

File
~~*Tramberg*~~

October 11, 1956

Honorable Edward J. Patten
Secretary of State
State House
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith for filing are the following regulations of the Division of Welfare of this Department:

- Revised Categorical Assistance Budget Manual
Table of Contents.
- Revised Categorical Assistance Budget Manual
Chapters 200, 300 and 700.
- Revised Categorical Assistance Budget Manual
Sections 106, 306, 502.4 and 503.4.
- Revised Categorical Assistance Budget Manual
Appendix.
- Revised Categorical Assistance Budget Manual
Standards and Sources Page 1.
- Transmittal letter covering above revisions.

Very truly yours

DEPARTMENT INSTITUTIONS AND AGENCIES

John W. Tramburg
John W. Tramburg
Commissioner

JWT:14

cc - Mr. Brendan T. Bryne, Secretary
to Governor
Mrs. Elizabeth Feehan, Assistant to the Commissioner
Mr. Elmer V. Andrews, Director of Welfare

DEPARTMENT OF INSTITUTIONS AND AGENCIES


DIVISION OF WELFARE

ISSUED: October 15, 1956

REVISED: October 1956

TITLE: Categorical Assistance Budget Manual

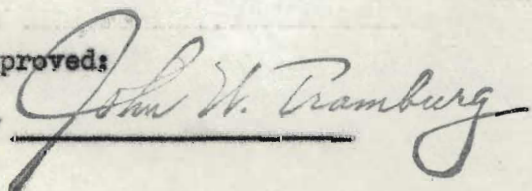
SUBJECT: Revised Categorical Assistance Budget Manual Table of Contents; Chapters 200, 300 and 700; Sections 106, 306, 502.4 and 503.4; Appendix; Standards and Sources Page 1; and Transmittal letter covering above revisions.



Elmer V. Andrews, Director
Division of Welfare

Approved:

by



State of New Jersey
Department of Institutions and Agencies
Trenton 25

October 15, 1956

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

Major changes in the Categorical Assistance Budget Manual are revisions of certain standards and allowances and budgeting procedures.

Standards and Allowances

In accordance with State policy, whereby standards should be adequate in content and costs current, the following standards and allowances have been revised.

In place of the current standard (United States Department of Agriculture, Bureau of Human Nutrition, 1948 low cost diet plan), the United States Department of Agriculture, Human Nutrition Research Branch, 1955 revised low cost diet plan is adopted. The revised standard is primarily a change in the content of the food items and reflects changes in food purchasing and consumption patterns for the past ten years.

The monthly food allowances were revised to include increased costs of food as shown by State-wide cost studies of the revised food standard.

The monthly clothing allowances were revised to include increased costs as shown by State-wide cost studies of the standard.

The monthly personal incidental allowances were revised to include increased costs as shown by State-wide cost studies of the standard.

Budgeting Procedure

Revised budgeting procedures establish two basic requirements, a personal and household needs requirement and a shelter requirement. The per capita monthly allowances for the personal and household needs requirement includes the allowances for the ten basic elements: food, clothing, personal incidentals, fuel for heating, cooking, water heating, lighting, electrical appliances, refrigeration and household supplies. Transportation is now included in the personal incidentals element.

Schedules of monthly allowances for the personal and household needs requirement have been developed for adults, children and blind adults. Family size, age and sex of child are the three variable factors for determining the allowance for children; family size and activity are the variable factors for determining the allowance for adults; family size, activity and the factor of food marketing and preparation are the variables for determining the allowance for blind adults. The additional allowances for clothing maintenance and repair have been included in the schedule of allowances for blind adults.

The following variables in the budgeting procedures have been revised or discontinued:

Certain age groupings for children have been changed.

The number of family sizes for household needs has been reduced.

The items of major and minor electrical appliances, electric water pump, room factor for fuel for heating, and small quantity purchase of fuel have been discontinued.

The items of water and sewer are included with the special circumstance requirements as special shelter costs.

The item of laundry as a special circumstance requirement has been discontinued.

Revised budgeting procedures state a new policy for income in kind. This policy is in relation to situations where elements included within the personal and household needs requirement are available without cost or are being supplied with another element or requirement.

All grants shall be adjusted to the nearest dollar. The client's check shall be adjusted to the nearest dollar.

Manual Revisions

The chapters and sections of the Categorical Assistance Budget Manual have been revised as follows.

Section 106

Adjustment of allowances for increases or decreases in cost will be adjusted on the percentage increase or decrease of the personal and household needs requirement rather than on increases or decreases in costs of the separate elements.

Chapter 200

Defines the two basic requirements. All detailed information related to standards has been included in the Appendix.

Chapter 300

This chapter has been reorganized so that all related special circumstance requirements are grouped under one heading. Laundry and transportation (except in certain specified instances) have been deleted from this chapter.

Section 306

Includes a new policy for certain specified special shelter costs.

Section 502.4

Includes a new definition for income in kind.

Section 503.4

A revised method to be used in all situations for determining income from roomer(s), roomer-boarder(s) and table-boarder(s).

Chapter 700

A major revision which explains in detail the revised budgeting procedures according to client's living arrangement.

Budgetary Statement Form PA-3A has been revised in accordance with the changes in the budgeting procedures.

Appendix

All policy and information relating to standards and to schedules of monthly allowances for each of the elements are included in the Appendix.

The monetary allowances for food, clothing and personal incidentals have been increased. The schedule of allowances for fuel for heating and for household needs have been revised. This includes a new policy relating to household supplies. The new monthly allowances for the personal and household needs requirement appear in Schedules XI, A, B, C and D.

The shelter requirement includes a major policy revision in relation to the situations where a client rents from persons other than legally responsible relatives and where a client is a member of a household of persons other than legally responsible relatives.

Standard and Sources Page 1

The United States Department of Agriculture, Human Nutrition Research Branch, 1955 revision of the low cost food plan is the revised standard for food.

Table of Contents

This was revised to include all changes and corrections in chapters, sections and page numbers.

