost studies reflect an increase or decrease of 5 percent over or under the appropriate current allowance.

206. Standards for Personal Needs

206.1 Food

206.11 The low cost diet plan of the Bureau of Human Nutrition, Home Economics Division, U. S. Department of Agriculture which has been made specific to New Jersey in terms of consumption pattern and available foods is the standard for determining the monthly monetary food allowance. This low cost diet plan meets the National Research Council 1953 recommended daily dietary allowances.

206.12 Differential standards and monetary allowances are established in relation to age of children, activity of adults and according to family size.

206.13 Monthly monetary allowances for 1, 2 & 3 meals per day for food necessarily purchased in restaurants (as defined in Appendix) have been established.

206.2 Clothing

206.21 The low cost clothing standard as prepared by the Low Cost Clothing Committee of the American Home Economics Association was adjusted to meet current clothing needs in New Jersey. The standard provides for clothing sufficient in kind and quantity to protect health, to provide for cleanliness, to allow for growth in children and is adequate in quality and style to insure

the comfort and self respect of the individual. The standard describes the minimum clothing needs of individuals according to age, sex, occupation and the probable years of wear of the articles of clothing.

206.22 The clothing standard is based on the assumption that a client has an adequate wardrobe and therefore it is intended to provide only for normal replacement of a wardrobe and the recognized expense of cleaning and maintenance.

206.23 The monetary allowances for clothing are determined by state-wide pricing of the clothing standards. The yearly totals are divided by 12 to arrive at monthly allowances. For articles of clothing with a durability of more than one year, only that portion of the cost as based on the probable years of wear is included in the allowance.

206.24 Clothing standards and monetary allowances are differentiated in relation to age, activity and family size.

206.25 In the situation where a client who, because of a physical or mental incapacity, is unable to do his own shopping for clothing and does not have a relative or interested person in whom he has confidence who could do this shopping for him, the regular recurring monthly clothing allowance shall not be included in the client's budget. However, in all such cases, the clothing requirement shall be granted as a special circumstance requirement as stated in Section 320.

206.3 Personal Incidentals

206.31 The standards for personal incidentals are based on the Stecker Maintenance Standard for Personal Grooming and Sanitation and the New Jersey Department of Health Standard for Medicine Chest Supplies. The standard includes the items required for personal cleanliness and grooming, first aid supplies, proprietary medicines, ointments, antiseptics, aspirin and laxatives plus an additional allowance for such miscellaneous necessary expenditures as newspapers and other reading material, writing material, stamps, church and other group activities.

206.32 Differential standards and monetary allowances are established in relation to age of children, employment, blindness and for persons living in public and private medical institutions.

207. Shelter

207.1 Because of the great variety of ways in which shelter is provided for clients, and the variety of elements which constitute shelter cost under varying circumstances, no standard cost figures for shelter are established, but certain limitations are established in the Appendix.

207.2 Methods for determining the proper monetary allowance to meet the shelter requirement are specified in the shelter section of the Appendix.

207.3 It is recognized that practical, economic and social factors influence and determine the adequacy of a dwelling unit. The fact that existing housing may fail to provide the essentials for the promotion and protection of the health of a client, is not a reason for the lack of recognition of the inadequacy, if any, of the client's housing.

Standards for housing as established in the Appendix have been adopted from those recommended by the Committee on the Hygiene of Housing of the American Public Health Association. The housing standards are essentially those factors which relate to health. The standards are intended to serve as a guide for evaluating the adequacy of a client's housing. When, in the judgment of the local agency, a client's housing fails to provide for the promotion and protection of the health of the client, it is recommended that the situation be referred to the appropriate local authority.

208. Household Operations

208.1 In many situations, some or all of the items of household operations are available to a client with his shelter and if so, Section 203 is applicable.

208.2 Where the client is not the sole occupant of the premises, or a distinct portion of the premises in which he lives, all rules and limitations, for apportioning or excluding costs which are specified with respect to shelter, shall apply also with respect to the items of household operations.

208.3 Fuel for Heating

208.31 Standard allowances for fuel for heating (and cooking and water heating in those situations as specified in the Appendix) are computed on a quantity-quality basis. The cost as determined by State-wide price samplings are applied to the Stecker Maintenance Standard for 7 months heating. The actual cost is divided into 12 equal monthly allowances.

208.32 Differential allowances are established in relation to:

- number of rooms necessary to be heated;
- special adjustments for purchase of coal or wood in small quantities (i.e. by bag or basket).

208.4 Utilities

208.41 Utilities, for the purpose of this Manual, shall mean fuel for cooking, water heating, lighting, refrigeration, water and sewer charge when necessary.

208.42 Differential allowances are established in relation to the number of persons sharing utilities.

208.5 Household Supplies

208.51 Household supplies consist of laundry and cleaning materials and other housekeeping items which are needed regularly for maintenance of a client's household.

208.52 Differential allowances are established in relation to number of persons sharing a household.

209. Room and Board

209.1 Room and board shall be understood to include the basic requirements of food, shelter, fuel, utilities, household supplies, bed and bathroom linens and to also include the incidental services that are necessary for

Revised 4/55

providing these items. Room and board in some instances may include personal care and services (other than nursing care) that may be required by a client.

209.2 The allowance for room and board shall be as paid, subject to the standards and limitations established in the room and board section of the Appendix.

300. SPECIAL CIRCUMSTANCE REQUIREMENTS

301. Special circumstance requirements are those particular requirements, additional to the basic requirements, which are recognized by the agency as essential for the health and welfare of persons in specified situations.

302. Consideration should be given to each total case situation (that is health, living arrangements, etc.) to determine which, if any, of the authorized special circumstance requirements are essential.

