

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

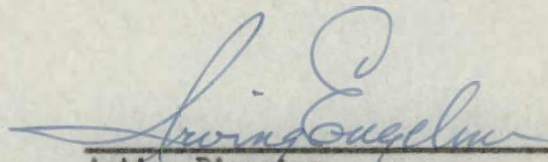
Regulation # _____

Issued: April 23, 1958

Revised: April 1958

Title: Categorical Assistance Budget Manual

Subject: Revised Categorical Assistance Budget Manual Sections
(Chapter 300) 310.41-c), 310.42-b) and e), 310.42-g),
310.7, 317 and 318; (Chapter 500) 503.1-b), 503.41,
503.42, 503.43, 503.44 and 503.5; (Chapter 600) 603.1,
603.3, 603.4, 603.5, 605.1, 605.2, 606, 607, 608.2,
608.3 and 609; (Chapter 700) 703.1, 703.2, 705.1-A-B-
C-D-E-F-G and 705.1-H; Appendix Section Page 2, c;
Pages 2 and 3, Sections 1.51, 1.52, 1.53 and 1.54;
Pages 3 and 4 Sections 1.62 and 1.63; Pages 6 and 8;
Page 10, Sections 3.1-a-(2), 3.2-a-(3); Page 11, Section
3.2-b-(2); Page 12, Sections 3.4-d and 3.5; Pages 13 and
14, Section 4; and Form PA-3B.



Acting Director
Division of Welfare

Approved:

By: John H. Trumburg

STATE OF NEW JERSEY
Department of Institutions and Agencies
Trenton 25

April 23, 1958

TO: Holders of Categorical Assistance Budget Manual
SUBJECT: Revisions to the Categorical Assistance Budget Manual

This revision includes changes in current policy, new policy and clarification of current policy.

The changes are in specific Sections of Chapters 300. and 500.; the major change included within this Manual is a complete revision in policy pertaining to the evaluation of the capacity of the legally responsible relative to support a client (Chapter 600.); the revisions within all of Chapter 700. are for purposes of clarification; the revisions to the Appendix Section include clarification of current policy and a change in the content of the personal needs and household needs items.

Form PA-3B, for the evaluation of the legally responsible relative's capacity to support, was revised to conform to changes in policy in Chapter 600..

An explanation of the Exemption Schedule has also been developed.

CHAPTER 300. - Special Circumstance Requirements

- 310.41-c) - Includes a clarification of the intent of current policy.
- 310.42-b) and e) - Change clarifies the intent of current policy.
- 310.42-g) - New policy and limitations for situations where the cost of a special service exceeds the maximum allowance.
- 310.7 - New policy pertaining to situations where a client purchases patient care in a home other than in a medical institution.
- 317. - New policy and changes in current policy pertaining to transportation, including a limitation for situations where a client visits family members in an institution.
- 318. - A new policy relating to the cost of premiums for Blue Cross or Blue Shield insurance.

CHAPTER 500.

- 503.1-b) - A minor change in current policy relating to client's costs of employment.
- 503.41, 503.42, 503.43 and 503.44 - Changes for purposes of clarification in regard to policy for determining income to clients from roomer(s), roomer-boarder(s) and table-boarder(s)

CHAPTER 500 (Continued)

- 503.41, 503.42, - plus a slight increase in the applicable cost
503.43 and 503.44 figures.
- 503.5 - A new method for determining net income to a client from apartments and/or housekeeping units in the home of the client.

CHAPTER 600.

The standard for determining the legally responsible relative's capacity to support was changed. The revised standard represents the expenditure cost of the City Worker's Family Budget standard of living. This data was derived from the Wharton School of Finance and Commerce, University of Pennsylvania, Study of Consumer Expenditures, Income and Savings, and adjusted to current costs. The revised Schedule of Exemptions is based on this standard.

The method for determining a legally responsible relative's capacity to support was simplified and represents major changes in policy.

- 603.1 - Revision of the definition of income of a legally responsible relative for purposes of clarity.
- 603.3 - Minor changes for editing purposes.
- 603.4 - Minor changes for editing purposes.
- 603.5 - Minor changes for editing purposes.
- 605.1 and - A change in definition for determining family
605.2 size of a legally responsible relative and a major change in the definition of a legally responsible relative's family which is based on the concept that a person has primary responsibility to support those relatives for whom he is legally responsible.
- 606. - A revised explanation of the Schedule of Exemptions.
- 607. - A revised Schedule of Exemptions based on expenditure studies.
- 608.2 - A major change in policy.
- 608.3 - New policy pertaining to situations where both husband and wife are legally responsible relatives of the same client (parents of a D.A. client, grandparents or parents of an H.L.A. client, or parents and grandparents of a B.A. client).