Effective Date

Wherever applicable these revisions will supersede the corresponding Budget Manual chapters, sections and pages. The above Categorical Assistance Budget Manual revisions are effective November 1, 1956 for all new cases and existing cases shall be brought into conformity as soon as is reasonably possible. All revisions shall be completed by January 1, 1957.

Instructions for Filing

Remove and destroy old Table of Contents and insert the October, 1956 revised Table of Contents.

Remove and destroy old Budget Manual Sections 100 through 109, and insert the October, 1956 revised Sections 100 to 110. Make a pen and ink correction as follows: Change the number 110 "definitions" to 111. Remove and destroy the last page of "definitions" and insert in place the October, 1956 revised last page "111 definitions continued".

Remove and destroy Sections 200 through 209.2 and insert in place the October, 1956 revised Sections 200 through 205.2.

Remove and destroy Sections 300 through 327 and insert in place the October, 1956 revised Sections 300 through 316.

Remove and destroy Page 3 of Chapter 500, Resources, which begins (with Section 502.3a) "When such income....." and ends with (Section 502.6a) "That the aid granted by....." and insert in place the October, 1956 revised Page 3 of Chapter 500, Resources.

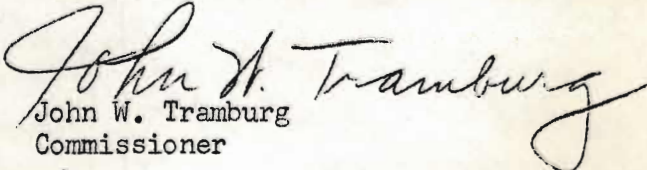
Remove and destroy pages 5, 6, 7 and 8 of Resource Chapter 500. (Page 5 begins with 503.2 from "Self-Employment" and Page 8 ends with 504.1c "Client must be informed.....") and insert the October, 1956 revised pages 5 and 6. Make pen and ink corrections as follows: In Chapter 500, Resources, renumber pages 9 through 14 to read 7 through 12.

Remove and destroy Sections 700 through 703.1 and insert the October, 1956 revised Sections 700 through 711.1.

Remove and destroy Appendix pages 1 through 12 and insert the October, 1956 revised Appendix pages 1 through 14.

Make following pen and ink corrections: Renumber Appendix pages (Income in Kind) 13, 14 and 15 to read 15, 16 and 17.

DEPARTMENT INSTITUTIONS AND AGENCIES


John W. Tramburg
Commissioner

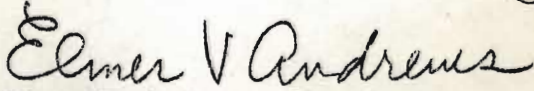

Elmer V. Andrews, Director
Division of Welfare

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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 monetary allowance for the Personal and Household Needs requirement will be subject to revision whenever State-wide cost studies reflect an increase or decrease of 5% over or under the current allowance. The authorized allowance for other items will also be subject to revision whenever cost studies reflect an increase or decrease of 5% over or under the appropriate current allowance.

107. 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.

108. 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 de-

financed 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.

110. 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.

111. 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.
- Personal & Household Needs Requirement - is the sum of the monthly per capita allowances for food, clothing, personal incidentals, fuel for heating, fuel for cooking, fuel for water heating, lighting and electrical appliances, refrigeration and household supplies.

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:

1. Personal and Household Needs

This requirement includes the elements food, clothing, personal incidentals, household supplies, fuel for heating, cooking, water heating, lighting and electrical appliances and refrigeration.

2. Shelter

203. 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.

204. Shelter

204.1 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.

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

205. Room and Board

205.1 An allowance for room and board where authorized represents the total allowance for all elements of both basic requirements with the exception of the elements clothing, personal incidentals and household supplies and also to include the incidental services that are necessary for 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.

205.2 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 shall be given to each total case situation, that is to health, to living arrangements, etc. to determine which, if any, of the authorized special circumstance requirements are essential and are not available without cost to the client or are not otherwise provided for in agency policy.

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:

- Special Shelter Costs (306)
- Household Furniture & Furnishing (307)
- Indebtedness (308)
- Insurance Premium (309)
- Medical Costs (310)
- Moving (311)
- Property Repair & Improvements (312)
- Restaurant Allowance (313)
- Special Clothing Requirements (314)
- Storage Charges (315)
- Telephone (316)

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. Special Shelter Costs

306.1 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 and/or to pay an advance rental deposit for a specific period (not to exceed one month) in addition to the current rental cost and/or to make a deposit for keys, meter or for breakage and loss. A non-recurring allowance based on actual cost (as verified) shall be included in the budget.

306.2 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 require-

ment which shall be recognized. A recurring allowance equal to the actual monthly cost of such service shall be included in the budget.

306.3 Sewer Charges

It is recognized that in certain municipalities it is necessary for the client to pay a sewer charge to either a public or private concern. In such situations a special circumstance allowance equal to the actual monthly cost of this service shall be included in the client's budget.

306.4 Water Charges

It is recognized that it may be necessary for a client to purchase water from a public or private concern. In such situations, a special circumstance allowance equal to the actual monthly cost of the water charges shall be included in the client's budget.

307. Household Furniture & Furnishings

307.1 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?

307.2 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 two 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.

308. Indebtedness

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

308.2 A special circumstance requirement for the specified indebtedness as outlined in 308.3 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.

308.3 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 first 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 first 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.

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 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.

310.4 Expenses Incident to Special Services

310.41 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.

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 in the home of unrelated persons unless Section 310.44 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 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 rates.

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 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 Transportation

When a client because of an illness, infirmity, physical handicap cannot use buses, street cars, transportation by other conveyances shall be recognized as a special circumstance requirement unless expense of procuring transportation services are otherwise provided for by agency policy.

- a) to clinic, hospital or doctor
- b) to public or private medical institutions
- c) to place of employment
- d) to school
- e) to church

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 this ill, infirm or physically handicapped 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.

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, cellu 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.