303. Special circumstance items may be regular recurring or non-recurring depending upon the nature of the item.

304. The special circumstance requirements, (representing items distinct from any basic requirement) which shall be recognized and included in the assistance budget when essential for the client's health and welfare include the following:

- Expenses Incident to Blindness (306)
- Expenses Incident to Shelter Costs (307)
- Expenses Incident to Special Services (308)
- Expenses Incident to Vocational Education (309)
- Garbage Collection & Disposal (310)
- Household Furniture & Furnishing (311)
- Indebtedness (312)
- Insurance Premium (313)
- Laundry (314)
- Medical Costs (315)
- Moving (316)
- Nursing Care (317)
- Property Repair & Improvements (318)
- Restaurant Allowance (319)
- Special Clothing Requirements (320)
- Storage Charges (321)
- Telephone (322)
- Therapeutic Diet (Special Diet) (323)
- Transportation (324)

305. Situations may arise in which a client may have need for a special circumstance item which is not included in the above list but which in the judgment of the local agency is essential to the health and welfare of the client. Each such case shall be brought to the attention of the State Office for approval prior to authorization.

306. Expenses Incident to Blindness

306.1 The additional allowance (as specified in the Appendix) to cover the extra costs of clothing maintenance and repair shall be included in the budget of all blind persons.

306.2 The appropriate food allowance of all blind persons responsible for marketing and food preparation shall be increased as specified in the Appendix.

306.3 When it is established that a blind person requires guide service which is not otherwise available without cost or that a blind person has a

seeing eye dog, a recurring allowance based on estimated average cost or a non-recurring allowance based on an actual cost, whichever is appropriate, for the cost of the guide's services or the expenses necessary to maintain a seeing eye dog, shall be included in the budget.

307. Expenses Incident to Shelter Costs

It is recognized that in some situations it may be necessary for a client to pay for such items as extermination or to make a deposit in connection with his shelter for keys, meter or for breakage and loss. A non-recurring allowance based on the actual cost (as verified) shall be included in the budget.

308. Expenses Incident to Special Services

308.1 It is recognized that a client because of a handicap, illness or infirmity may need a special service. For the purpose of this Manual special services include:

- a) Errand Service - which is the cost of employing a person to do shopping, to tend a furnace or stove, to carry coal or wood or to perform similar errands or tasks.
- b) Domestic Service - which is the cost of employing a person to perform part or all of the routine household tasks.
- c) Homemaker Service - which is the cost of employing a homemaker for the situation where the mother or mother person is ill or temporarily absent from the home and the homemaker is necessary in order that the family may continue to function as a family unit.

308.2 An allowance for a special service shall be included in the client's budget only if all the following exist:

- a) Client has a mental or physical handicap, illness or infirmity, the existence of which has been verified by evidence satisfactory to the local agency; and
- b) the client lives alone or as a member of a family group in the home of unrelated persons unless Section 308.4 is applicable; and
- c) the service is essential to the health and welfare of the client; and
- d) there is no person available who will perform the services without cost and the service is not otherwise available without cost to the client; and
- e) the allowance is not for wages to be paid to a legally responsible relative who is performing the service; and
- f) in Blind Assistance, Disability Assistance and Old Age Assistance, the total cost of all recurring allowances including both basic and special circumstance requirements is not greater than if the client were purchasing patient care in a private medical institution at the maximum allowable patient rates.

308.3 The allowance for a special service shall be the most reasonable rate for which the service can be obtained including the social security tax when the client is liable for the tax.

308.4 It is recognized that there are situations where a client lives with a legally responsible relative and the relative is performing an essential special service for the client, which service would have to be purchased by the client from another person if the legally responsible relative in question were not performing the service. If the legally responsible relative performing the service is herself in need, (as determined by the budgetary standards and allowances as authorized in this Manual) and is not eligible for a categorical assistance program and has been refused a grant of general assistance, the allowance to be included in the client's budget for the special service may be the amount of the deficit in the legally responsible relative's budget (for maximum allowance see 308.2f). However, if the legally responsible relative performing the service is presumptively eligible for any assistance program and refuses to apply, no allowance for his requirements shall be included in the client's budget.

309. Expenses Incident to Vocational Education

309.1 An allowance for a special circumstance requirement for vocational education, which is not otherwise available without cost to the client, may be included in the budget of a client if one of the following reasons exists:

- a) it is an essential part of a planned program of rehabilitation for an individual who has a physical or mental handicap, or
- b) it is an essential part of a planned program of vocational adjustment and training for an individual under 18 years of age.

A special circumstance requirement for vocational education must be recommended by both the investigating agency and the approving local agency and must be approved by the state agency.

309.2 The allowance for expenses incident to vocational education shall not exceed the actual cost of such training.

310. Garbage Collection & Disposal

It is recognized that in certain municipalities garbage collection and disposal is not available as a government service and householders are required to pay fixed charges to private individuals or companies for this service. Under such circumstances, this constitutes a special circumstance requirement which shall be recognized. A recurring allowance equal to the actual monthly cost of such service shall be included in the budget.

311. Household Furniture & Furnishings

311.1 It is recognized that it may be necessary for a client, in order to insure health and safety, to repair, replace or purchase essential household furniture and furnishings. It shall be the agency's responsibility to examine the situation with regard to the following before an allowance is made:

- a) When possible would it be more economical to repair the article? If repaired, would the article continue to give service so as to justify the cost of repair in lieu of replacement?
- b) Is it possible to substitute some other article already available?
- c) Can a used or reconditioned item that will give the necessary service without additional repair or maintenance costs be procured?

311.2 The allowance for a special circumstance requirement to repair, replace or purchase essential household furniture and furnishings to be included in the budget of the client shall be a non-recurring allowance equal to the actual verified cost on the most reasonable basis as determined, whenever feasible, by three price estimates. A recurring allowance estimated to liquidate such costs over a stipulated period of time may be substituted for a non-recurring allowance when circumstances support such action.

312. Indebtedness

312.1 The purpose of Public Assistance is to meet present need and not claims for prior incurred indebtedness or past need.

