

DEFINITION OF ACTIVITY GROUPINGS

Adult - Minimal Activity

- a. Refers to any person who is performing the household tasks for a family of not more than two persons (including the client); or
- b. refers to any person whose employment is 8 hours or less per week; or
- c. refers to any person who is chairfast or bedfast.

Adult - Moderate Activity

- a. Refers to any person who is performing the household tasks for a family of 3-5 members (including the client) or to any person who is performing the household tasks for a family of not more than two persons but who also is giving extensive personal service or patient care to the other person in the home; or
- b. refers to any person who is employed for more than 8 hours per week and such employment requires only moderate muscular effort as in clerical work, clerking in a store, as a seamstress or tailor, as a factory worker, either sitting or standing; or
- c. refers to any person who is undergoing a planned program of physical and/or vocational rehabilitation.

Adult - Strenuous Activity

- a. Refers to any person who is performing the household tasks for a family of six or more members (including the client); or
- b. refers to any person who is employed for more than 8 hours per week in an occupation that involves strenuous physical activity such as a laborer, farmer, waiter, laundress, heavy-duty factory worker or any similar work that requires vigorous muscular exertion.

1.5 Allowances for Restaurant Meals

1.51 An allowance for one or more restaurant meals per day shall be included in the client's budget if:

- a. the client, because of a physical, mental or other limitation, is 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; and
- c. the client in fact purchases one or more meals in a restaurant.



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1.52 In evaluating the circumstances to determine whether a client requires an allowance to eat all or a portion of his meals in a restaurant, the following questions should be considered:

- a. Does the client have cooking facilities available to him? If so, are the facilities adequate for preparation of all meals or are they make-shift facilities with which he can prepare only a light meal or snack?
- b. Is ability to prepare all meals limited by inadequate facilities for storage of food?
- c. Is the client physically able to prepare his meals? If not, is there a spouse or other person in the household able and willing to prepare the meals for him?
- d. Does the client know how to buy and cook food or is his skill limited to the preparation of a very limited diet?

1.53 However, if a client requires a restaurant allowance in accordance with the conditions outlined in Section 1.51 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.

1.54 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 and eats at home. The total food allowance to be included in the client's budget shall include an amount for 3 meals per day.

SCHEDULE II - 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	45.75
(c) client eats breakfast and lunch in a restaurant	45.75
(d) client eats breakfast and dinner in a restaurant	52.90
(e) client eats lunch and dinner in a restaurant	52.90
(f) client eats only lunch in a restaurant	38.65
(g) client eats only breakfast in a restaurant	38.65

1.6 Allowances for Therapeutic Diets

1.61 Therapeutic Diet - a diet necessary for a diagnosed physical condition. Diet must be prescribed and certified by a physician.

1.62 Current concept is that the therapeutic diet should adhere as closely as possible to a normal diet. Cases receiving therapeutic diets shall be medically reviewed every six (6) months except in those

instances where the physician has previously stated how long the diet should be continued. It is the responsibility of the physician to determine the beneficial effect of the therapeutic diet.

1.63 When a physician prescribes a diet for which there is no monthly allowance listed, or prescribes two diets for a client, or prescribes for a client who must eat in a restaurant, the local office shall consult the State agency for advice on the necessary monthly monetary allowance.

SCHEDULE III - MONTHLY ALLOWANCES FOR THERAPEUTIC DIETS
(Based on 6/56 Food Pricing)

<u>Type of Diet</u>	<u>Additional Monthly Allowances</u>
Bland Low Residue (All ulcer diets)	\$ 6.40
Diabetic	8.40
High Vitamin, High Caloric, High Protein (Malnutrition, Tuberculosis, Anemia)	7.10
Low Salt	3.90
Nursing Mother	12.20
Pregnancy	5.75
Low Fat, High Protein	7.80

2. CLOTHING STANDARDS

2.1 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.

2.2 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 expenses of cleaning and maintenance.

2.3 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.

2.4 Clothing standards and monetary allowances are differentiated in relation to age, sex of children, activity, and family size. The per capita monthly allowances for clothing appear in Schedule IV.

2.5 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 314.

4. HOUSEHOLD SUPPLIES

4.1 This allowance includes the supplies for laundry, household cleaning and other housekeeping items such as light bulbs, moth preventatives, etc., which are needed regularly for the maintenance of a home. The standard does not include any items of household furnishings such as dishes, linens, etc.

4.2 For the purpose of budgeting the household supply allowance, a person living alone also includes one who is living as a roomer or roomer-boarder. When a client is living as a roomer or roomer-boarder, the household supply allowance shall be interpreted as the laundry allowance.

SCHEDULE VI - MONTHLY ALLOWANCES FOR HOUSEHOLD SUPPLIES

<u>Family Size</u>	<u>Allowance</u>
Person living alone	\$1.90
2 person families	1.25 per person
3 or more person families	1.00 per person

PRE-ADDED SCHEDULE OF ALLOWANCES FOR PERSONAL NEEDS

A pre-added schedule of the monthly allowances for food, clothing, personal incidentals and household supplies according to age and sex of children, activity of adults and family size.