CHAPTER 600. (Continued)

609. - A major change in policy in that only three (3) extraordinary expenses, that is, medical, educational and catastrophic debts, may be recognized in determining a legally responsible relative's capacity to support.

CHAPTER 700. - Instructions for Budgeting

- 703.1 - New policy for purposes of clarity.
- 703.2 - New policy for purposes of clarity.
- 705.1- A, B, C, D, E, F and G - Revision was to clarify description of methods of budgeting. This also includes a change in the household supplies item. This item has now been pre-added into the personal needs schedule. Heretofore the household supplies item was pre-added into the household needs item and consequently has now been deleted from the household needs item. Personal needs now includes food, clothing, personal incidentals and household supplies. Household needs includes fuel for heating, cooking, water heating, lighting and major electrical appliances and refrigeration.
- 705.1- H - A new statement to provide a method for budgeting situations described in the new policy Section 310.72, where a client purchases patient care in a home other than a medical institution.

APPENDIX SECTION

Revisions in the following Sections were to clarify current policy:

Page 2

c. - Adult - Moderate Activity

Pages 2 and 3 - Allowances for Restaurant Meals

Sections 1.51, 1.52, 1.53 and 1.54

Pages 3 and 4 - Allowances for Therapeutic Diets

Sections 1.62 and 1.63

Pages 6 and 8

Revised and simplified Schedules and new Schedules.

Page 10 - Shelter

Section 3.1-a.-(2) - Revised to clarify present policy.

Section 3.2-a.-(3) - New policy.

APPENDIX SECTION (Continued)

Page 11 - Shelter (continued)

Section 3.2-b.- (2) - Clarification of present policy.

Page 12 - Shelter (continued)

Section 3.4-d. - Clarification of present policy.

Section 3.5 - Clarification of present policy.

Pages 13 and 14

Section 4. - Major changes in policy pertaining to room and board living arrangement.

FORM PA-3B

This form was revised to conform to new policy recommended for determining the legally responsible relative's capacity to support and for purposes of simplification.

EXPLANATION OF THE EXEMPTION SCHEDULE

The purpose of this material is merely to explain the revised Exemption Schedule and is not to be used as a budget counselling tool or as a rule of thumb for explaining to legally responsible relatives how money should be spent.

EFFECTIVE DATE

The above Categorical Assistance Budget Manual revisions are effective immediately for all new cases and existing cases shall be brought into conformity at the time of periodic review.

INSTRUCTIONS FOR FILING

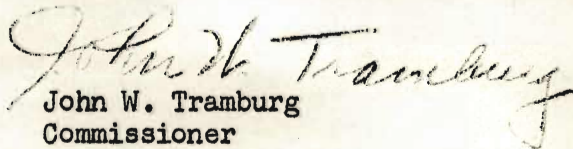
Wherever applicable, these revisions will supercede the corresponding Budget Manual Chapters, Sections and pages.


1. Remove and destroy in old Budget Manual Section 308.3 beginning with the words "officially established" through Section 310.84 which ends in the phrase "shall be included in the client's budget only if all of the following exist" (3 pages), and insert in place thereof the April, 1958 Revised pages beginning with Section 308.3 and the words "officially established" through Section 310.84 which ends in the phrase "shall be included in the client's budget only if all of the following exist". (4 pages)
2. Following the page ending with Section 316. insert the April, 1958 Revised page beginning with Section 317. and ending with Section 318.

INSTRUCTIONS FOR FILING (Continued)

3. Remove and destroy in Chapter 500., old Budget Manual Pages 4, 5 and 6 beginning on Page 4 with Section 502.6-b) and the words "That there is no duplication between the aid" etc., and ending on Page 6 with Section 504.1-c) and the words "that all such resources must be liquidated", and insert in place thereof the April, 1958 Revised Chapter 500, pages 4, 5, 6a and 6b, beginning with Section 502.6-b) and the words "That there is no duplication between the aid" etc., and ending with Section 504.1-c) and the words "that all such resources must be liquidated".
4. Remove and destroy all of old Budget Manual Chapter 600. beginning with Section 601. through Section 613, and insert in place thereof the April, 1958 Revised Chapter 600 beginning with Section 601. through Section 613.
5. Remove and destroy all of old Budget Manual Chapter 700. beginning with Section 701. through Section 711.1 and insert in place thereof the April, 1958 Revised Chapter 700. beginning with Section 701. through Section 711.1.
6. Remove and destroy old Budget Manual Appendix Pages 2, 3 and 4 and insert in place thereof the April, 1958 Revised Appendix Pages 2, 3 and 4.
7. Remove and destroy old Budget Manual Appendix Pages 6, 7 and 8 and insert in place thereof the April, 1958 Revised Appendix Pages 6, 7 and 8.
8. Remove and destroy old Budget Manual Appendix Pages 10, 11, 12, 13 and 14 and insert in place thereof the April, 1958 Revised Appendix Pages 10, 11, 12, 13 and 14.