312.2 A special circumstance requirement for the specified indebtedness as outlined in 312.3 may be recognized in the budget of the client only when the following exist:

- a) The indebtedness referred to in this section refers only to the indebtedness which is in existence at the time eligibility of the client is established and;
- b) Payment of the prior incurred indebtedness, in part or total, is necessary to preserve for the client the continued use or ownership of a service or a particular piece of real or personal property and this service or property is an item for which a basic or special circumstance allowance would be authorized and;
- c) Payment of the prior incurred indebtedness can be accomplished at a cost which does not exceed the cost of replacement or substitution of satisfactory items.

312.3 Only the following types of debts may be recognized as a special circumstance requirement:

- a) Installment payments on essential clothing and household furnishings may be recognized as an indebtedness only after efforts have been made to defer, cancel, or reduce payments (as verified) and when, the cost of replacement of the essential articles would exceed the cost of the remaining payments.
- b) Installment payments on personal loans made through finance companies or banks may be recognized as indebtedness only after efforts have been made to defer, cancel or reduce payments (as verified) and when the loan is secured by a mortgage or a conditional sales agreement on essential, tangible property and foreclosure or repossession is threatened.

- c) Indebtedness for shelter and utilities (as verified) from the 1st day of the month in which the client was found to be eligible for assistance may be included in the client's budget except that
- (1) in the situation where a legal eviction proceeding has actually been initiated against a client and other adequate housing is not available or obtainable, the minimum amount, but not to exceed 3 months back indebtedness for shelter, which will prevent eviction, may be included in the client's budget.
 - (2) in the situation where a utility company has given final notice that service will be discontinued, the minimum amount, as verified, which the utility company will accept to insure continuance of service, may be included in the client's budget.
- d) Indebtedness for room and board (which includes obligations to nursing homes, boarding homes, homes for the aged, etc.) may be recognized from any one of the following three dates, whichever is the most recent:
- (1) the 1st day of the month in which eligibility is officially established;
 - (2) the date of application for assistance.
 - (3) the date of admission to the home.

313. Insurance Premiums

A client's obligation to pay premiums on any life insurance policy, or fraternal, lodge, or death benefit which is authorized to be maintained in force within the limitations stipulated in Section 504.3g shall be recognized as a special circumstance requirement. A recurring allowance equal to the actual cost of such premiums shall be included in the budget.

314. Laundry

If a client cannot do his own laundry because of illness, infirmity, physical handicap, or lack of facilities, and this service is not available to him as an incident of his shelter arrangements, and no one else is assuming this responsibility, a recurring allowance for laundry based on an estimate of actual average cost, but not in excess of the maximums stated in the Appendix, shall be included in the budget.

315. Medical Care

- a) The medical care needs of a client, including professional, medical, and dental services, professionally prescribed drugs, professionally prescribed prosthetics, and essential hospital beds, wheel chairs, crutches, etc. which cannot be provided without cost to the client through utilization of existing family or community facilities, shall be recognized as a special circumstance requirement. Non-recurring allowances, based on actual cost, shall be included in the budget, unless expenses of procuring health services are otherwise provided for by agency policy.

- b) Detailed rules and procedures governing recognition of medical care requirements as budgetary items are set forth in special statements of agency policy to which reference should be made.
- c) It is recognized that a person with a chronic physical condition who is not living in a medical institution may need medicine chest supplies in excess of the amount already included in the standard. For example, a bedridden client in a family home may need rubbing alcohol in substantial amounts, a person in a family home with an open lesion may require considerable amounts of bandages and dressings. When the nature of the client's condition, the amount and kind of medicine chest supplies needed, as based upon current requirements has been certified in writing by the physician to the agency, a non-recurring allowance based on actual cost, shall be included in the client's budget.

316. Moving

The necessary transport of household goods, incident to the moving of the client, shall be recognized as a special circumstance requirement only if no other arrangements can be made to provide this service without cost to the client. A non-recurring allowance equal to actual verified cost shall be included in the budget only if the cost arrangements have been approved by the local office in advance. In approving such grants, the local office shall request competitive estimates whenever feasible.

317. Nursing Care

Detailed rules and procedures governing recognition of nursing care requirements as budgetary items are set forth in special statements of agency policy to which reference should be made.

318. Property Repairs & Improvements

It is recognized that repairs and improvements to property real or personal are sometimes necessary in order to insure health and safety and to maintain continuity of shelter. Where repairs and improvements answer this description they constitute a special circumstance requirement which shall be recognized. In such circumstances there shall be included in the budget a non-recurring allowance equal to the actual verified cost necessary to secure the repairs and improvements on the most reasonable basis as determined, whenever feasible, by three price estimates. A recurring allowance estimated to liquidate such cost over a stipulated period of time may be substituted for a non-recurring allowance when circumstances support such action.

319. Restaurant Allowance

A special circumstance requirement for restaurant meals shall be recognized in the client's budget when the client's living arrangements (as verified) are in accordance with the conditions specified in the Appendix. The monetary allowance to be included in the client's budget, for restaurant meal(s) shall be the amount(s) according to the client's individual living arrangement, as stated in the Appendix.

320. Special Clothing Requirements

It is recognized that an individual may under specific circumstances need an allowance for special clothing. An allowance for special clothing may

be included in the client's budget only in the following situations:

- a) When a client, who because of a mental or physical handicap, is not receiving a regular recurring monthly clothing allowance because of the circumstances specified in Section 206.25, his clothing needs shall be reviewed at regular intervals of not more than 6 months and the special clothing allowance shall be granted on an as needed basis and at the most reasonable cost.
- b) When a client needs in addition to his regular monthly clothing allowance:
 - (1) replacement of essential clothing which has been destroyed;
 - (2) additional clothing necessitated for admission to a hospital, institution, camp or school;
 - (3) additional garments necessitated by a health condition which has been medically verified;
 - (4) clothing for immediate wear because he does not have adequate wearing apparel and has not been receiving assistance for a long enough period of time to enable him to purchase the necessary clothing.
 - (5) special clothing for confirmation or graduation

Special clothing requirements shall be provided on the basis of actual need (as verified) and at reasonable cost. The clothing standard in the Standards and Sources Section may be used as a guide for adequacy, kind, quality, and probable years of wear for determining reasonable cost.