- a) Client has a defect, disease or impairment, the existence of which has been verified by medical information.
- b) A physician's recommendation that client is in need of patient care in a licensed nursing home. The recommendation from the physician shall include the following information: Client's diagnosis, the client's physical limitations and the various nursing services that client needs, thus identifying to the local agency, the client's need for patient care in a licensed nursing home. It is recognized that the physician's recommendation for patient care in a licensed nursing home is of primary importance, however, the agency shall also evaluate the social information. The physician may not be aware that the kind of care that the client needs may be available in the home of a relative or in a boarding home.
- c) Care in a licensed nursing home is essential to the client's health and welfare. (The fact that a person is already residing in a licensed nursing home is not in itself conclusive evidence that he is in need of patient care or that continued patient care in a licensed nursing home is needed).
- d) There is no person available who will perform the service and care without cost to the client and the service is not otherwise available without cost to the client.
- e) The client is not receiving care and treatment for tuberculosis or psychosis in the licensed nursing home as a result of a diagnosis of tuberculosis or psychosis.

310.85 The budget of a client who is purchasing patient care in a licensed nursing home shall include the allowances for patient care, clothing (unless Appendix Section Clothing 2.5 is applicable), personal incidentals and allowances for the appropriate special circumstance items identified below:

Indebtedness if Section 308 is applicable
Insurance if Section 309 is applicable
Property Repair and Improvement if Section 312 is applicable
Clothing if Section 314 is applicable
Storage if Section 315 is applicable
Transportation if Section 310.8 is applicable.

Only in the situations as identified in 310.85a, 310.85b and 310.85c may special circumstance allowances for items of medical care be included in the budget of a client who is purchasing patient care in a licensed nursing home.

310.85a Physicians' fees for professional visitations to individual patients in licensed nursing homes are authorized to be a special circumstance item except that:

1. individual fees will not be allowed if payable to a

physician who is the owner or operator of a nursing home or who is a stockholder in a corporation which owns the nursing home;

2. individual fees will not be allowed if payable to a physician who is employed or retained by the nursing home on a fixed compensation basis.

310.85b It is recognized that a client who is a patient in a licensed nursing home may need:

1. Drugs, other than those identified in Section 310.83.
2. Dental service and dentures.
3. Blood, blood plasma, infusions.
4. Hearing aids.
5. Eye examinations by a specialist, eye glasses and other prosthesis.
6. Chiropody service (other than normal pedicure services).
7. Laboratory services.
8. X-ray services.
9. Prosthetics.
10. Oxygen.

A special circumstance allowance for the above medical needs shall be included in the budget of a client only on the basis of actual and verified cost to the nursing home and only if all of the following exist:

- a) It is essential to the health and welfare of the client; and
- b) it has been recommended in writing by a licensed physician; and
- c) it is not otherwise available without cost to the client.

310.85c It is recognized that a client who is a patient in a licensed nursing home may need physical or functional occupational therapy. A special circumstance allowance based on actual cost, for physical or functional occupational therapy may be included in the budget of the client only if all of the following exist:

1. The physical and/or functional occupational therapy has been prescribed in writing by a licensed physician; and
2. the therapy is to be given under the direction and

supervision of a licensed physician; and

3. the physical or occupational therapist providing the treatment must be a graduate of a school approved by the Council of Medical Education and Hospitals of the American Medical Association; and
4. the therapy is not otherwise available without cost to the client.

310.9 Allowances for the goods and services referred to in the above Sections 310.85a, 310.85b and 310.85c are also subject to any limitations of maximum allowances or procedural requirements that are established in separate agency policy.

310.10 Detailed rules and procedures governing recognition of patient care requirements in situations other than proprietary licensed nursing homes as budgetary items are set forth in special statements of agency policy to which reference should be made.

311. Moving

The necessary transport of household goods, incident to the moving of the client, shall be recognized as a special circumstance requirement. 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.

312. 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.

313. 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.

314. Special Clothing Requirements

It is recognized that an individual may under specific circumstances need an allowance for special clothing. 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 determining adequacy, kind, quality, and probable years of wear. An

allowance for special clothing may be included in the client's budget only in the following situations:

- a) 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 clothing allowance as a basic requirement 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 and the client's clothing needs shall be revised at regular intervals of not more than 6 months,
- 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.

315. 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.

316. 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 or is alone for most of the day.

- a) When such income recurs at monthly intervals or less it shall be budgeted as monthly income.
- b) When such income recurs at intervals greater than a month, it shall be budgeted in accordance with either of the following procedures, whichever may be more appropriate in the judgement of the agency, for the individual case situations.
 - 1. Apply the amount of income in total to meet current monthly requirements and reduce or suspend the grant as may be appropriate.
 - 2. Prorate the amount of income on a monthly basis between the periods of payment, provided that such income shall not be prorated to cover monthly periods in advance of the actual receipt of the income.

502.4 Income in Kind

- a) Any element or requirement which is clearly identifiable as to nature and availability that is being provided without cost, either in part or whole, to the client shall be recognized as income in kind.
- b) When any element included within the total allowance for personal and household needs is being supplied with another element or requirement, the element supplied shall be recognized and budgeted as income in kind.
- c) The monetary value for income in kind (other than home produce) shall be the appropriate authorized allowance for the element or requirement.
- d) Home produce may either be produced by or contributed to a client. Home produce refers to farm and garden products such as eggs, milk, poultry, potatoes and other vegetables which are consumed by a client and his family and does not refer to the sale of any home produce. When home produce is sold, net income shall be computed according to Section 503.2. When home produce is available in the amount stated in the Section of the Appendix pertaining to home produce, the monthly cash value of such income in kind shall be determined according to the method outlined in the Appendix.

502.5 Occasional Gifts and Contributions

Purely occasional gifts of nominal amount or value such as those given on birthdays, Christmas, and other holidays, shall be disregarded.

502.6 Supplemental Aid by Other Agencies or Organizations

Supplemental aid by other agencies and organizations whether public or private need not be considered as income (i.e. need not be deducted in determining the amount of assistance needed) provided the following current conditions are met:

- a) That the aid granted by other agencies is not in the form of cash to the client.