DEPARTMENT INSTITUTIONS AND AGENCIES


John W. Tramburg
Commissioner


Elmer V. Andrews, Director
Division of Welfare

officially established;

(2) the date of application for assistance;

(3) the date of admission to the home.

309. 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.

310. Medical Care

310.1 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.

310.2 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.

310.3 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 bed-ridden 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.

310.4 Expenses Incident to Special Services

310.41 It is recognized that a client because of 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 either 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; or is the cost of employing a homemaker to perform essential service for any client.

310.42 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; 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 (see Section 310.44); and
- f) in Blind Assistance, Disability Assistance and Old Age Assistance, the total cost of all regularly 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 rate; and
- g) in situations where the cost of a special service is more than the amount described in f) above, but in the opinion of the agency the service is essential to the health and welfare of the client, the maximum allowable amount may be exceeded for a period of not more than three (3) months. In all such instances, the case shall be re-examined each month to verify the essentiality of the service and the necessity to exceed the maximum allowance.

310.43 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.

310.44 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 Section 310.42). 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.

310.5 Guide Service

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.

310.6 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.

310.7 Expenses Incident to Patient Care in a Home Other Than a Medical Institution

310.71 It is recognized that a client because of a defect, disease or impairment may need to purchase patient care in a home other than a medical institution.

310.72 Allowances for patient care in a home other than a medical institution may be included in the client's budget only if all of the following exist:

- a) The client has a defect, disease or impairment, the existence of which has been verified by medical information.
- b) The client is not receiving patient care and treatment for diagnosed tuberculosis or psychosis.
- c) A physician certifies: (1) the need for patient care; and (2) that the living arrangement will meet the client's needs for patient care.
- d) The home is a boarding home in which this client is the only person, unrelated to the operator, who is receiving patient care; or the home is a family home in which the client is the only person, unrelated to the family, who is receiving patient care; or the home is a family home and all members, including this client, are related by blood or marriage.
- e) There is no person who will perform the service and care without cost to the client and the service is not otherwise available without cost to the client.

310.73 The allowance for patient care in a home other than a medical institution shall be the most reasonable rate for which the service can be obtained.

310.74 In Blind Assistance, Disability Assistance and Old Age Assistance, the total cost of all regularly recurring allowances including both basic and special circumstance requirements shall not be greater than if the client were purchasing patient care in a private medical institution at the maximum allowable patient rates.

310.8 Expenses Incident to Patient Care in a Proprietary Licensed Nursing Home.

310.81 It is recognized that a client because of a defect, disease or impairment may need patient care in a licensed nursing home.

310.82 The maximum allowable monthly rate that a client shall pay (regardless of source or sources of such payments) for patient care in a licensed nursing home (in the absence of an authorized special agreement or contract relating to such home) is \$165.00.

310.83 The maximum allowable monthly rate for patient care in a licensed nursing home shall be construed to be an inclusive rate for room and board, bed and bathroom linens, nursing care, laundry of client's personal clothing, (but not dry cleaning costs) (*) personal services, supervision as required by the nature of the client's illness, therapeutic diets, all vitamins, all common medicine chest supplies (such as and including all mouth washes, all analgesics, all laxatives, all emollients, all burn ointments, all first aid creams, all protective creams and liquids, cough and cold preparations, all simple eye preparations, all antacids, dressings, the application or administration of all drugs, the administration of intravenous, subcutaneous, and/or intramuscular injections, infusions, etc., and all medical supplies (such as and including gauzes, bandages, tapes, plasters, compresses, cottons, sponges, hot water bags, ice bags, syringes, thermometers, catheters, cellul cotton or any other types of pads used to save labor or linen, rubber gloves, etc.).

310.84 A monthly allowance for patient care in a licensed nursing home shall be included in the client's budget only if all of the following exist:

(*) Client's personal incidental and clothing allowances provide for dry cleaning costs.

317. Transportation

317.1 A special circumstance requirement for transportation to visit members of the client's immediate family who are in hospitals or institutions may be recognized in the client's budget. A recurring allowance equal to the estimated average monthly cost of transportation for these purposes or a non-recurring allowance equal to the actual cost of the transportation shall be included in the budget. However, the factor of reasonableness in regard to frequency of visits, distances traveled, and total costs of visits shall be considered in determining the allowances for this requirement.