321. Storage Charges

Storage charges for essential clothing, household equipment, furnishings or furniture may be recognized as a special circumstance requirement when:

- a) The articles stored are essential to the client (see Section 504.3b) and the cost of storage does not exceed the cost of replacement.
- b) During a period of hospitalization or rehabilitation away from home or following an eviction, it is necessary to temporarily store these articles.

322. Telephone

A telephone service shall be recognized as a special circumstance requirement in the budget of the client when, (as verified)

- a) the client's physical condition or the remoteness of a client's home requires telephone service to secure the necessities of life, and is essential for the safety of the client, or
- b) the telephone service is essential to earnings, or
- c) a client is blind or has some other serious physical handicap and is living alone

the allowance to be included in the budget shall be the verified minimum cost for rural or four party telephone service or the client's proportionate share of such minimum cost whichever is applicable.

323. Therapeutic Diet

A special circumstance requirement for a therapeutic diet when prescribed by a physician shall be recognized in the budget of the client in accordance with the conditions and allowances as specified in the Appendix.

324. Transportation

Transportation shall be recognized as a special circumstance requirement only if essential transportation for any of the following purposes cannot be otherwise provided without cost to the client.

- a) to clinic, hospital or doctor
- b) to nearest shopping center
- c) to place of employment
- d) to school
- e) to church
- f) to visit members of immediate family who are in a hospital or institution

A recurring allowance equal to the estimated average monthly cost of minimum essential transportation, or non-recurring allowance equal to actual cost of such transportation shall be included in the budget.

If client has an automobile and its continued use is essential for any of the purposes mentioned, a recurring allowance equal to the estimated average cost of minimum essential operation and maintenance shall be included in the budget.

months immediately preceding the evaluation of his capacity to support. In those cases where the income of an individual is solely from salary, and there has been no appreciable change in salary in the past year, the average for the most recent period of four months may be accepted as satisfactory evidence of the average for the last year, but the earnings record for the entire twelve month period may be considered if the individual so requests and makes the necessary information available.

603.4 With respect to any child for whom a legally responsible relative is providing support, any net income of such child shall be counted as income of the legally responsible relative unless proof is provided by the legally responsible relative to substantiate that he by actual practice is foregoing both directly and indirectly all claim to that income.

603.5 If a legally responsible relative has either related or unrelated roomers or roomer-boarders living in the home, the method as outlined in Section 503.7 shall be used to determine the net income to the legally responsible relative from such roomers or roomer-boarders.

When a legally responsible relative has an emancipated child living in the home, such child shall be considered as a roomer or roomer-boarder, and Section 503.7 shall be used to determine the net income to the legally responsible relative.

603.6 When a legally responsible relative has a child who is turning over all his income to a parent and when this child's income is more than the amount that appears in 1a of the Schedule of Exemptions in Section 607, this child is not to be included in the family unit size. The net income to the legally responsible relative in such situations will be the difference between the gross income of the child and the amount that appears in 1a of the Schedule of Exemptions.

604. Where a legally responsible relative with respect to OAA, BA and DA, is the husband or wife and is living in the same household with the client his capacity to contribute to the support of the client is the amount by which his own income exceeds his own requirements. The requirements of this legally responsible relative shall also include the requirements for the persons in the household (other than the client) who are his legal dependents and are unemancipated and under 21 years of age. The income and requirements of this legally responsible relative will be determined by the same method as is used for a client.

604.1 Where a legally responsible relative with respect to HIA is the husband of the recipient or the children's natural or adoptive parent, and whether he is living in the same household with the client or elsewhere, his capacity to contribute to the support of the client is the amount by which his own income exceeds his own requirements. The requirements of this legally responsible relative shall also include the requirements for the persons in his household (other than the client) who are his legal dependents and are unemancipated and under 21 years of age. The income and requirements of this legally responsible relative will be determined by the same method as is used for a client.

605. For all legally responsible relatives, other than those relatives coming under the provisions of Sections 604 and 604.1, the capacity to contribute to the support of the client out of income is determined by the Schedule of Exemptions as set forth in Section 607, and rules relating to the use of such Schedule as set forth in Sections 608 and 609.

605.1 In using the following Schedule of Exemptions, the appropriate family unit size will be determined by recognizing any or all of the following:

- a. legally responsible relative, himself or herself
- b. his or her spouse (if living with the responsible relative or being supported elsewhere by him) for whom he or she is providing support in an amount equal to or exceeding the amount of additional exemption which would be allowable if the family unit size were increased by the addition of the person for whom such support is being provided
- c. his or her natural or adopted children (under 21 years of age) if being supported by the responsible relative, whether living in or out of the home for whom he or she is providing support in an amount equal to or exceeding the amount of additional exemption which would be allowable if the family unit size were increased by the addition of the person for whom such support is being provided
- d. any other person (whether living inside or outside the home of the legally responsible relative) within the following relationships: Step children, grandchildren, parents, grandparents, step parents, brothers, sisters, step brothers, step sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and if blood related, uncles, aunts, nieces, and nephews, for whom he or she is providing support in an amount equal to or exceeding the amount of additional exemption which would be allowable if the family unit size were increased by the addition of the person for whom such support is being provided.

Whenever a legally responsible relative is claiming support for a person within the relationship stated in above paragraph and such support is partially or totally support in kind, the legally responsible relative shall estimate the monetary evaluation of such support in kind.

605.2 When a legally responsible relative is making a contribution to the support of a person within the relationship stated in 605.1b c or d, but the amount of this contribution is not sufficient to entitle the legally responsible relative to include such person as a member in his family unit size the amount of such contribution shall then be subtracted from the legally responsible relative's evaluated monthly capacity to support.

