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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**CHARTS** Page 1

**Table of Percentages for First Month Payment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **28 Day** | **Month**  **Percent** | **29 Day** | **Month**  **Percent** | **30 Day** | **Month**  **Percent** | **31 Day** | **Month Percent** |
| 1 | 100.00 | 1 | 100.00 | 1 | 100.00 | 1 | 100.00 |
| 2 | 96.43 | 2 | 96.55 | 2 | 96.67 | 2 | 96.77 |
| 3 | 92.86 | 3 | 93.10 | 3 | 93.33 | 3 | 93.55 |
| 4 | 89.29 | 4 | 89.66 | 4 | 90.00 | 4 | 90.32 |
| 5 | 85.71 | 5 | 86.21 | 5 | 86.67 | 5 | 87.10 |
| 6 | 82.14 | 6 | 82.76 | 6 | 83.33 | 6 | 83.87 |
| 7 | 78.57 | 7 | 79.31 | 7 | 80.00 | 7 | 80.65 |
| 8 | 75.00 | 8 | 75.86 | 8 | 76.67 | 8 | 77.42 |
| 9 | 71.43 | 9 | 72.41 | 9 | 73.33 | 9 | 74.19 |
| 10 | 67.86 | 10 | 68.97 | 10 | 70.00 | 10 | 70.97 |
| 11 | 64.29 | 11 | 65.52 | 11 | 66.67 | 11 | 67.74 |
| 12 | 60.71 | 12 | 62.07 | 12 | 63.33 | 12 | 64.52 |
| 13 | 57.14 | 13 | 58.62 | 13 | 60.00 | 13 | 61.29 |
| 14 | 53.57 | 14 | 55.17 | 14 | 56.67 | 14 | 58.06 |
| 15 | 50.00 | 15 | 51.72 | 15 | 53.33 | 15 | 54.84 |
| 16 | 46.43 | 16 | 48.28 | 16 | 50.00 | 16 | 51.61 |
| 17 | 42.86 | 17 | 44.83 | 17 | 46.67 | 17 | 48.39 |
| 18 | 39.29 | 18 | 41.38 | 18 | 43.33 | 18 | 45.16 |
| 19 | 35.71 | 19 | 37.93 | 19 | 40.00 | 19 | 41.94 |
| 20 | 32.14 | 20 | 34.48 | 20 | 36.67 | 20 | 38.71 |
| 21 | 28.57 | 21 | 31.03 | 21 | 33.33 | 21 | 35.48 |
| 22 | 25.00 | 22 | 27.59 | 22 | 30.00 | 22 | 32.26 |
| 23 | 21.43 | 23 | 24.14 | 23 | 26.67 | 23 | 29.03 |
| 24 | 17.86 | 24 | 20.69 | 24 | 23.33 | 24 | 25.81 |
| 25 | 14.29 | 25 | 17.24 | 25 | 20.00 | 25 | 22.58 |
| 26 | 10.71 | 26 | 13.79 | 26 | 16.67 | 26 | 19.35 |
| 27 | 7.14 | 27 | 10.34 | 27 | 13.33 | 27 | 16.13 |
| 28 | 3.57 | 28 | 6.90 | 28 | 10.00 | 28 | 12.90 |
|  |  | 29 | 3.45 | 29 | 6.67 | 29 | 9.68 |
|  |  |  |  | 30 | 3.33 | 30 | 6.45 |
|  |  |  |  |  |  | 31 | 3.20 |

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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**CHARTS** Page 2

**TANF and PaS Program Income Tests, Standard of Need, and Maximum Payment Charts**

The Department will issue benefits under this manual in accordance with the tables below. Provided that there are unexpended funds to support an increase, benefits will increase on October 1 of every year based on the cost of living allowance determined annually by the Social Security Administration.

**The Gross Income Test and Second Income Test are used for applications only. The Standard of Need is used to determine eligibility for ongoing recipients.**