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 and transportation to and from work 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, and 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 should 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), Table-Boarder(s) and Roomer-Boarder(s).

503.41 The net income to the client from roomer(s), table-boarder(s) and roomer-boarder(s) who are living in the home with the client is to be determined as follows:

- a) Add the appropriate cost figure as set forth below and the pro rata share of the actual cost of shelter (except for table-boarders),
- b) Subtract the total of (a) from the monthly amount paid to the client. The difference is the net income to the client.
- c) Cost Figures:
 Roomer (items supplied include light, household supplies, water, fuel, bed and bathroom linens and laundry of same). \$9.00

Table-Boarder (items supplied include food, cooking fuel, household supplies, refrigeration and and water). \$31.00

Roomer-Boarder (items supplied include food, utilities, household supplies, fuel, refrigeration, water, bed and bathroom linens and laundry of same). \$36.00

503.43 The entry of income to the client in his budget shall be limited to the net monthly income as computed according to Section 503.42. It is 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.

503.44 Whenever a legally responsible relative who has an evaluated capacity to support the client (as determined by Chapter 600) is a roomer, table-boarder or roomer-boarder in the home of a client and is paying an amount in excess of the cost of the services, the excess should be credited against his evaluated capacity to support.

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.

700. INSTRUCTIONS FOR BUDGETING

701. The amount of the assistance grant is determined by the budgeting method on a monthly basis. In order to determine the amount, if any, of the assistance grant, the total monthly allowances for all of the elements in both basic requirements and the essential special circumstance requirements shall be balanced against all income which is available to the client except in the Aid to the Blind program, in which case the first \$50 earned income shall be disregarded.

702. Budgetary Statement Form PA-3A shall be used to record the budget of the client.

703. All information supporting the data in the Budgetary Statement must be included in the agency's case record.

704. THE CLIENT'S BUDGET

704.1 The client's budget is the final statement of the client's total monthly allowances and total monthly income.

704.2 The difference between total monthly budgetary needs and the monthly net income is the budgetary deficit.

704.3 The amount of the grant shall be the amount of the budgetary deficit adjusted to the nearest dollar. (Fifty cents or above shall be carried to the next highest dollar.)

705. METHOD OF BUDGETING

705.1 The living arrangement of the client determines the method to be used for budgeting a client. Budgeting methods for 7 different living arrangements are described in Sections 705.1A-B-C-D-E-F & G.

A. Client lives in a household or housekeeping arrangement alone; or with a spouse; or as a member of a household of persons other than legally responsible relatives and all members are sharing equally in the food and household needs costs.

1. Enter on the requirement side of the client's budget:

(a) the appropriate total allowance for personal and household needs based on family size, activity of adult and sex and age of child (see Schedule XI);

if client is a blind adult select the appropriate total allowance from the schedule for blind adults for personal and household needs;

(b) the allowance for the client's shelter cost (see Appendix Pages 10-13); if shelter is supplied without cost to the client, enter the letter "S" in the appropriate column;

(c) the allowance(s) for the essential special circumstance items;

(d) the sum of (a), (b), (c) above, is the client's total needs.

2. Enter and identify on the income side of the client's budget:

- (a) all income available to client;
- (b) when any element included within the preadded schedule of total personal and household needs is available without cost to the client or is being supplied with another requirement, the element so supplied or available without cost is income in kind and its appropriate monetary allowance shall be entered as income to the client.

(Examples) A client's shelter cost includes fuel for heating. The appropriate monetary allowance for fuel (see Schedule VII) shall be entered as income to the client.

A client's shelter cost includes all the elements in household needs except household supplies. Select the appropriate total allowance for household operations (see Schedule X) and subtract the appropriate allowance for household supplies (see Schedule IX). The difference is to be entered as income to the client.

- (c) When any element which is included within the preadded schedule of total allowances for personal and household needs is available to a client at a lesser cost than the appropriate monetary allowance, proceed as follows:

Subtract the cost of the element so available from the amount of the appropriate authorized monetary allowance. The difference is the amount to be entered as income to the client.

B. Client is a member of a household the head of which is a spouse or a person who is not a legally responsible relative but all members are not sharing in both food and household needs costs.

1. Enter on the requirement side:

- (a) the appropriate total allowance for personal needs (food, clothing and personal incidentals (see Schedule VI) based on family size, (see definition on Appendix Page 2) activity of client and sex and age of child;
- (b) the appropriate total allowance for household needs (see Schedule X) items based on number persons actually using the items;
- (c) the allowance for the client's shelter cost (see Appendix Pages 10-13); if shelter is supplied without cost to the client, enter the letter "S" in the appropriate column;

- (d) the allowance(s) for the essential special circumstance items;
- (e) the sum of (a), (b), (c) and (d) above is the client's total needs.

- 2. Enter and identify on the income side of the client's budget; as per instructions explained in Section 705.1A-2.

C. Client lives as a member of a "self supporting" household the head of which is a legally responsible relative (other than spouse).

- 1. Enter on the requirement side:
 - (a) the appropriate per capita allowance for personal needs (see Schedule VI);
 - (b) the letter "S" in the appropriate column for household needs;
 - (c) the letter "S" in the appropriate column for shelter;
 - (d) the allowance(s) for the special circumstance items;
 - (e) the sum of (a) and (d) above, is the client's total needs.
- 2. Enter and identify on the income side of the client's budget, all income available to the client.

D. Client lives as a member of a "marginal household" the head of which is a legally responsible relative (other than spouse).

- 1. Enter on the requirement side:
 - (a) the appropriate per capita allowance for personal needs (see Schedule VI);
 - (b) in accordance with Shelter Section 3.4(d), the appropriate per capita allowance for household needs.
 - (c) in accordance with Shelter Section 3.4(d), the shelter allowance or if shelter is supplied without cost, enter the letter "S" in the appropriate column.
 - (d) the allowance(s) for the essential special circumstance items;
 - (e) the sum of (a), (b), (c) and (d) above, is the client's total needs.
- 2. Enter and identify on the income side of the client's budget; as per instructions explained in Section 705.1A-2.

