

To: Wx Subgrantees

**Program Guidance: WAP-2024-05**

From: Community Programs

Release Date: June 4th, 2024

Effective Date: April 1st, 2024

Subject: Income Verification Guidance for Applicants who are not Categorically Eligible

**Background**

The State of Indiana’s Weatherization Assistance Program (WAP) follows [WPN 24-3](#) in determining specific IHCD policy regarding eligibility and income verification when clients are categorically eligible. This guidance clarifies for subgrantees how to income verify applicants who are not categorically eligible.

**NEW GUIDANCE**

**When to Determine Income Eligibility**

For applicants that do not meet categorically eligibility criteria, LSPs must determine whether the applicant is income eligible for Weatherization.

To be income eligible for Weatherization the household must be at or below 200% of the Federal Poverty level.

2024 Poverty Income Guidelines

Size of Family Unit	Threshold	200%
1	\$15,060	\$30,120
2	\$20,440	\$40,880
3	\$25,820	\$51,640
4	\$31,200	\$62,400
5	\$36,580	\$73,160
6	\$41,960	\$83,920
7	\$47,340	\$94,680
8	\$52,720	\$105,440

For families with more than 8 people, 100% of poverty level increases \$5,380 for each additional person. Therefore, for Weatherization at 200% of poverty level, add \$10,760 for each additional person.

### **Definition of Income**

Income is defined as Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) **but not** the Income Exclusions listed in Income Exclusions. Gross Income is to be used, not Net Income.

### ***Cash Receipts***

Cash Receipts included in income include the following:

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

### ***Income Exclusions:***

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

1. Capital gains;
2. Any assets drawn down as withdrawals from a bank;
3. Money received from the sale of a property, house, or car;
4. One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
5. Tax refunds;
6. Gifts, loans, or lump-sum inheritances;
7. College scholarships;
8. One-time insurance payments, or compensation for injury;
9. Non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
10. Employee fringe benefits, food or housing received in lieu of wages;
11. The value of food and fuel produced and consumed on farms;
12. The imputed value of rent from owner-occupied non-farm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
15. Combat zone pay to the military;
16. Reverse mortgages; and
17. Payments for care of Foster Children
18. Child support payments, whether received by the Payee or paid by the Payor, are not considered Sources of Income to be added to the payee income or deducted from the payor income for the purposes of determining applicant eligibility.

- **Payee:** Where an applicant receives Child Support from any state program or individual during an applicable tax year, such assistance is not considered income for the purposes of determining eligibility (i.e., where an applicant receives Child Support, he or she does not add that amount to his or her calculation of income for purposes of determining eligibility).

- **Payor:** Where an applicant pays Child Support through a state program and/or to an individual, such assistance is not considered a deduction to Income for the purposes of determining eligibility (i.e., where an applicant pays Child Support, he or she may not deduct said assistance from his or her calculation of Income for the purposes of determining eligibility).
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### **Documentation**

All documents used to determine income must be included in the client file. If an applicant does not have income, they must complete the Zero Income Affidavit and have it notarized.

#### *Zero Income Affidavit*

The Zero Income Affidavit must be used to verify zero income for each household member, age 18 and over, who claim no income for the 3 months prior to the application date. Zero income claimants must have a notarized affidavit claiming zero income. The notarized Zero Income Claimant Form should be in each client's file who claims zero income.

The form must be signed by the Zero Income Claimant or the person who completes the application on behalf of the household. If the signatory is not the zero-income claimant, the person must be listed as a household member on the Weatherization application.

In addition to a completed form, each zero-income claimant must have an attached wage inquiry or income summary from the local Workforce Development Office.

Please direct all questions regarding this guidance to Ethan Scott at [iwx@ihcda.in.gov](mailto:iwx@ihcda.in.gov).



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