**ADULT INCLUDED**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BASIC** | | | | | **SPECIAL NEED** | | | | | | |
| **Number in filing unit** | **Gross Income Test** | **Second Income**  **Test** | **SON** | **Maximum Grant** | **Gross Income Test** | **Second Income Test** | **SON** | **Maximum Grant**  **+** | **Special Need** | **= Total** | **Max.**  **Gap** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | 485 | 283 | 354 | 290 | 578 | 333 | 654 | 290 | 300 | 590 | 64 |
| 2 | 762 | 445 | 556 | 456 | 855 | 495 | 856 | 456 | 300 | 756 | 100 |
| 3 | 1,023 | 596 | 746 | 611 | 1,116 | 646 | 1,046 | 611 | 300 | 911 | 135 |
| 4 | 1,286 | 750 | 938 | 769 | 1,379 | 800 | 1,238 | 769 | 300 | 1,069 | 169 |
| 5 | 1,548 | 903 | 1,127 | 922 | 1,641 | 953 | 1,427 | 922 | 300 | 1,222 | 205 |
| 6 | 1,811 | 1,055 | 1,317 | 1,077 | 1,904 | 1,105 | 1,617 | 1,077 | 300 | 1,377 | 240 |
| 7 | 2,072 | 1,208 | 1,509 | 1,235 | 2,165 | 1,258 | 1,809 | 1,235 | 300 | 1,535 | 274 |
| 8 | 2,335 | 1,361 | 1,700 | 1,391 | 2,427 | 1,411 | 2,000 | 1,391 | 300 | 1,691 | 309 |
| **Additional**  **Member** | +262 | +153 | +193 | +158 | +262 | +153 | +193 | +158 | +300 | +158 | 35 |

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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**CHARTS** Page 3

**TANF and PaS Program Income Tests, Standard of Need, and Maximum Payment Charts**

**The Gross Income Test and Second Income Test are used for applications only. The Standard of Need is used to determine eligibility for ongoing recipients.**

##### **ADULT NOT INCLUDED**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BASIC** | | | | | **SPECIAL NEED** | | | | | | |
| **Number**  **in filing unit** | **Gross Income**  **Test** | **Second Income Test** | **SON** | **Maximum Grant** | **Gross Income Test** | **Second Income Test** | **SON** | **Maximum Grant +** | **Special Need** | **= Total** | **Max.**  **Gap** |
| 1 | 285 | 167 | 209 | 173 | 332 | 217 | 509 | 173 | 300 | 473 | 36 |
| 2 | 546 | 319 | 399 | 329 | 639 | 369 | 699 | 329 | 300 | 629 | 70 |
| 3 | 808 | 472 | 590 | 485 | 901 | 522 | 890 | 485 | 300 | 785 | 105 |
| 4 | 1,071 | 624 | 908 | 638 | 1,164 | 674 | 1,208 | 638 | 300 | 938 | 141 |
| 5 | 1,334 | 778 | 972 | 797 | 1,427 | 828 | 1,272 | 797 | 300 | 1,097 | 175 |
| 6 | 1,597 | 931 | 1,162 | 951 | 1,690 | 981 | 1,462 | 951 | 300 | 1,251 | 211 |
| 7 | 1,859 | 1,083 | 1,352 | 1,107 | 1,952 | 1,133 | 1,652 | 1,107 | 300 | 1,407 | 245 |
| 8 | 2,120 | 1,236 | 1,542 | 1,262 | 2,213 | 1,286 | 1,842 | 1,262 | 300 | 1,562 | 280 |
| **Additional**  **Member** | +262 | +153 | +193 | +158 | +262 | +153 | +193 | +158 | +300 | +158 | 35 |

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**Charts** Page 4

**CHART VI: FEDERAL POVERTY LEVELS**

The Federal poverty income levels are available at the Department of Health and Human Services Offices.

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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**Charts** Page 5

**RELATIONSHIPS**

5.| great-great-great-grandparent

|

4.| great-great-grandparent

|Ì

3.| great-grandfather/grandmother 5. great-granduncle/

| grandaunt

|Ì

2.| grandfather/mother 4. granduncle/grandaunt

| |

| 5. 1st cousin (once removed)

|

|Ì

1.| father/mother 3. uncle/aunt

| |

| 4. 1st cousin

| |

| 5. 1st cousin (once removed)

|

|Ì

| self 2. brother/sister

| |

1.| son/daughter 3. nephew/niece

| |

2.| grandson/daughter 4. grandnephew/niece

| |

3.| great grandson/daughter 5. great-grandnephew/niece

|

4.| great-great grandchild

|

5.| great-great-great grandchild

**TANF BASIC GRANT AND SPECIAL NEED BUDGET WORKSHEET** Rev. 7/97

**(for overpayments and underpayments prior to 01/01/98)** page 6

CASE NAME: CASE ID:

185% GROSS INCOME TEST Basic Special 100% FULL NEED TEST Basic Special

1. Gross Earned Income 1. Gross Earned Income \_\_\_\_\_\_

2. Gross Unearned + \_\_\_\_\_ 2. Work Expense - 90.00

Child Support - $50 + \_\_\_\_\_ 3. Child Care - \_\_\_\_\_\_

3. Stepparent + \_\_\_\_\_ 4. Unearned Income + \_\_\_\_\_\_

Countable Child Support - $50 + \_\_\_\_\_\_

4. Total (1-3) = \_\_\_\_\_\_ 5. Stepparent Countable \_\_\_\_\_\_

5. See 185% Chart = \_\_\_\_\_\_ \_\_\_\_\_\_ 6. Total \_\_\_\_\_\_

Ineligible if 4 is greater than 5

If 4 is less than 5 - go to next step 7. See Full Need Chart \_\_\_\_\_\_ \_\_\_\_\_\_

Calculate Countable Income 1st Income 2nd Income Non-essential

Stepparent

6. Gross earned income (line 1) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

7. Work Related Expense - 90.00 - 90.00 - 90.00

8. Sub Total (5 - 6) =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

9. $30.00 Disregard - 30.00 - 30.00

10. (7 - 8) 3)\_\_\_\_\_\_\_\_ 3)\_\_\_\_\_\_\_\_\_

11. 1/3 Disregard -\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_

12. Adjusted Gross (9 - 10) =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

13. Child Care ($200 per child -2) -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

($175 per child 2+ or disabled) \_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

14. Countable Earned Income =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_

15. Gross Unearned Income +\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(less allocations - \_\_\_\_\_\_\_\_\_)

16. Countable Stepparent Income

(after allocations) +\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

17. Total TANF Countable Income (\_\_\_\_\_\_\_\_\_\_) + (\_\_\_\_\_\_\_\_\_\_) =\_\_\_\_\_\_\_\_\_

Calculate Basic Grant Basic Grant 27. Special Need

18. Need Standard (See Chart) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

19. Countable Income (Line 17) -\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

20. Deficit (18-19) =\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

21. Grant Amount (Deficit (20) or max. whichever is less) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

22. Unemployment of P.W.E. -\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

23. Grant for full month of TANF x\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(factor)

24. Prorated Basic TANF grant \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

If special need payment is requested, calculate 75% Eligibility Test:

25. Monthly Rent:

Lot Rent: TANF Countable Income (line 17) = \_\_\_\_\_\_\_\_\_\_

Mortgage: Child Support - $50 + \_\_\_\_\_\_\_\_\_\_

Taxes: Basic TANF Grant (line 23, if on-going

Shelter Insurance: case, line 24 if initial month of app.) + \_\_\_\_\_\_\_\_\_\_

Home Owner’s Insurance: Total Income = \_\_\_\_\_\_\_\_\_\_

Total Shelter Expenses: = \_\_\_\_\_\_\_\_\_%

26. Total Rent divided by total income

\*If % is 75 or over, proceed with Calculation of Combination of Basic Grant and Special Need Payments. See #27.

.

**TANF BASIC GRANT AND SPECIAL NEED BUDGET WORKSHEET Rev. 7/97**

**(Use prior to 01/01/98)**

page 7

CASE NAME: CASE ID:

185% GROSS INCOME TEST Basic Special 100% FULL NEED TEST Basic Special

1. Gross Earned Income 1. Gross Earned Income \_\_\_\_\_\_

2. Gross Unearned + 2. Work Expense - 90.00

Child Support (- $50) + 3. Child Care - \_\_\_\_\_\_

3. Stepparent + 4. Unearned Income + \_\_\_\_\_\_

Countable Child Support (- $50) + \_\_\_\_\_\_

4. Total (1-3) = 5. Stepparent Countable \_\_\_\_\_\_

5. See 185% Chart =\_\_\_\_\_\_ 6. Total \_\_\_\_\_\_

Ineligible if 4 is greater than 5

If 4 is less than 5 - go to next step 7. See Full Need Chart \_\_\_\_\_\_ \_\_\_\_\_\_

Calculate Countable Income 1st Income 2nd Income Non-essential

Stepparent

6. Gross earned income (line 1) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

7. Work Related Expense - 90.00 - 90.00 - 90.00

8. Sub Total (6 - 7) =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

9. $30.00 Disregard - 30.00 - 30.00

10. (8 - 9) 3)\_\_\_\_\_\_\_\_ 3)\_\_\_\_\_\_\_\_\_

11. 1/3 Disregard -\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_

12. Adjusted Gross (10 - 11) =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_

13. Child Care ($200 per child -2) -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

($175 per child 2+ or disabled) \_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