E. Client lives in a room and board arrangement.

- 1. Enter on the requirement side of the client's budget:

- (a) the rate for room and board (see Appendix Pages 13-14);
- (b) the appropriate total allowance for clothing, personal incidentals and household supplies (see Schedule XII);
- (c) the allowance(s) for the essential special circumstance items;
- (d) the sum of (a), (b) and (c) above, is the client's total needs.

2. Enter and identify on the income side of the client's budget all income available to the client.

F. Client eats one or more meals in a restaurant.

1. Enter on the requirement side of the client's budget:

- (a) the sum of the appropriate allowance for restaurant meals (see Schedule II), the appropriate total allowance for clothing, personal incidentals and household supplies (see Schedule XII) and according to his shelter arrangement, the appropriate allowances for household needs items other than household supplies (Appendix Pages 10-13);
- (b) the allowance for the client's shelter cost; or if shelter is supplied without cost to the client enter the letter "S" in the appropriate column;
- (c) the allowance(s) for the essential special circumstance items;
- (d) the total of (a), (b) and (c) above, is the client's total needs.

2. Enter and identify on the income side of the client's budget all income available to the client.

G. Client has Roomer(s), Table-Boarder(s) and/or Roomer-Boarder(s) living in the home with him.

1. When only Roomer-Boarder(s) are living in the home with client, enter on the requirement side of the client's budget:

- (a) the appropriate allowance for the personal and household needs requirement (see Schedule XI) based on the number of persons in the home including the client;
- (b) the client's pro rata share of the shelter cost;
- (c) the allowance(s) for the essential special circumstance items;
- (d) the total of (a), (b) and (c) above, is the client's total needs.

2. When roomer(s) or table-boarder(s) or any combination of roomer(s), and table-boarder(s) and/or roomer-boarder(s) are living in the home with the client, enter on the requirement side of the client's budget:
 - (a) the appropriate per capita personal needs allowance (see Schedule VI) based on the total number of persons (including the client) eating in the home;
 - (b) the appropriate per capita household needs cost based on the total number of persons (including the client) sharing in each of the household needs items;
 - (c) the client's pro rata share of the shelter cost;
 - (d) the client's essential special circumstance requirements;
 - (e) the total of (a), (b), (c) and (d), is the client's needs.
3. Enter and identify any income on the income side of the client's budget, as per instructions explained in Section 705.1A-2.

705.2 DETERMINATION OF INITIAL GRANT

A. The initial grant is the first full or partial payment of assistance to or on behalf of an individual or individuals.

1. Determination of Initial Grant

Enter on the requirement side:

- (a) the total monthly allowance for personal and household needs (see Schedule XI);
 - (b) monthly allowance(s) for regular recurring special circumstance items.
2. The sum of (a) and (b), equals the sub-total.
 3. Determine the per diem cost of the sub-total in 2 above by dividing by 30.
 4. Multiply the per diem cost by the number of days to be included in the initial grant.
 5. Add to the amount determined in 4 above, the allowances for:
 - (a) shelter owing for the current month;
 - (b) non-recurring special circumstance items.

This total represents the client's needs.

6. From the total needs, subtract all income. Income is the sum of:

- (a) all cash on hand at the time of issuance of the initial grant;
- (b) all income that will become available to the client during the period covered by the initial grant;
- (c) the monetary value of all income in kind (including any basic requirements provided for in whole or in part without cost to the client; any element supplied to the client with another element or any element or requirement which already has been paid for in whole or part for the current month only). However, when shelter is provided without cost to the client, merely enter the letter "S" in the allowance side of the budget.

7. The difference between total needs and income is the budgetary deficit. The amount of the initial grant shall be the amount of the budgetary deficit adjusted to the nearest dollar.

706. BUDGETARY STATEMENT SECTION - RECOMMENDATION AND DECISION

706.1 Recommendation: Enter the recommendation of the agency with signature of the supervisor.

706.2 Decision: This space is to be filled in by the Director of Welfare.

706.3 Date of administrative action refers to the dates on which the Director of Welfare or his authorized agent approves the initial payment prior to Welfare Board action and the date on which such action becomes effective.

706.4 Ratification by Welfare Board refers to the date on which the Welfare Board approves the administrative action of the Welfare Board Director.

706.5 Welfare Board action refers to the date on which the Welfare Board acts on any case on which there has not been prior administrative action. Date effective refers to the date on which the grant or the change in status becomes effective.

707. BUDGETARY STATEMENT SECTION - DETERMINATION OF MONTHLY SHELTER COST

707.1 This section is to be used to determine client's per capita share of monthly shelter cost.

707.2 Enter the monthly cost of shelter. This will be the actual amount of rent per month or the monthly cost of home ownership.

707.3 Enter the number of persons in the shelter unit.

707.4 Divide the cost by the number in shelter unit to obtain the client's monthly per capita cost.

708. BUDGETARY STATEMENT SECTION - MONTHLY BUDGET FOR SPOUSE

708.1 This is for the purpose of showing the monthly requirements and the monthly income of the spouse when living with the client in OAA, DA and AB and in HLA the husband of the recipient or the children's natural or adoptive parent whether living in the same household with the client or elsewhere. If the income of this person exceeds the requirements, the monthly amount of such excess shall be entered as income in the client's budget.

708.2 This budget is to be prepared in the same way as the client's budget, using the schedules of monthly allowances authorized in this Manual. Whenever in OAA, DA or AB, the spouse has any dependents living in the same home or in HLA whenever the husband of the recipient or the children's natural or adoptive parent has dependents (as defined in Section 604.1), their requirements shall also be computed according to budgetary allowances (Sections 604 & 604.1).

709. BUDGETARY STATEMENT SECTION - DETERMINATION OF INCOME FROM ROOMER(S), TABLE-BOARDER(S) OR ROOMER-BOARDER(S).

709.1 The net monthly income from roomer(s), table-boarder(s) or roomer-boarder(s), shall be determined according to Section 503.4.