SCHEDULE VII - TOTAL MONTHLY ALLOWANCES FOR PERSONAL NEEDS

(4/56 Clothing Pricing
6/56 BRS Food Pricing
5/56 Personal Incidental Pricing
6/56 Household Supplies Pricing)

<u>Family Member</u>	<u>FAMILY SIZE*</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4 or more</u>
Infant - 3 years		\$24.85	\$23.00	\$21.30
4 - 9 years		32.45	30.00	27.90
10 - 12 years		41.45	38.50	35.60
Girls: 13 - 18 years		45.95	42.80	39.80
Boys: 13 - 18 years		50.95	47.20	43.70
Adult: Minimal Activity	\$44.50	40.35	37.70	35.40
Adult: Moderate Activity	50.40	45.85	43.10	40.50
Adult: Strenuous Activity	58.70	53.45	50.20	47.10

* Family Size - Total number of people for whom marketing and food preparation are done. This number is not always identical with shelter unit.

Special Adjustments for Blindness

1. Appropriate food allowances shall be increased by 25% for those blind persons responsible for marketing and food preparation.
2. An additional clothing allowance of \$4.00 shall be made for blind persons to cover added maintenance and repair costs.
3. An additional personal incidental allowance of \$2.00 shall be added for an adult blind person who is not gainfully employed.

Gainfully Employed - If a client is gainfully employed, add \$4.50 as an additional allowance for personal incidentals.

B. HOUSEHOLD NEEDS

1. POLICY AND SCHEDULE OF AUTHORIZED ALLOWANCES FOR FUEL FOR HEATING AND UTILITIES

1.1 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 needs.

2. FUEL FOR HEATING

2.1 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 costs.

2.2 The fuel for heating allowance shall be determined on the basis of the number of persons as specified in Schedule VIII.

2.3 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.

3. UTILITIES

3.1 Utilities for the purpose of this Manual includes fuel for cooking, fuel for water heating, lighting and electrical appliances and refrigeration.

3.2 Differential standards and monetary allowances for utilities are established in relation to number of persons or family size actually using the utilities.

3.3 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 as specified in Schedule VIII.

3.4 Fuel for Cooking

The allowance for cooking provides for cooking with any type of fuel.

3.5 Fuel for Water Heating

The allowance for fuel for water heating provides for water heating with any of the following: gas, bottled gas, fuel oil, coal, wood or electricity.

3.6 Lighting

The allowance for lighting also includes the cost of operating all electrical appliances. This allowance does not include the cost of refrigeration.

3.7 Refrigeration

The allowance for refrigeration provides for either electric, gas or ice refrigeration.

SCHEDULE VIII - MONTHLY PER CAPITA ALLOWANCES FOR HOUSEHOLD NEEDS ITEMS

A schedule of per capita allowances for heating fuel, cooking, water heating, lighting and electrical appliances, and refrigeration.

No. Persons	1	2	3	4	5	6	7 or more
Cooking	\$2.25	\$1.15	\$1.00	\$.75	\$.60	\$.60	\$.50
Water Heating	2.15	1.10	1.20	.90	.70	.80	.60
Lighting & Elec. Appliances	3.00	1.50	1.30	1.00	.80	.75	.50
Refrigeration	1.50	.75	.50	.35	.30	.25	.20
Fuel for Heat	5.40	3.55	3.00	2.70	2.60	2.60	2.00
PER CAPITA TOTALS	\$14.30	\$8.05	\$7.00	\$5.70	\$5.00	\$5.00	\$3.80

SCHEDULE IX - TOTAL ALLOWANCES ACCORDING TO FAMILY SIZE FOR HOUSEHOLD NEEDS ITEMS

A schedule of total allowances according to family size for heating fuel, cooking, water heating, lighting and electrical appliances and refrigeration.

Size of Family	1	2	3	4	5	6 *
Cooking	\$2.25	\$2.30	\$3.00	\$3.00	\$3.00	\$3.60
Water Heating	2.15	2.20	3.60	3.60	3.60	4.80
Lighting & Elec. Appliances	3.00	3.00	3.90	3.90	3.90	4.50
Refrigeration	1.50	1.50	1.50	1.50	1.50	1.50
Fuel for Heat	5.40	7.10	9.00	10.80	13.00	15.60
TOTALS FOR FAMILY	\$14.30	\$16.10	\$21.00	\$22.80	\$25.00	\$30.00

* To determine family totals for families of 7 or more, use applicable per capita allowances in Schedule VIII.

SCHEDULE X - PRE-ADDED SCHEDULE WHICH INCLUDES THE ELEMENTS OF
CLOTHING, PERSONAL INCIDENTALS AND HOUSEHOLD SUPPLIES

<u>Family Size</u>	<u>1</u>
<u>Activity</u>	
<u>Minimal</u>	<u>\$13.00</u>
<u>Moderate</u>	<u>15.80</u>
<u>Strenuous</u>	<u>17.40</u>

II SHELTER

1. 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.
2. Standards for housing as established in the Standards and Sources Section 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 judgement 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.
3. Rules for determining authorized shelter allowance under specified shelter arrangements.