606. The City Worker's Family Budget was used as the basis for the Schedule of Exemptions. The budget was adjusted to the February, 1955 Consumer Price Index as developed by the New Jersey Department of Labor and Industry, Division of Labor. The City Worker's Family Budget was developed in response to a directive by the Labor and Federal Security Subcommittee of the House Committee on Appropriations, to "find out what it costs a worker's family to live in the large cities of the U.S." The City Worker's

Family Budget was designed to describe a "modest but adequate" standard of living. It was not intended to be a "subsistence" budget. Budget includes conventional and social as well as biological needs. The budget describes an urban worker's family of four persons - an employed father, a housewife, not gainfully employed, and two children.

607. Schedules of Exemptions

Family Unit Size	Annual Exemption (Gross Income)	Monthly Exemption (Gross Income)
1a (see 607.1)	\$1740	\$145
1b (see 607.1)	2100	200
2	3420	285
3	4020	335
4	4620	385
5	5280	440
6	5880	490
7	6420	535
8	6900	575

For each additional person in the family unit add \$420 to the annual amount or \$35 to the monthly amount.

607.1 The exemption schedule for the family unit size 1a shall be used when the legally responsible relative has no dependents other than the client, and is living in the same household as the client but is not himself the head of the household; in all other cases, when a legally responsible relative has no dependents, other than the client, the exemption schedule for a family unit size of 1b shall be used.

607.2 Any income available to a legally responsible relative which is in excess of the amount allowed as an exemption according to the above schedule represents the relative's capacity to support the client unless modified by Sections 608 or 609.

608. When the relative whose capacity to support is being evaluated is a married person, and both the husband and wife have incomes, there shall be recognition of the principle that the husband has primary responsibility for the support of his wife and children. Based on this principle, the following rules shall apply:

608.1 When the husband is the legally responsible relative whose capacity to support is being evaluated, proceed as follows:

- a. select from the Schedule of Exemptions the appropriate amount of exemption according to the family unit size and make any adjustments as authorized by 609;
- b. deduct from this amount the amount of the wife's separate income up to a maximum of \$600;
- c. the resulting figure is the exemption applicable to the husband's income provided, however, that this amount shall in no event be less than \$2400;
- d. when the amount of the wife's separate income cannot be obtained, the agency shall assume that such separate income is \$600.

necessary to liquidate the obligation at a monthly rate equal to the amount of his monthly capacity to support.

609.5 When a legally responsible relative has an indebtedness (other than one already recognized pursuant to 609.2, 609.3, 609.4) that is being liquidated in accordance with a planned arrangement that specifies the amounts and dates of such payments, (proof must be submitted), the monthly amount of such payments shall be added to his monthly basic exemption. Payments for a mortgage indebtedness on a home in which the person is living are already recognized and allowed for in the Schedule of Exemptions and are not to be duplicated here. Unpaid balances on charge accounts or time payment accounts with department or other retail stores for food, fuel, clothing and other non-durable consumption items are not considered as an indebtedness within the meaning of this section and payments against such accounts are not to be considered as extraordinary expenses that could be added to a monthly basic exemption. (For debts contracted after initial evaluation, see Section 609.7)

609.6 When a legally responsible relative, following the evaluation of his capacity to support, is required to incur new debts due to situations over which he had no control (for example, fire, flood, or similar catastrophic events, or the onset of a sudden illness or new and unpredicted educational expenses) his capacity to support shall be re-evaluated, and the verified monthly amount of payments necessary to liquidate these debts shall be added to his monthly basic exemption.

609.7 All other debts or the refinancing of any existing debts, that are incurred by a legally responsible relative after the initial evaluation of his capacity to support shall not be recognized unless as authorized in Sections 609.2, 609.3, 609.4 and 609.6.

609.8 Whenever a legally responsible relative has been deemed incapable of providing support for a specified period in order to liquidate an indebtedness, the agency shall re-evaluate the legally responsible relative's capacity to support at the date set for full payment of the debt.

609.9 Additional Exemption for Individuals 65 or Over
When a legally responsible relative's age is 65 or over, an additional \$50 shall be added to his monthly basic exemption.

610. The legally responsible relative may fulfill his obligation to the support of the client by contributing in cash or in kind or by cash and kind. The following rules must be applied:

- a. contribution must be regular, recurrent and reliable;
- b. contribution other than cash must be substantial and identifiable;
- c. contribution other than cash must be acceptable to the client, unless otherwise ordered by the courts.

611. Availability of the legally responsible relative's capacity to support the client.

611.1 Whether the client is living in the same household or separate and apart from the legally responsible relative, the amount of the relative's monthly capacity to support shall be considered available to the client and entered as income in the client's budget, unless Section 612.2 applies.

612. Effect of the legally responsible relative's capacity to support on the eligibility of the client.

612.1 The client will not be eligible for assistance when the amount of the legally responsible relative's capacity to support equals or exceeds the amount of the client's total budget deficit.

612.2 When any legally responsible relative not living in the same household as the client, fails or refuses to make available to the client all or any portion of his monthly capacity to support, and this has been verified, such amount shall not be entered as income in the client's budget. However, in every such case, the agency shall, within 30 days, take appropriate action in accordance with available procedure to compel contribution in the indicated amount.

613. Effect of Relative's Refusal to Furnish Necessary Information

- a. whenever the legally responsible relative fails or refuses to furnish or produce information concerning his ability to support the client, it shall be deemed a failure or refusal to provide support for the client as required by law
- b. in every such case, the agency shall take appropriate action within 30 days in accordance with available procedure to secure judicial determination of the legally responsible relative's ability to support the client in the amount determined.