709.2 Any income derived from this source shall be entered on the income side of the client's budget.

710. BUDGETARY STATEMENT SECTION - DETAIL REQUIREMENTS FOR INDIVIDUALS IN FAMILY GROUP.

710.1 The number of persons in the family group shall be entered in space "Family Group". This is in effect a budget work sheet on which the activity of each adult, and the age and sex of each child is listed and all the monthly budgetary allowances are scheduled and totaled.

711. FORM FOR EVALUATION OF CAPACITY OF LEGALLY RESPONSIBLE RELATIVES TO SUPPORT.

711.1 Form PA-3B is a detailed analysis of a legally responsible relative's income, his basic exemption and other allowable adjustments as outlined in Chapter 600 for the purpose of determining his capacity to support a client. The form is self explanatory.

I PERSONAL AND HOUSEHOLD NEEDSA. Personal Needs.

Policy and schedules of authorized allowances for food, clothing and personal incidentals.

1. FOOD

1.1 The 1955 low cost diet plan of the United States Department of Agriculture, Agricultural Research Service, Human Nutrition Research Branch, which has been made specific to New Jersey in terms of consumption patterns and available foods, is the standard for determining the monthly monetary food allowance. The diet plan meets the recommended Dietary Requirements of the Food and Nutrition Board of the National Research Council.

1.2 Differential standards and monetary allowances are established in relation to age and sex of children, activity of adults and according to family size. The per capita monthly food allowances appear in Schedule I.

1.3 Monthly monetary allowances for 1, 2 and 3 meals per day for food necessarily purchased in restaurants have been established. The policy and the schedule of allowances for restaurant meals appear on Appendix Page 3.

1.4 Monthly monetary allowances for certain therapeutic diets have been established. The policy and schedule for therapeutic diets appear on Appendix Pages 3 and 4.

SCHEDULE I MONTHLY ALLOWANCES FOR FOOD

BRS Food Pricing 6/56

Low Cost Diet Plan - FE84/55

FAMILY MEMBERS AGE & ACTIVITY	FAMILY SIZE			
	Alone	2	3	4 or more
Infant - 3 years		\$16.30	\$15.00	\$13.60
4 - 9 years		22.00	20.10	18.30
10 -12 years		28.30	26.00	23.60
Girls: 13 - 18 years		28.90	26.50	24.10
Boys: 13 - 18 years		35.20	32.20	29.30
Adult: Minimal Activity	\$31.50	28.00	25.60	23.30
Adult: Moderate Activity	34.60	30.70	28.20	25.60
Adult: Strenuous Activity	41.30	36.70	33.70	30.60

Definitions: Family Size - Total number of people for whom marketing and food preparation is done in common. This number will, in some instances, not be identical with shelter unit.

Activity Grouping - as defined on Appendix Page 2.

SPECIAL ADJUSTMENT FOR BLINDNESS

Appropriate food allowances shall be increased by 25% for those blind persons responsible for marketing and food preparation.

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 has been declared to be eligible for assistance for the permanently and totally disabled and 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 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.

1.52 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.

1.53 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 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. 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.

1.63 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 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 expense 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.

SCHEDULE IV MONTHLY ALLOWANCES FOR CLOTHING

(Clothing Pricing 4/56)

FAMILY MEMBERS AGE & ACTIVITY	FAMILY SIZE			
	Alone	2	3	4 or more
Infant - 3 years	\$ 5.80	\$ 5.50	\$ 5.20	
4 - 9 years	6.40	6.10	5.80	
10 -12 years	8.60	8.20	7.70	
Girls: 13 - 18 years	10.60	10.10	9.50	
Boys: 13 - 18 years	9.30	8.80	8.20	
Adult: Minimal Activity	\$ 5.90	5.90	5.90	5.90
Adult: Moderate Activity	8.70	8.70	8.70	8.70
Adult: Strenuous Activity	10.30	10.30	10.30	10.30

Explanation:

Special Adjustment for Blindness - An additional allowance of \$4.00 shall be made for blind persons to cover added maintenance and repair costs.

Activity groups as defined on Appendix Page 2 shall be used for this section.

3. PERSONAL INCIDENTALS

3.1 The standards for personal incidentals are based on the Stecker Maintenance Standard for Personal Grooming and Sanitation (which has been revised to current needs) 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 transportation and such miscellaneous necessary expenditures as newspapers and other reading material, writing material, stamps, church and other group activities.

3.2 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.

SCHEDULE V MONTHLY ALLOWANCES FOR PERSONAL INCIDENTALS

(Pricing 5/56)

AGE AND ACTIVITY	MONTHLY ALLOWANCES
Infant - 3 years	\$1.50
4 - 9 years	2.80
10 -12 years	3.30
Girls: 13 - 18 years	5.20
Boys: 13 - 18 years	5.20
Adult: Not gainfully employed	5.20
Adult: Blind - not gainfully employed	7.20
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	9.70

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.)