3.1 Premises Rented By Client.

a. Owner is not a Legally Responsible Relative.

- (1) When the client is sole occupant of the premises, the authorized allowance for shelter shall be an amount equal to the actual rent paid, as verified.
- (2) When the client shares occupancy jointly with one or more persons, the authorized allowance for shelter shall be an amount equal to the client's per capita share of the actual rent paid, as verified. (See Chapter 700 for budgeting a client who has roomer(s) or roomer-boarder(s) living in the home with him.)
- (3) Client lives in a Public Housing Authority Unit. In situations where non-public assistance recipients are living in the same household unit with public assistance recipients, the per capita shelter allowance for the public assistance recipients shall not be greater than if the public

assistance recipients were the only occupants of the unit.

b. Owner is a Legally Responsible Relative.

- (1) When the client and owner are members of the same "shelter unit", any alleged obligation of the client to pay rent will not be recognized as warranting an assistance allowance for rent as such, in view of the legal obligation of the legally responsible relative to provide for the support of the client, but proper allowances for shelter cost may be made in accordance with shelter Section 3.4.
- (2) When the client and owner are not members of the same "shelter unit", an obligation of the client to pay rent may be recognized to the extent that the amount of such rent together with other income available to such relative does not exceed his exemption allowance.

3.2 Premises Owned, In Whole Or In Part, And Occupied By Client.

- a. Method of determining shelter cost. Where premises are owned shelter cost is recognized as including and limited to the following elements:
 - (1) Taxes and assessments. Current Taxes and Assessments. (Back taxes and assessments shall be considered as "indebtedness". See Section 308 of Manual.)
 - (2) Insurance. Current cost of fire insurance only. "Fire Insurance" is interpreted to include also tornado, flood, etc.
 - (3) Interest. Current interest on mortgages. (Back interest shall be considered as "indebtedness". See Section 308 of Manual.)
 - (4) Amortization. Monthly payments on mortgage principal, only where such payments are required by the terms of the mortgage contract or are otherwise required to avert foreclosure.
- b. Method of determining shelter allowance. The shelter allowance is based on actual shelter cost, as defined above, as verified, subject to the following limitations:
 - (1) Where client is sole occupant, even though ownership is shared jointly with others, allow full shelter cost.
 - (2) Where the client shares occupancy with others,

allow the client his per capita share of the full shelter cost (as verified).

3.3 Shelter Available to Client as a Boarder or Patient.

- a. Where the client has shelter available as an incident of room and board purchased under authorized circumstances or as an incident of an allowance for nursing home care, shelter will be recognized as included in the board or nursing home allowance and no separate allowance shall be made.

3.4 Shelter Available to Client as Member of Household Where the Head of the Household is a Legally Responsible Relative.

- a. Where the client is a member of a household the head of which is a person (other than a spouse) who is a legally responsible relative of the client, the determination of authorized shelter allowance is governed by whether such household is "self-supporting" or "marginal".
- b. A "self-supporting" household, for purposes of this determination is one in which the income equals or exceeds the amount for the appropriate family unit in the Schedule of Exemptions (see Chapter 600, et. seq.). A "marginal" household is one in which the income is less than the amount for the appropriate family in the Schedule of Exemptions.
- 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, shelter and household needs shall be recognized as available to the client without separate cost.
- d. 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 and household needs shall be included in the client's budget to the extent that the amount of such 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 and household needs) without cost to the client or at a lesser cost than the appropriate monthly monetary allowances, the difference shall be recognized as income in kind in the client's budget.

3.5 Shelter Available to Client as a Member of Household of Persons Where the Head of the Household is Not a Legally Responsible Relative.

Where the client is a member of a household, the head of which is not legally responsible for the support of the client, the

appropriate authorized allowances for shelter and household needs 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 and household needs) without cost to the client or at a lesser cost than the appropriate monthly monetary allowances, the difference shall be recognized as income in kind in the client's budget.

3.6 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 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 and utilities) 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 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.

3.7 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.

4. POLICY AND SCHEDULE OF MONTHLY ALLOWANCES FOR ROOM AND BOARD FOR ADULTS

4.1 The allowance for room and board with or without personal services shall be understood to be a flat rate to include food, shelter, fuel, utilities, bed and bathroom linens and the incidental services that are necessary for providing these items.

4.2 An allowance for room and board (as defined in Paragraph 4.4 of this Section) or for room and board with personal services (as defined in Paragraph 4.5 of this Section) may be included in the client's budget only

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

when the client lives in a home where neither the head of the household, nor the spouse of the head of the household is the spouse of the client nor a legally responsible relative of the client or his spouse and acceptance and presence there is based upon an agreement to pay a flat rate for room and board.

4.3 When a client is living in an arrangement in which he is paying his pro-rata 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.

4.4 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.

4.5 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.

4.6 Whenever a client is purchasing a room and board living arrangement, with or without personal services, the budgetary allowances for clothing, personal incidentals, household supplies 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.