ALLOWANCES FOR RESTAURANT MEALS

1. An allowance for one or more restaurant meals per day shall be included in the client's budget only if:
 - a) the client is physically unable to prepare food or
 - b) the client's shelter or living arrangement is such that there are no available facilities for food preparation or food service.
2. However, if a client requires a restaurant allowance in accordance with the conditions outlined in 1 above, and it can be demonstrated by the agency that a satisfactory living arrangement, which includes equal or better shelter and equal or better eating arrangements is actually available to the client at a more reasonable cost, then the lesser amount shall be the maximum allowance to be included in the client's budget.
3. The schedule of monthly allowances for restaurant meals gives the total food allowance for the client who purchases all his meals in a restaurant and also the total food allowances for the client whose living arrangement is such that he purchases some meals in a restaurant and prepares some meals in his home. Select the appropriate allowance according to the number of meals client purchases in the restaurant as the total food allowance to be included in the client's budget.

SCHEDULE OF MONTHLY ALLOWANCES
FOR RESTAURANT MEALS

<u>Meals</u>	<u>Total Monthly Food Allowance</u>
(a) client eats all meals in a restaurant	\$60.00
(b) client eats only dinner in a restaurant	43.75
(c) client eats breakfast and lunch in a restaurant	43.75
(d) client eats breakfast and dinner in a restaurant	41.90 51.90
(e) client eats lunch and dinner in a restaurant	41.90 51.90
(f) client eats only lunch in a restaurant	35.60
(g) client eats only breakfast in a restaurant	35.60

ALLOWANCES FOR THERAPEUTIC DIETS

Revised 3/53 Food Pricing
Effective Date 6/1/53

1. Therapeutic Diet - a diet necessary for a diagnosed physical condition. Diet must be prescribed and certified by a physician.
2. Current concept is that the therapeutic diet should adhere as closely as possible to a normal diet. Therapeutic diets should be subjected to periodic medical review. It is the responsibility of the physician to determine the beneficial effects of the therapeutic diet and to indicate the continuance of the therapeutic diet. When a physician prescribes a therapeutic diet for a client who must eat in a restaurant or prescribes a diet for which there is no monthly allowance listed, the local office shall consult the State agency for advice on the necessary monthly monetary allowance.

3. Food allowance for therapeutic diet is the difference in the cost of the therapeutic diet and the cost of the regular diet. Add therapeutic diet allowance to the appropriate food allowances of client.

SCHEDULE OF MONTHLY ALLOWANCES
FOR THERAPEUTIC DIETS

<u>Type of Diet</u>	<u>Additional Monthly Allowances</u>
Bland Low Residue (All ulcer diets)	\$5.20
Diabetic	7.40
High Vitamin, High Caloric, High Protein (Malnutrition, Tuberculosis, Anemia)	5.20
Low Salt	2.85
Nursing Mother	8.60
Pregnancy	3.30
Low Fat, High Protein	6.25

SHELTER (cont'd)

c) Where the client is a member of a "self-supporting" household, the head of which is a relative legally responsible for the support of the client, full shelter together with fuel, utilities and household supplies, shall be recognized as available to the client without separate cost. No monetary allowance for these items is authorized to be included in the client's requirements under such circumstances, but these items shall be noted as supplied (s) in the budget of the client.

d) Where the client is a member of a "self-supporting" household, the head of which is not legally responsible for the support of the client, the same rule as stated in subsection (c) preceding shall apply, unless the head of the household himself declares unwillingness to continue to accept the client as a member of his household without some participation by the client in shelter cost. In all such cases, an allowance of not more than \$10 for one individual and \$5 for each additional individual (in any event not exceeding the per capita share of the actual cost, if known) may be included in the client's budgeted requirements to cover shelter and all related household facilities.

e) Where the client is a member of a "marginal" household, the head of which is a legally responsible relative of the client, the appropriate authorized allowances for shelter, fuel, utilities and household supplies shall be included in the client's budget to the extent that the amount of such shelter costs together with other income available to such relative does not exceed his exemption allowance. However, when the head of the household has agreed to provide all or part of these items (shelter, fuel, utilities and household supplies) without cost to the client or at a lesser cost than the appropriate monthly monetary allowances, the allowances to be included in the client's budget shall be adjusted accordingly.

f) Where the client is a member of a "marginal" household, the head of which is not legally responsible for the support of the client, the appropriate authorized allowances for shelter, fuel, and utilities and household supplies shall be included in the client's budget. However, when the head of the household has agreed to provide all or part of these items (shelter, fuel, utilities and household supplies) without cost to the client or at a lesser cost than the appropriate monthly monetary allowances, the allowances to be included in the client's budget shall then be adjusted accordingly.

5. Shelter available to client under special circumstances.

In a few cases, shelter will be found to be available to the client under special circumstances which do not fall within any of the previously described classifications. For example, full shelter including heat and utilities, or shelter except for heat and utilities, or some other combination of these elements, may be available to the client as compensation or partial compensation for services rendered by the client in the capacity of housekeeper, companion, domestic servant, caretaker, janitor, tenant, farmer, etc. In all such situations the shelter allowance, if any, to be included in the client's budget, shall be limited to the cash expenditure

SHELTER (Cont'd)

for shelter and related household facilities which the client must actually assume under a fair and reasonable interpretation of the employment arrangement.

In the Aid to the Blind program, the first \$50 of earned income is exempt.* In such situations, determine the cash value of the shelter cost items (shelter, fuel, utilities and household supplies) which are being provided as compensation. If the sum of the cash value of these items and all other earned income of the client is \$50 or less per month, enter the cash value of the shelter items being provided as compensation, as exempt earned income and include the appropriate authorized monetary allowances for shelter cost items in the client's budget. If the sum of the cash value of the shelter items being provided as compensation and all other earned income of the client is more than \$50 per month, the amount over \$50 shall be considered as income to the client and the client shall be budgeted accordingly.

6. Shelter available to client during temporary absence.

Where client is temporarily absent from his customary place of living (for reasons of hospitalization, visits, etc.) shelter will be recognized as supplied unless, in order to maintain continuity and availability of shelter upon return, it is necessary for the client to continue to pay rent as a bona fide tenant or to pay property charges as the owner of premises. In all such events, the appropriate shelter allowance may be continued for not more than three months.