PRE-ADDED SCHEDULE OF ALLOWANCES FOR PERSONAL NEEDS

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

SCHEDULE VI TOTAL MONTHLY ALLOWANCES FOR PERSONAL NEEDS

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

Family Member	Items	Alone	FAMILY SIZE*		
			2	3	4 or more
Infant - 3 years	Food		\$16.30	\$15.00	\$13.60
	Clothing		5.80	5.50	5.20
	Per. Inc.		1.50	1.50	1.50
	Total		\$23.60	\$22.00	\$20.30
4 - 9 years	Food		\$22.00	\$20.10	\$18.30
	Clothing		6.40	6.10	5.80
	Per. Inc.		2.80	2.80	2.80
	Total		\$31.20	\$29.00	\$26.90
10 - 12 years	Food		\$28.30	\$26.00	\$23.60
	Clothing		8.60	8.20	7.70
	Per. Inc.		3.30	3.30	3.30
	Total		\$40.20	\$37.50	\$34.60
Girls: 13 - 18	Food		\$28.90	\$26.50	\$24.10
	Clothing		10.60	10.10	9.50
	Per. Inc.		5.20	5.20	5.20
	Total		\$44.70	\$41.80	\$38.80
Boys: 13 - 18	Food		\$35.20	\$32.20	\$29.30
	Clothing		9.30	8.80	8.20
	Per. Inc.		5.20	5.20	5.20
	Total		\$49.70	\$46.20	\$42.70
Adult: Minimal Activity	Food	\$31.50	\$28.00	\$25.60	\$23.30
	Clothing	5.90	5.90	5.90	5.90
	Per. Inc.	5.20	5.20	5.20	5.20
	Total	\$42.60	\$39.10	\$36.70	\$34.40
Adult: Moderate Activity	Food	\$34.60	\$30.70	\$28.20	\$25.60
	Clothing	8.70	8.70	8.70	8.70
	Per. Inc.	5.20	5.20	5.20	5.20
	Total	\$48.50	\$44.60	\$42.10	\$39.50
Adult: Strenuous Activity	Food	\$41.30	\$36.70	\$33.70	\$30.60
	Clothing	10.30	10.30	10.30	10.30
	Per. Inc.	5.20	5.20	5.20	5.20
	Total	\$56.80	\$52.20	\$49.20	\$46.10

*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, Utilities and Household Supplies.

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 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.

SCHEDULE VII MONTHLY ALLOWANCES FOR FUEL FOR HEATING
(Divide by the appropriate number of persons to determine individual allowances.)

<u>No. of Persons</u>	<u>Fuel Allowance</u>
1	\$ 5.40
2	7.10
3	9.00
4	10.70
5 - 6	13.40
7 or more	16.00

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.

3.4 FUEL FOR COOKING

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

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 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 & Electrical Appliances	3.00	3.90	4.25
(4) Refrigeration	1.50	1.50	1.50

3.8 HOUSEHOLD SUPPLIES

3.81 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,

3.82 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.

SCHEDULE IX MONTHLY ALLOWANCES FOR HOUSEHOLD SUPPLIES

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

SCHEDULE X TOTAL MONTHLY PER CAPITA ALLOWANCES FOR HOUSEHOLD NEEDS

A pre-added schedule of total per capita allowances for heating fuel, cooking, water heating, lighting and electrical appliances, refrigeration and household supplies.

Number Persons	Monthly Allowance
1	\$16.20
2	9.30
3	8.00
4	6.70
5-6	6.00
7 or more	4.80

SCHEDULES XI TOTAL MONTHLY ALLOWANCES FOR PERSONAL & HOUSEHOLD NEEDS
(BASED ON 6/56 FOOD PRICING)

SCHEDULE A

CHILDREN

Family Size	2	3	4	5-6	7 or more	Blind Children
Age						
Infant - 3	\$32.90	\$30.00	\$27.00	\$26.30	\$25.10	Add \$6.00 to Total
4 - 9	40.50	37.00	33.60	32.90	31.70	Add \$6.00 to Total
10 -12	49.50	45.50	41.30	40.60	39.40	Add \$6.00 to Total
Girls: 13 - 18	54.00	49.80	45.50	44.80	43.60	Add \$6.00 to Total
Boys: 13 - 18	59.00	54.20	49.40	48.70	47.50	Add \$6.00 to Total

SCHEDULE B

ADULTS

Family Size	1	2	3	4	5-6	7 or more	If Gainfully Em- ployed
Activity							
Minimal	\$58.80	\$48.40	\$44.70	\$41.10	\$40.40	\$39.20	Add \$4.50 to Total
Moderate	64.70	53.90	50.10	46.20	45.50	44.30	Add \$4.50 to Total
Strenuous	73.00	61.50	57.20	52.80	52.10	50.90	Add \$4.50 to Total

SCHEDULE C

BLIND ADULTS RESPONSIBLE FOR MARKETING
AND FOOD PREPARATION

Family Size	1	2	3	4	5-6	7 or more	If Gainfully Em- ployed
Activity							
Minimal	\$72.70	\$61.40	\$57.10	\$52.90	\$52.10	\$51.00	Add \$4.50 to Total
Moderate	79.40	67.60	63.20	58.60	57.90	56.70	Add \$4.50 to Total
Strenuous	89.30	76.70	71.60	66.50	65.80	64.60	Add \$4.50 to Total

SCHEDULE D

BLIND ADULTS NOT RESPONSIBLE FOR MARKETING
AND FOOD PREPARATION

Family Size	1	2	3	4	5-6	7 or more	If Gainfully Em- ployed
Activity							
Minimal	\$64.80	\$54.40	\$50.70	\$47.10	\$46.30	\$45.20	Add \$4.50 to Total
Moderate	70.70	59.90	56.10	52.20	51.50	50.30	Add \$4.50 to Total
Strenuous	79.00	67.50	63.20	58.80	58.10	56.90	Add \$4.50 to Total

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

Family Size	1	2	3 or more
<u>Activity</u>			
Minimal	\$13.00	\$12.35	\$12.10
Moderate	15.80	15.15	14.90
Strenuous	17.40	16.75	16.50

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 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.
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, (excluding any unrelated person who is paying a regular amount for the purchase of shelter from the client), the authorized allowance for shelter shall be an amount equal to the client's per capita share of the actual rent paid as verified plus the per capita share for any other unrelated persons who are actually paying the client a regular amount for the purchase of shelter in an amount that is at least equal to their per capita share. (See Chapter 700 for budgeting a client who has roomer(s) or roomer-boarder(s) living in the home with him.)

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) plus the per capita share for other unrelated persons who are actually paying the client a regular amount for the purchase of shelter in an amount that is at least equal to their per capita share.

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 of nursing home allowance and no separate allowance shall be made.

3.4 Shelter available to client as member of household of Legally Responsible Relatives.

- 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 in 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 unit 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, 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.

3.5 Shelter available to client as a member of household of persons other than Legally Responsible Relatives.

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, 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,

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, 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.