14. Countable Earned Income =\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_\_ =\_\_\_\_\_\_\_\_\_

15. Gross Unearned Income +\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_\_\_\_ +\_\_\_\_\_\_\_\_\_

(less allocations - \_\_\_\_\_\_\_\_\_)

16. Countable Stepparent Income

(after allocations) +\_\_\_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_

17. Total TANF Countable Income (\_\_\_\_\_\_\_\_\_\_) + (\_\_\_\_\_\_\_\_\_\_) =\_\_\_\_\_\_\_\_\_

Calculate Basic Grant Basic Grant 27. Special Need

18. Need Standard (See Chart) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

19. Countable Income (Line 17) -\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

20. Deficit (18-19) =\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

21. Grant Amount (Deficit (20) or max. whichever is less) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

22. Unemployment of P.W.E. -\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

23. Grant for full month of TANF. x\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(factor)

24. Prorated Basic TANF grant \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

If special need payment is requested, calculate 75% Eligibility Test:

25. Monthly Rent: Lot Rent: TANF Countable Income (line 17) = \_\_\_\_\_\_\_\_\_\_

Mortgage: Child Support (- $50) + \_\_\_\_\_\_\_\_\_\_

Taxes: Basic TANF Grant (line 23, if on-going

Home Owner’s Insurance: case, line 24 if initial month of app.) + \_\_\_\_\_\_

Total Shelter Expenses: Total Income = \_\_\_\_\_\_\_\_\_\_

26. Total shelter expenses divided by total income = \_\_\_\_\_\_\_\_\_%

\*If % is 75 or over, proceed with Calculation of Combination of Basic Grant and Special Need Payments. See #27

.

**Begin** 7/98

**TANF BASIC GRANT AND SPECIAL NEED BUDGET WORKSHEET Rev. 7/98**

**For Androscoggin, Cumberland, Oxford, Franklin, Somerset, Hancock, Aroostook, and Washington** page 8

CASE NAME: CASE ID:

GROSS INCOME TEST Basic Special

1. Gross Earned Income

2. Gross Unearned +

Child Support (- $50) +

3. Stepparent +

Countable

4. Total (1-3) =

5. See Pretest Chart =

Ineligible if 4 is greater than 5

If 4 is less than 5 - go to next step

Calculate Countable Income 1st Working 2nd Working Non-essential

Individual Individual Stepparent

6. Gross earned income (line 1)

7. Disregard 20% = = =

Sub Total (6 - 7)

9. Disregard - 134 - 134 - 134

10. Adjusted Gross (8 - 9) = = =

11. Child Care ($200 per child -2) - - -

($175 per child 2+ or disabled) - - -

12. Countable Earned Income = = =

13. Gross Unearned Income + + +

(less allocations) - (less allocations) -

14. Countable Stepparent Income

(after allocations) + (allocations) -

15. Total TANF Countable Income = =\_\_\_\_\_\_\_\_\_\_ =

Calculate Basic Grant Basic Grant 24. Special Need

16. Need Standard (See S.O.N. Chart)

17. Countable Income (Line 15) -

18. Deficit (16-17) =

19. Grant Amount (Deficit (18) or max. whichever is

20. Grant for full month of TANF. x

(factor)

21. Prorated Basic TANF grant

Special need payment 75% Eligibility Test:

22. Monthly Rent:

Lot Rent: TANF Countable Income (line 15) = \_\_\_\_\_\_\_\_\_\_

Mortgage: Child Support (- $50) if not uned in + \_\_\_\_\_\_\_\_\_\_

item 15)

Taxes: Basic TANF Grant (line 20, if on-going

Home Owner’s Insurance: case, line 21 if initial month of app.) + \_\_\_\_\_\_\_\_\_\_

Total Shelter Expenses: Total Income = \_\_\_\_\_\_\_\_\_\_

23. Total shelter expenses divided by total income = \_\_\_\_\_\_\_\_\_%

\*If % is 75 or over, proceed with Calculation of Combination of Basic Grant and Special Need Payments. See #24.