* See A. B. Director's Letter #18

HOUSEHOLD OPERATIONS

Schedule of Authorized Allowances for
Fuel For Heating, Utilities & Household Supplies

I. FUEL FOR HEATING

- A. The monthly monetary allowances for fuel for heating purposes apply to all types of fuel. The standard for fuel for heating provides for 8 month's heating. The monthly allowance is one-twelfth of the annual cost.
- B. The fuel for heating allowance shall be determined on the basis of the number of rooms actually tenanted by the client, but not to exceed the maximum number of rooms per person as specified in Schedule (4). For example, if 3 persons are occupying two rooms, the appropriate fuel allowance for 2 rooms shall be included in the budget.
 1. In determining the number of rooms actually tenanted by the client do not count unheated summer kitchens or sheds as rooms.
 2. When it is necessary that a client heat a larger hall with stairway or a similar large space, count this as one room.
 3. Boarders and roomers, even though not otherwise members of the family or household group, shall be counted as persons occupying the premises for the purpose of determining maximum room limitations for the fuel allowance.
- C. When the client shares occupancy of premises jointly with one or more other persons, the authorized allowance for fuel shall be an amount equal to the client's pro rata share (determined on a per capita basis) of the monthly fuel allowance.

II. UTILITIES

- A. Utilities for the purpose of this Manual includes fuel for cooking, fuel for water heating, lighting, major electrical appliances, refrigeration, water and sewer charges.
- B. The allowances for utilities are based on number of persons or family size actually using the utilities.
- C. When the client shares utilities with one or more other persons, the authorized allowance for utilities shall be an amount equal to the client's pro rata share (determined on a per capita basis) of the monthly allowance for utilities.
- D. Fuel for Cooking
The allowance for cooking as specified in line 1, of Schedule 6, provides for cooking with any of the following: coal, fuel oil, gas, bottled gas, wood or electricity.

- E. Fuel for Water Heating
The allowance for fuel for water heating, as specified in line 2 of Schedule 6, provides for water heating with any of the following: gas, bottled gas, fuel oil, coal, wood or electricity.
- F. Lighting
The allowance for lighting, as specified in line 3 of Schedule 6, includes the cost of operating a toaster and a radio. This allowance does not include the cost of refrigeration.
- G. Electrical Appliances
When it is necessary for a client to use other electrical appliances such as an electric iron or a washing machine or both, the appropriate allowance for lighting and major appliances, as specified in line 4 of Schedule 6 shall be used (instead of, not in addition to, the allowances in line 3).
- H. Refrigeration
If electric, gas or ice refrigeration is used, the allowance of \$1.50 per month for any size family shall be included in the client's budget (this is in addition to the appropriate allowance from either line 3 or line 4).
- I. Water
If water is purchased from a public or private source, allow the actual monthly cost of the water in the client's budget. If an electric pump is used for water, an additional monthly allowance of \$1.00 shall be added to the allowance for lighting in the client's budget.
- J. Sewer Charge
Whenever it is necessary for the client to pay a sewer charge to either a public or private concern, the actual monthly cost of the sewer charge shall be included in the client's budget.

SCHEDULE 4

MAXIMUM ROOMS LIMITATION PER PERSON FOR DETERMINATION OF MONTHLY FUEL ALLOWANCE

<u>Number Persons</u>	<u>Number Maximum Rooms</u>
1	3
2	4
3	5
4	6
5	7
6 or more	9

SCHEDULE 5

MONTHLY ALLOWANCE FOR FUEL FOR HEATING *

<u>No. of Rooms</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>Fuel Allowance</u>	\$2.30	\$3.60	\$5.40	\$7.10	\$9.00	\$10.70	\$12.40	\$14.30	\$16.00

* When a client purchases coal or wood by the bag or basket or fuel oil in less than 50 gallon amounts, add 20% to the appropriate monthly fuel allowance.

SCHEDULE 6

MONTHLY ALLOWANCE FOR UTILITIES

(Price Sampling 11/54)

No. of Persons	Divide by the Appropriate Number of Persons to Determine Individual Allowance		
	1-2 Persons	3-4-5 Persons	6 or more Persons
(1) Cooking	\$2.25	\$2.90	\$3.50
(2) Water Heating	2.15	3.60	4.50
(3) Lighting	2.00	2.50	3.30
(4) Electrical Appliances Lighting & Major	3.00	3.90	4.25
(5) Refrigeration	1.50	1.50	1.50

III. HOUSEHOLD SUPPLIES

MONTHLY ALLOWANCES FOR HOUSEHOLD SUPPLIES Revised 12/54

(Price Sampling 11/54)

1. Authorized monthly allowances for household supplies shall be made on a per person basis, for those persons maintaining, or sharing in the maintenance of a household, as follows:

Person living alone	\$1.90
2 Person Families	1.25 per person
3 or more Person Families	1.00 per person

2. Person living alone includes one who is living as a roomer, but not one who is living as a boarder or patient.

MONTHLY TOTAL PER CAPITA ALLOWANCES FOR HOUSEHOLD OPERATIONS *

(EXCLUDING MAJOR ELECTRICAL APPLIANCES)
 (Total Per Capita Allowances for Heating Fuel, Cooking, Water Heating, Lighting, Refrigeration and Household Supplies according to Number of Rooms and Number of Persons)

No. Rooms	1	2	3	4	5	6	7	8	9
No. Persons									
1	\$12.10	\$13.40	\$15.20						
2	6.35	7.00	7.90	8.75					
3	5.27	5.70	6.30	6.87	7.50				
4	4.20	4.53	4.98	5.40	5.88	6.30			
5	3.56	3.82	4.18	4.52	4.90	5.24	5.58		
6	3.52	3.74	4.04	4.32	4.64	4.92	5.20	5.52	5.80
7	3.16	3.35	3.60	3.85	4.12	4.36	4.60	4.87	5.12
8	2.89	3.05	3.28	3.49	3.73	3.94	4.15	4.39	4.60
9	2.68	2.83	3.03	3.22	3.43	3.62	3.80	4.02	4.20

* The above total allowances cannot be used in the following situations:

1. Client purchases coal or wood by bag or basket, or fuel oil in less than 50 gallon amounts;
2. Client has one or more of the above household operation items provided without cost or at a lesser cost than the appropriate monetary allowances;
3. There are more than 9 persons in the household;
4. Client uses major electrical appliances.