317.2 If a client has an automobile and its continued use is essential for the health and welfare of the client, a recurring allowance equal to the estimated average cost of minimum essential operation and maintenance, or a non-recurring allowance equal to actual cost, shall be included in the budget. The cost of this type of transportation should not exceed the cost of any other suitable transportation which is available in the community.

317.3 It is recognized that a client, because of an illness, infirmity or physical handicap may need expenses for transportation:

- a) to clinic, hospital or doctor;
- b) to public or private medical institutions;
- c) to school;
- d) to church;
- e) for shopping.

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.

(For transportation costs of employment, see Section 503.1b)

318. Blue Cross and Blue Shield Insurance Premium Costs

It is recognized that an individual may need an allowance to pay the cost of the premiums for Blue Cross and/or Blue Shield Insurance. A monthly recurring allowance based on actual cost may be included in the client's budget unless the health services included within this medical insurance or the expenses of procuring these health services are otherwise available without cost to the client or are otherwise provided for by Agency policy.

- b) That there is no duplication between the aid granted by the other agency and the public assistance grant.
- c) That the aid granted by the other agency is for a special purpose not within the function of the public assistance agency, for example, vocational rehabilitation - or that the aid granted by the other agencies is in the form of a service or commodity other than a basic requirement.

502.7 Income from Relatives and Friends

Consideration of resources to be derived from relatives and friends must be made in terms of social as well as legal relationships, since it is recognized that interest and willingness to assume responsibility are not limited to relatives obligated by law. When income from relatives or friends is available regularly to the client, it shall be budgeted as in Section 502.3. For evaluation of income from legally responsible relatives see Chapter 600.

503. Methods for Determining Budgetable Earned Income of a Client *

503.1 From Employment

- a) A client's budgetable earned income will be considered as the total wages, bonuses and commissions etc., in cash or in kind, currently received from the employer less deductions by the employer for withholding taxes, union dues, any compulsory contribution to a retirement plan, and garnishments.
- b) Expenses of employment which are not personal but necessary for continued employment such as tools, materials, special uniforms, transportation, etc., shall be deducted from the budgetable earned income as defined in a) if not furnished by the employer.
- c) Deduction for any other purposes will not be recognized, and if they are being made this amount should be added to the net sums actually received by the employee in order to determine budgetable earned income.
- d) Earnings shall be verified from voucher records or statements in writing submitted by the employed person, subject to additional verification as required by agency standards.
- e) Where a client's weekly or monthly earnings are of irregular amounts, the current income for budgetable purposes shall be the average earnings computed from the 8 weeks experience immediately preceding the determination.

* This Section does not apply in A. B. Program - See A. B. Director's Letter #18.

503.2 From Self Employment

- a) Earned income from self employment (other than when an assistance client is operating a rooming or boarding home) is considered to be the net profit from a business enterprise, farming, etc.. Net profit is the total revenue less the cost of producing the revenue (business expenses). Personal expenses such as income tax payments, lunches, etc., are not to be considered as business expenses.
- b) A client's budgetable earned income from self employment is the net profit as defined in a) less income taxes and Social Security Taxes when required.
- c) Persons who are self employed shall be required to submit evidence of business receipts and expenditures as the basis for a sound estimate of budgetable income. If the person is unable to submit satisfactory records, an evaluation based on current operations as observed and reported by the worker shall be made.

In the case of a client who is self employed, if it is clearly evident that the expenses of producing the income exceed the income produced, assistance shall not be granted or continued if the client persists in operating the business, since this in effect would be using public assistance in subsidizing a failing business.

503.3 From Seasonal Earnings

Seasonal earnings refers to income from work which is only available during certain periods of the year and shall be considered in the same manner as prescribed in Sections 503.1 or 503.2 whichever is applicable.

503.4 Net Income to Client from Roomer(s), Roomer-Boarder(s) and Table-Boarder(s)

503.4.1 Roomer(s) and Roomer-Boarder(s)

- a) In situations where the client's shelter cost is for shelter cost only and does not include any of the household need items, the net income to the client from roomer(s) and roomer-boarder(s) who are living in the home with the client is to be determined as follows:
 - 1. Add the appropriate cost figure as set forth below and the pro-rata share of the actual cost of shelter.
 - 2. Subtract the total monthly cost to the client from the monthly amount paid to the client. The difference is the net income to the client.
- b) In situations where the client's shelter cost includes one or more, but not all, of the household need items, the net income to the client from roomer(s) and roomer-boarder(s) who are living in the home with the client is to be determined as follows:

1. Add the appropriate cost figure as set forth below and the pro-rata share of the actual cost of shelter.
2. Total the appropriate monetary allowance(s) for the item(s) provided with the shelter cost.
3. Subtract the sum of 2. from 1.
4. Subtract the result of 3. from the monthly amount paid to the client. The difference is the net income to the client.