**Begin** 7/98

**TANF BASIC GRANT AND SPECIAL NEED BUDGET WORKSHEET** Rev. 7/98

**For Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Waldo and York** page 9

CASE NAME: CASE ID:

GROSS INCOME TEST Basic Special

1. Gross Earned Income

2. Gross Unearned +

Child Support (- $50) +

3. Stepparent +

Countable

4. Total (1-3) =

5. See Pretest Chart =\_\_\_\_\_\_

Ineligible if 4 is greater than 5

If 4 is less than 5 - go to next step

Calculate Countable Income 1st Working 2nd Working Non-essential

Individual Individual Stepparent

6. Gross earned income (line 1)

7. Disregard - $150 - $150 - $150

8. Sub Total (6 - 7) = = =

9. Disregard 50% = = =

10. Adjusted Gross (8 - 9) = = =

11. Child Care ($200 per child -2) - - -

($175 per child 2+ or disabled) - -

12. Countable Earned Income = = =

13. Gross Unearned Income + + +

(less allocations - - (less allocations) -

14. Countable Stepparent Income

(after allocations) + (allocations) -

15. Total TANF Countable Income = = =

Calculate Basic Grant Basic Grant 24. Special Need

16. Need Standard (See S.O.N. Chart)

17. Countable Income (Line 15) -

18. Deficit (16-17) =

19. Grant Amount (Deficit (18) or max. whichever is less)

20. Grant for full month of TANF. x

(factor)

21. Prorated Basic TANF grant

Special need payment 75% Eligibility Test:

22. Monthly Rent:

Lot Rent: TANF Countable Income (line 15) = \_\_\_\_\_\_\_\_\_\_

Mortgage: Child Support (- $50) if not used in + \_\_\_\_\_\_\_\_\_\_

item 15

Taxes: Basic TANF Grant (line 20, if on-going

Home Owner’s Insurance: case, line 21 if initial month of app.) + \_\_\_\_\_\_\_\_\_\_

Total Shelter Expenses: Total Income = \_\_\_\_\_\_\_\_\_\_

23. Total shelter expenses divided by total income = \_\_\_\_\_\_\_\_\_%

\*If % is 75 or over, proceed with Calculation of Combination of Basic Grant and Special Need Payments. See #24.

**TANF BASIC GRANT AND SPECIAL NEED BUDGET WORKSHEET** Rev. 10/2017

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CASE NAME: CASE ID:

GROSS INCOME TEST for Applicants Only Basic Special

1. Gross Earned Income

2. Gross Unearned +

Child Support (- $50) +

3. Stepparent +

Countable

4. Total (1-3) =

5. See Pretest Chart =\_\_\_\_\_\_\_\_

Ineligible if 4 is greater than 5

If 4 is less than 5 - go to next step

Calculate Countable Income 1st Working 2nd Working Non-essential

Individual Individual Stepparent

6. Gross earned income (line 1)

7. Disregard - $108 - $108 - $108

8. Sub Total (6 - 7) = = =

9. Disregard 50% = = =

10. Adjusted Gross (8 - 9) = = =

11. Child Care ($200 per child -2) - - -

($175 per child 2+ or disabled) - -

12. Countable Earned Income = = =

13. Gross Unearned Income + + +

(less allocations - - (less allocations) -

14. Countable Stepparent Income

(after allocations) + (allocations) -

15. Total TANF Countable Income = = =

|  |
| --- |
| Second Income Test for Applicants Only: (If redetermination, go to step 17).  16. See Pretest chart = = =  Ineligible if 15. is greater than 16. If 15 is less than 16, continue at step 17. |

Calculate Basic Grant Basic Grant 26. Special Need

17. Need Standard (See S.O.N. Chart)

18. Countable Income (Line 15) -

19. Deficit (16-17) =

20. Grant Amount (Deficit (18) or max. whichever is less)

21. Grant for full month of TANF. x

(factor)

22. Prorated Basic TANF grant

Special need payment 50% Eligibility Test:

23. Monthly Rent:

Lot Rent: TANF Countable Income (line 15) = \_\_\_\_\_\_\_\_\_\_

Mortgage: Child Support (- $50) if not used in + \_\_\_\_\_\_\_\_\_\_

item 15

Taxes: Basic TANF Grant (line 19, if on-going

Home Owner’s Insurance: case, line 21 if initial month of app.) + \_\_\_\_\_\_\_\_\_\_

Total Shelter Expenses: Total Income = \_\_\_\_\_\_\_\_\_\_

25. Total shelter expenses divided by total income = \_\_\_\_\_\_\_\_\_%

\*If % is 50 or over, proceed with Calculation of Combination of Basic Grant and Special Need Payments. See #26.

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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**History** Page 11

1. **History of Earned Income Disregards** **for Individuals Receiving TANF**
   1. Certain disregards of earned income are considered when determining eligibility and payment.
      1. The disregards are allowed in the order shown below and can be applied only for the months in which the income is received.

**NOTE:** There is an exception when the income is from self-employment. This income is annualized and appropriate disregards are deducted from the monthly average.