3.7 Shelter available to client during temporary absence.

Where client is temporarily absent from his customary place of living (for reasons of hospitablization, 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, household supplies, 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) 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

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

for assistance 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

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.

FOOD PLAN AT LOW COST: Weekly quantities of food (as purchased) for 19 age, sex, and activity groups

Family members	Leafy, green, and yellow vege- tables		Citrus fruit, toma- toes		Pota- toes, sweetpo- tatoos		Other vege- tables and fruit		Milk <u>1/</u>		Meat poul- try, fish		Eggs		Dry beans and peas, <u>2/</u> nuts		Flour, and cereals <u>2/</u>		Fats and oils <u>3/</u>		Sugar, sirups, pre- serves	
	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Qt.	Lb. Oz.	Lb. Oz.	No.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.	Lb. Oz.
Children:																						
1-3 years.....	1--12	1--12	1--12	1--0	1--0	1--0	1--0	5	0--8	5	0--1	1--4	0--2	0--2	0--2	1--4	0--2	0--2	0--2	0--2	0--2	0--2
4-6 years.....	1--12	1--12	1--12	1--4	1--4	1--4	1--4	5	1--0	5	0--2	1--12	0--6	0--6	0--6	1--12	0--6	0--6	0--6	0--6	0--6	0--6
7-9 years.....	2--0	2--0	2--0	1--8	1--8	1--8	1--8	5	1--8	5	0--4	2--4	0--8	0--8	0--8	2--4	0--8	0--8	0--8	0--8	0--8	0--8
Girls, 10-12 years...	2--4	2--4	2--4	1--12	1--12	1--12	1--12	6	1--12	5	0--4	2--8	0--12	0--12	0--12	2--8	0--12	0--12	0--12	0--12	0--12	0--12
12-15 years.....	2--4	2--4	2--4	3--0	3--0	3--0	3--0	6	2--0	5	0--4	3--0	0--12	0--12	0--12	3--0	0--12	0--12	0--12	0--12	0--12	0--12
16-20 years.....	2--4	2--4	2--4	1--12	1--12	1--12	1--12	6	2--0	5	0--4	2--12	0--12	0--12	0--12	2--12	0--12	0--12	0--12	0--12	0--12	0--12
Boys, 10-12 years....	2--4	2--4	2--4	3--0	3--0	3--0	3--0	6	2--0	5	0--4	3--0	0--12	0--12	0--12	3--0	0--12	0--12	0--12	0--12	0--12	0--12
13-15 years.....	2--8	2--8	2--8	2--4	2--4	2--4	2--4	6	1/2	5	0--8	4--4	1--0	1--0	4--4	1--0	1--0	1--0	1--0	1--0	1--0	1--0
16-20 years.....	2--12	2--8	2--8	5--0	5--0	5--0	5--0	6	1/2	5	0--8	5--8	1--6	1--6	5--8	1--6	1--6	1--6	1--6	1--6	1--6	1--6
Women:																						
Sedentary.....	2--4	2--0	2--0	1--12	1--12	1--12	1--12	3	1/2	5	0--4	2--0	0--10	0--10	2--0	2--0	0--10	0--10	0--10	0--10	0--10	0--10
Moderately active..	2--4	2--0	2--0	1--12	1--12	1--12	1--12	3	1/2	5	0--4	2--0	0--12	0--12	2--0	3--4	0--12	0--12	0--12	0--12	0--12	0--12
Very active.....	2--8	2--8	2--8	2--4	2--4	2--4	2--4	3	1/2	5	0--6	4--0	1--0	1--0	4--0	1--0	1--0	1--0	1--0	1--0	1--0	1--0
Pregnant.....	3--0	2--8	2--8	2--0	2--0	2--0	2--0	7	2--4	7	0--4	2--8	0--8	0--8	2--8	0--8	0--8	0--8	0--8	0--8	0--8	0--8
Nursing.....	3--8	3--12	4--0	2--4	2--4	2--4	2--4	10	2--8	7	0--4	3--0	0--10	0--10	3--0	0--10	0--10	0--10	0--10	0--10	0--10	0--10
60 years or over...	2--8	2--4	2--4	1--12	1--12	1--12	1--12	3	1/2	4	0--2	2--0	0--8	0--8	2--0	2--0	0--8	0--8	0--8	0--8	0--8	0--8
Men:																						
Sedentary.....	2--4	2--0	2--12	1--12	1--12	1--12	1--12	3	1/2	5	0--4	3--4	0--12	0--12	3--4	0--12	0--12	0--12	0--12	0--12	0--12	0--12
Physically active..	2--8	2--8	3--12	2--4	2--4	2--4	2--4	3	1/2	5	0--6	4--0	1--0	1--0	4--0	1--0	1--0	1--0	1--0	1--0	1--0	1--0
With heavy work....	2--8	2--8	5--8	2--12	2--12	2--12	2--12	3	1/2	5	0--10	7--0	1--14	1--14	7--0	1--14	1--14	1--14	1--14	1--14	1--14	1--14
60 years and over..	2--8	2--4	3--4	1--12	1--12	1--12	1--12	3	1/2	4	0--2	3--4	0--10	0--10	3--4	0--10	0--10	0--10	0--10	0--10	0--10	0--10

1/ Or its equivalent in cheese, evaporated milk, dry milk, or ice cream.
2/ Count 1 1/2 pounds of bread as 1 pound of flour. Use as much as possible in the form of whole-grain, enriched, or restored products.
3/ For small children and pregnant and nursing women, cod liver oil or some other source of vitamin D is also needed. For elderly persons and for persons who have no opportunity for exposure to clear sunshine, a small amount of vitamin D is also desirable.
4/ To meet iron allowance, 1 large serving of liver or other organ meats should be served each week.
 Source - Interim revision of Plans in Helping Families Plan Food Budgets. USDA Disc. Pub. 662.
 Rural Family Living, Human Nutrition Research Branch, USDA March 1955.
 New Jersey Department of Institutions & Agencies - Division of Welfare