For situations described in 1, 2, and 3 above, use allowances for the items of household operations Appendix pages 7, 8, and 8a.

For the situation described in 4 above, use table on Appendix page 8c.

MONTHLY TOTAL PER CAPITA ALLOWANCES FOR HOUSEHOLD OPERATIONS *

(INCLUDING MAJOR ELECTRICAL APPLIANCES)

(Total Per Capita Allowances for Heating Fuel, Cooking, Water Heating, Lighting, Major Electrical Appliances, Refrigeration and Household Supplies according to Number of Rooms and Number of Persons)

No. Rooms	1	2	3	4	5	6	7	8	9
No. Persons									
1	\$13.10	\$14.40	\$16.20						
2	6.85	7.50	8.40	9.25					
3	5.74	6.17	6.77	7.34	7.97				
4	4.55	4.88	5.33	5.75	6.23	6.65			
5	3.84	4.10	4.46	4.80	5.18	5.52	5.86		
6	3.68	3.89	4.19	4.48	4.79	5.08	5.36	5.68	5.96
7	3.29	3.48	3.74	3.98	4.25	4.49	4.74	5.01	5.25
8	3.01	3.17	3.39	3.61	3.84	4.06	4.27	4.51	4.72
9	2.78	2.93	3.13	3.32	3.53	3.72	3.91	4.12	4.31

* The above total allowances cannot be used in the following situations:

1. Client purchases coal or wood by bag or basket, or fuel oil in less than 50 gallon amounts;
2. Client has one or more of the above household operation items provided without cost or at a lesser cost than the approximate monetary allowance;
3. There are more than 9 persons in the household;

For situations described in 1, 2 and 3 above, use allowances for the items of household operations on appendix pages 7, 8 and 8a.

PERSONAL INCIDENTALS
MONTHLY ALLOWANCES

(Schedule of Monthly Allowance for Personal Grooming and Sanitation, Medicine Chest supplies and miscellaneous)

<u>AGE AND ACTIVITY</u>	<u>MONTHLY ALLOWANCES</u>
Infant - 3 years	\$1.50
4 - 9 years	2.60
10 - 15 years	3.00
Girls: 16 - 18 years	5.00
Boys: 16 - 18 years	5.00
Adult: Not gainfully employed	5.00
Adult: Blind - not gainfully employed	7.00
Adult: Any client (including blind) living in a Private Medical Institution	3.95*
Adult: Any client (including blind) living in a Public Medical Institution	2.90*
Gainfully employed person	9.50

Gainfully Employed Person - Any person regardless of age, sex or activity whose gross monthly income from employment or self employment is \$50 or more.

(*Medicine Chest supplies are not included since these items are supplied by public and private medical institutions.)

SCHEDULE OF MONTHLY ALLOWANCES
FOR ROOM & BOARD FOR ADULTS

Revised 4/55

1. The allowance for room and board with or without personal services shall be understood to be a flat rate to include the purchase of food, shelter, fuel, utilities, household supplies, bed and bathroom linens and the incidental services that are necessary for providing these items.
2. An allowance for room and board (as defined in Paragraph 4) or for room and board with personal services (as defined in Paragraph 5) shall be included in the client's budget only under one of the following circumstances:
 - a) the client lives in the home of non-relatives and acceptance and presence there is based upon an agreement to pay a flat rate for room and board; or
 - b) the client lives in the home of non-legally responsible relatives and acceptance and presence there prior to the application for assistance or prior to the effective date of this regulation whichever is later was based upon an agreement to pay a flat rate for room and board; or
 - c) the client makes an arrangement to live in the home of non-relatives, or in the home of non-legally responsible relatives with whom the client has not theretofore been living, and the arrangement so made contemplates a flat rate for room and board.

3. When a client is living in an arrangement in which he is paying his prorata share of the expenses of the household and may or may not be doing part of the work as a normal member of the family group or when the client is living in the home of a parent, spouse or child he does not have a room and board arrangement. In all such situations, the client's budget shall be itemized in accordance with the standard authorized allowances.
4. When a client is paying or arranging to pay a flat rate for room and board without additional personal service, the monthly allowance shall be the contract amount agreed upon between the client and the proprietor but shall not exceed \$65 per month.
5. When it is necessary for a client who has a handicap or major infirmity (for example, certain blind persons, certain persons discharged from mental institutions, and other handicapped persons who require careful understanding, supervision and attention) to purchase, in addition to room and board, extensive personal services on a regular and continuous basis, the monthly allowance for room and board plus such personal services as verified shall not exceed \$80.
6. Whenever a client is purchasing a room and board living arrangement, with or without personal services, the budgetary allowances for clothing, personal incidentals and the necessary special circumstance items shall be recognized in the client's budget. Under such arrangements, the allowable added cost, if any, of a prescribed therapeutic diet is recognizable as a special circumstance item.

LAUNDRY

Revised 9/54

Schedule of Maximum Monthly Allowances for Laundry as a Special Circumstance Requirement

Allowances for laundry done outside the home, where authorized under the provisions of Section 314 of the Manual, shall be based on an estimate of actual average cost, but not in excess of the following maximum allowances per person:

<u>TYPE FINISH</u>	<u>MONTHLY ALLOWANCE</u>
Wet Wash	\$1.10
Rough Dry	1.25
Finished	2.00

(The foregoing maximum allowances are established per person, allowing 4 lbs. of laundry per person per week.)