

Eligibility Policies

C1 Definition of a Family Unit for Determining CSBG Eligibility

A family is defined as all individuals living within the same household who are related to one another by birth, marriage, or adoption. Unrelated individuals may also be considered a "family unit" if they share income and living expenses. Unrelated individuals who are responsible for paying their own food and occupancy costs should be considered part of a separate family unit. If a household includes more than one family unit, the poverty guidelines shall be applied separately to each family unit and not to the household as a whole.

C2 Income Eligibility Limit

For purposes of determining eligibility, the income of each family unit living within a household will be counted separately.

Individuals and families receiving CSBG supported services must be below 125% of the federal poverty level based on the most recent annual federal poverty guidelines issued by the federal Department of Health and Human Services.

Client eligibility screening is not practical for some services such as services provided exclusively to children and youth who may be too young or otherwise inappropriate to provide family assessment information. In such cases, the agency must target services to individuals and families who are likely to be below the 125% poverty level.

C3 Definition of Income for Eligibility Purposes

The definition of income for determining eligibility is total cash receipts for the family unit from all includable income sources. Includable income is limited to the following list. Public benefits and other forms of cash and in-kind support will not be counted:

- Wages and salaries from employment before deductions
- Self-employment income
- Social Security
- Railroad Retirement
- Pension – Private
- Pension – Government
- Education Scholarships
- Worker's Compensation
- Alimony
- Military Allotments (support from absent family member)
- Regular Insurance/Annuity Payments
- Interest/Dividends/Net Rental Income

This version of the MSP is currently under review by OMB, which may result in additional edits.

C4 Period of Time for Determining Income

Total monthly income for the past 30 days should be used to determine a family's income on the day of intake. Other factors may be considered such as the loss of employment within the 30 day time period.

C5 Income Verification

The agency should establish procedures to verify the income sources referenced in Policy C3 above. Persons applying for assistance should sign a statement attesting to the accuracy of the information provided on the intake application.

C6 Reassessment of Eligibility

After the initial determination of eligibility, the income level of families should be reassessed at least annually or be reviewed anytime the agency becomes aware of a significant increase in income or change in the composition of the family unit.