* 1. **Prior to 1/1/98:** The following disregards are given to working individuals prior to 1/1/98:
     1. Work Related Expenses: Each individual in the assistance unit who is employed, including self- employed individuals, is eligible for a $90 per month disregard for work expenses. This disregard applies to both full and part-time employment.
     2. $30 and 1/3 Incentive Disregard: Under this provision, the first $30 and then 1/3 of the remainder is subtracted.
        1. This disregard cannot be used to establish initial eligibility unless the individual received TANF and PaS in one of the prior 4 months or meets the full need standard test (100% test).
        2. The $30 and 1/3 disregard is applied to each individual's earned income for 4 consecutive months. If there is any income after the work related expenses, the $30 and 1/3 disregard must be applied. If any part of it is applied, although it may not effect the payment, the individual is considered to have received the disregard for that month. If an individual loses a job with good cause, and the 4 consecutive months are interrupted, another 4 month period is given. However, if the interruption of the 4 months is the result of a sanction, each month of the sanction is counted as a month of receipt of the disregard.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**History** Page 12

1. **History of Earned Income Disregards (cont.)**
   * + 1. After the individual has received the 4 consecutive months of the $30 and 1/3 disregard, they are eligible to receive a $30 disregard for the next 8 consecutive months. The 8 month period does not change, even if the disregard is not applied. If an individual loses and regains eligibility during the 8 month period, they receive the $30 disregard only for the remaining months.
       2. After an individual has received the 4 consecutive months of $30 and 1/3 and the 8 month period of the $30, they cannot receive either disregard again unless they have not received TANF and PaS for 12 consecutive months.
   1. **1/1/98 through 6/30/99**

The following disregards are given to individuals working from 1/1/98 through 6/30/99:

* + 1. For TANF or PaS applicants or recipients living in Cumberland, Androscoggin, Oxford, Franklin, Somerset, Aroostook, Washington, and Hancock counties who have earnings from employment, the Department shall disregard from the monthly earnings, the following:
       1. twenty percent of the gross earnings; and
       2. one hundred thirty-four dollars from the remaining earned income

or

* + 1. For TANF of PaS applicants for recipients living in Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Waldo and York counties who have earnings from employment, the department shall disregard from monthly earnings the following:

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Appendix

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**MAINE PUBLIC ASSISTANCE MANUAL**

**History** Page 13

1. **History of Earned Income Disregards (cont.)**
   * + 1. one hundred and fifty dollars; and
       2. fifty percent of the remaining earnings that are less than the federal poverty level.
       3. child care disregard up to the cap.
   1. **7/1/98 through 9/30/01:**

There is one pretest in the determination and redetermination of eligibility:

* + 1. **The gross income test**: Gross income includes the total earned and unearned income, before application of any disregards, of those individuals whose income is taken into account in determination eligibility.

**NOTE:** Gross income must be equal to or less than the amount indicated in the Gross Income Test column of the appropriate chart in the Appendix.

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**History** Page 14

1. **History of Disregards and Allocations Applied to Step-Parent Income**
   1. When there is a stepparent in the home, they cannot be included in the filing unit unless they are considered an essential person (see Caretaker Relatives). Whether included or excluded, their income is considered in determining eligibility and payment for the filing unit.

**NOTE**: A stepparent whose employment requires extended periods away from the home is still considered to be residing in the home.

* + 1. When the stepparent is **included**, their income and assets shall be consideredas for any individual in the filing unit.
    2. When the stepparent is **excluded**, the following disregards and allocations will be applied to their monthly income:
  1. **Prior to 1/1/98:**
     1. the first **$90** of their gross earnings,
  2. **1/1/98 through 6/30/99**:
     1. for TANF or PaS applicants for recipients living in Cumberland, Androscoggin, Oxford, Franklin, Somerset, Aroostook, Washington, and Hancock counties, who have earnings from employment, the department shall disregard from the monthly earnings, the following:
        1. twenty percent of the gross earnings; and
        2. one hundred thirty-four dollars from the remaining earned income

or

* + 1. for TANFor PaS applicants for recipients living in Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Waldo and York counties, who have earnings from employment, the department shall disregard from monthly earnings the following:

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**History** Page 15

1. **Step Parent Disregards and allocations (continued)**
   * + 1. one hundred fifty dollars; and
       2. fifty percent of the remaining earnings that are less than the federal poverty level.
     1. Other:
        1. **from earned income**: an allocation equal to the full need standard for individuals other than the stepparent living in the same household, but not included in the filing unit, and who are claimed by the stepparent as tax dependents. This does not include the needs of individuals required to be in the filing unit but who have been sanctioned,
        2. **from unearned income**: an allocation equal to the full need standard for the support of the stepparent and other individuals living in the same household, but not included in the filing unit, and who are claimed by the stepparent as tax dependents. This does not include the needs of individuals required to be in the filing unit but who have been sanctioned.
        3. from earned or unearned income, the actual amount of alimony or child support payments to persons not living in the home.