503.42 Table-Boarder(s)

- a) Subtract the appropriate cost figure, as set forth below, from the monthly amount paid to the client.
- b) The difference is the net income to the client.

503.43 Cost Figures

- a) Roomer (items supplied include light, housecleaning supplies, water, fuel, bed and bathroom linens, and laundry of same). \$11.00
- b) Table-Boarder (items supplied include food, cooking fuel, housecleaning supplies, refrigeration and water). \$33.00
- c) Roomer-Boarder (items supplied include food, utilities, housecleaning supplies, fuel, refrigeration, water, bed and bathroom linens and laundry of same). \$38.00

503.44 Net Income to the Client From Roomer(s) and Roomer-Boarder(s)
When Client's Shelter Cost Includes All Household Needs

- a) Divide the rental cost by the number of persons living in the home to determine the per capita share of the rental.
- b) Roomer(s)
 1. Subtract from the per capita share of the rental cost the sum of the appropriate per capita allowances (based on the number of persons eating in the home) for cooking and refrigeration.
 2. Add \$2.00* to the result of b)1.
 3. Subtract the result of b)2. from the amount paid to the client; the difference is the net income to the client.
- c) Roomer-Boarder(s)

* (This amount represents the approximate monthly cost of maintenance and replacement for non-durable house furnishings other than household supplies. This amount has been included in the cost figures identified in Section 503.43).

1. Determine the appropriate food allowance for the roomer-boarder(s) according to his age and activity and family size.
2. Add to the per capita share of the rental the appropriate food allowance and \$2.00*.
3. Subtract the sum, as determined in c)2. from the amount paid to the client. The difference is the net income to the client.

503.45 The entry of income to the client in his budget shall be limited to the net monthly income as computed according to Sections 503.41, 503.42 or 503.44, whichever is applicable. It is to be assumed for purposes of the "Client's Budget" that all roomer(s), table-boarder(s) and roomer-boarder(s) living in the home with the client are paying an amount that is at least equal to the cost.

503.5 Net Income From Apartments and/or Housekeeping Units in Home of the Client

In such situations, determine the net income by deducting the actual operating costs from the gross income; the following method shall be used:

a) Determine the shelter cost:

1. If the client owns his home:

The sum of the actual yearly cost of home ownership (i.e. taxes, special assessments, interest, mortgage, insurance, sewer charges, water, etc.) divide by 12 to determine the monthly cost.

2. If the client rents his home:

The monthly rent is the shelter cost.

b) Where the client furnishes heat or any other utility item with rent:

1. Determine on an actual expenditure basis the average monthly cost of the item(s) furnished by the client.
2. If the cost of any of the client's utility items are included in the total cost, subtract the client's appropriate monetary allowance for the item(s).

c) Subtract the sum of the monthly shelter cost and the monthly cost of utility items included with rent, (a + b), if any, from the total rental income paid to the client. The difference is the net income to the client.

d) Costs for maintenance and repair shall be included in the client's budget in accordance with Sections 307. and 312.

* (This amount represents the approximate monthly cost of maintenance and replacement for non-durable house furnishings other than household supplies. This amount has been included in the cost figures identified in Section 503.43).

504. Potential Resources

Potential resources are those resources which a client may possess without immediately affecting the amount of his assistance grant because not currently available for expendable use but which must be considered as a possible future source of support to the client.

504.1 Principles Affecting Potential Resources

- a) The agency shall recognize all potential resources and shall plan with the client to assure that all necessary steps are taken to:
 1. convert to the extent hereinafter specified potential resources into cash, available to and expendable by the client for current requirements;
 2. develop a plan with the client, in advance so far as possible, for the utilization of potential resources, when they become converted, in relation to his current requirements;
 3. redetermine the client's eligibility and the amount of assistance, if any, to which he is entitled, as promptly as any potential resource becomes so converted.
- b) The client shall:
 1. participate in the development of a plan for the liquidation and utilization of potential resources;
 2. consent to the accomplishment of the plan;
 3. take all necessary steps contemplated by the plans in order that the liquidation may be accomplished.
- c) Client must be informed at the time of application that all such resources must be liquidated.