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**History** Page 16

1. **Stepparent Disregards and Allocations**
   * + 1. from earned or unearned income, any amounts actually being paid by the stepparent to individuals not living in the home, but who are claimed or could be claimed by them as tax dependents under IRS rules.
          1. The remainder of the **excluded** stepparent's income is budgeted as unearned income to the filing unit.
          2. The assets of the excluded stepparent are not considered available to the filing unit even if the legal parent is included on the grant.
          3. The lump sum income of the excluded stepparent is considered as any other income. If the assessed income, including the lump sum, is greater than the filing unit's need standard for the month, the filing unit is ineligible for that month.
   1. **7/1/00:**

See current policy*.*

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**History** Page 17

1. **History of BUDGETING PRINCIPLES**
   1. For purposes of determining eligibility and payment the income already received and any income which can be reasonably anticipated must be taken into account.
   2. **Prior to 1/1/98:**

There are two tests in the determination and redetermination of eligibility. They are as follows:

* + 1. **The 185% gross income test:** Gross income includes the total earned and unearned income, before application of any disregards, of those individuals whose income is taken into account in determining eligibility.

**NOTE:** The excluded stepparent is counted in the assistance unit for the 185% test only.

**NOTE:** All of the earned income of a dependent child is excluded from the 185% test when they are full-time students or part-time students not employed full time.

* + - 1. For the purpose of this test, the countable income of excluded stepparents, sponsors, or parents of minor parents is their gross income less applicable disregards. (See Chapter III)

**NOTE:** Child support received through the Department up to the current monthly obligation will be counted, with the exception of the first $50.

* + - * 1. Child support received directly must also be counted with the exception of the first $50.
        2. The exclusion cannot exceed $50 per assistance unit.

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**History** Page 18

1. **HISTORY OF BUDGETING PRINCIPLES** (cont.)
   * + 1. If the assistance unit's gross income is greater than 185% of the appropriate need standard they are ineligible. If the assistance unit's gross income is equal to or less than 185%, continue to the 100% test (Full Need).
     1. **The 100% test:** If the gross income less appropriate earned income disregards and allocations is greater than full need they are ineligible.
        1. If the gross income less appropriate disregards and allocations is less than full need determine the TANF and PaS payment.

**NOTE:** Applicant must pass the 100% test before the $30 and 1/3 incentive disregards can be applied.

**NOTE:** An ongoing case need not pass the 100% test before the 30 and 1/3 incentive disregard is applied. If the recipient has not had the benefit of the four consecutive months of 30 and 1/3, they are eligible for it.

**NOTE:** An individual may receive the $30 and 1/3 incentive disregard only once unless there has been at least a 12 month period during which the individual has not received TANF. After this 12 month period, the individual who begins work may again receive the $30 plus 1/3 disregard.

(See Chapter III.)

* 1. **1/1/98 through 6/30/98**:

There is one pretest in the determination and redetermination of eligibility:

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**History** Page 19

1. **HISTORY OF BUDGETING PRINCIPLES** (cont.)
   * 1. **The 185% gross income test:** Gross income includes the total earned and unearned income, before application of any disregards, of those individuals whose income is taken into account in determining eligibility.

**NOTE:** The excluded stepparent is counted in the assistance unit for the 185% test.

**NOTE:** All of the earned income of a dependent child is excluded from the 185% test when they are full-time students or part-time students not employed full time.

* + 1. For the purpose of this test the countable income of excluded stepparents, sponsors, or parents of minor parents is their gross income less applicable disregards. (See Chapter III.)

**NOTE:** Child support received through the Department up to the current monthly obligation will be counted, with the exception of the first $50.

* + - 1. Child support received directly will be counted with the exception of the first $50.
      2. The exclusion cannot exceed $50 per assistance unit.
    1. If the assistance unit's gross income is greater than 185% of the appropriate need standard they are ineligible. If the assistance unit's gross income is equal to or less than 185%, calculate the benefits using the appropriate disregards.
  1. **On or After 7/1/98**:

See current policy.

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**History** Page 20

1. **History of Calculation of Payment**
   1. **Prior to 1/1/98:**
      1. Subtract appropriate disregards of work related expenses, $30 and 1/3 or $30, and child care from the gross earned income. Add the balance to any unearned income and subtract any allowable deductions and allocations to determine countable income.
   2. **1/1/98 through 6/30/99:**
      1. Subtract appropriate disregards and child care from the gross earned income. Add the balance to any unearned income and subtract any allowable deductions and allocations to determine countable income.

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**History** Page 21

1. **HISTORY OF** **BUDGETING PRINCIPLES** (cont.)
   1. **NOTE:** For TANF or PaS applicants or recipients living in Cumberland, Androscoggin, Oxford, Franklin, Somerset, Aroostook, Washington, and Hancock counties who have earnings from employment, the Department must disregard from the monthly earnings, the following:
      1. twenty percent of the gross earnings, and
      2. one hundred thirty-four dollars from the remaining earned income.

or

* 1. For TANF or PaS applicants or recipients living in Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Waldo and York counties who have earnings from employment, the Department shall disregard from monthly earnings the following:
     1. one hundred and fifty dollars;
     2. fifty percent of the remaining earnings.
  2. **On or after 7/1/99:**

See current policy.

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**History** Page 22

1. **HISTORY OF** **BUDGETING PRINCIPLES** (cont.)
   1. If an adult member of the assistance unit is legally responsible for the support of others living in the home who do not meet the categorical definition of TANF or PaS, allocate the appropriate full need standard from the adult's remaining income.

**NOTE:** No allocation can be made to dependents who are otherwise eligible for TANF or PaS. In addition, income will not be allocated to any dependent with assets in excess of the allowable limit.

* 1. If an adult member of the assistance unit is legally responsible for and **actually paying** support for children or alimony to a former spouse outside the home, the support payment is allowed as a deduction.
  2. Child support received minus the first $50 is added to the countable income until the effective date of assignment.
  3. Subtract Countable Income from the need standard. Authorize the difference between the two figures up to the payment maximum. If the result is less than $10 before application of any recoupment or proration, no check is issued. However, the assistance unit may be eligible for Medicaid.

**NOTE:** When the countable income is greater than the standard of need, there is no eligibility for TANF or PaS.

* 1. In the final step round down to the next whole dollar.
  2. **On or after 7/1/99:**

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**History** Page 23

1. **SPECIAL NEED HOUSING ALLOWANCE**
   1. There is a special need payment of up to $50 per month for each assistance unit incurring housing costs which equal or exceed 75% of their countable income.
   2. All of the rules and budgeting principles governing the TANF or PaS Basic Grant payment will be applied to the Special Needs (SN) Payment.

**EXCEPTION**: A separate application for the SN payment is not required. The TANF or PaS application or redetermination is considered a request for the SN payment.

**EXCEPTION from 7/1/98 through 6/30/99**: Assistance units who are eligible for the Special Needs housing payment on June 1, 1998 who would lose their eligibility or would experience a decrease in payment when the July 1, 1998 TANF benefit increases, will remain eligible for their June 1, 1998 SN payment until the next change in their household would have made them ineligible for the 6/98 SN payment. This rule ends on 6/30/99.

* 1. In order to determine eligibility for families in this group, do the following:
     1. Determine the family’s eligibility for a Special Needs housing payment using the standard of need and maximum payment level used in 6/98.
     2. After determining the 6/98 SN payment, add the payment amount to the 7/98 basic TANF grant.

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**History** Page 24

1. **SPECIAL NEED FOR HOUSING ALLOWANCE** (cont.)
   1. **Countable Income**: The countable income of the TANF or PaS assistance unit is:
      1. **Prior to 1/1/98:**
         1. Earned income minus the work related expense, $30 and 1/3 disregard, and child care expense; as applicable;
      2. **1/1/98 through 6/30/99:**
         1. For TANF or PaS applicants or recipients living in Cumberland, Androscoggin, Oxford, Franklin, Somerset, Aroostook, Washington, and Hancock counties who have earnings from employment, the Department will disregard from the monthly earnings, the following:
            1. twenty percent of the gross earnings, and
            2. one hundred thirty-four dollars from the remaining earned income.

or

* + - 1. For TANF or PaS applicants or recipients living in Kennebec, Knox, Lincoln, Penobscot, Piscataquis, Sagadahoc, Waldo and York counties who have earnings from employment, the Department shall disregard from monthly earnings the following:
         1. one hundred and fifty dollars; and
         2. fifty percent of the remaining earnings.
    1. **On or after 7/1/99:**

See current policy.