

DAUPHIN COUNTY MH/A/DP PROGRAM HOMELESS ASSISTANCE PROGRAM POLICY AND PROCEDURE

Program: <input checked="" type="checkbox"/> Bridge Housing	Policy No. <u>20-02</u>
<input checked="" type="checkbox"/> Case Management	Effective Date <u>April 1, 2020</u>
<input checked="" type="checkbox"/> Emergency Shelter	Revision Date _____
<input checked="" type="checkbox"/> Rental Assistance	
	Approved <u><i>David E. Lidenhues</i></u>

Title: HAP Poverty Guidelines for Eligibility

Policy: Dauphin County requires that all households served in HAP must be below 200% of Federal Poverty Income Guidelines.

Definitions:

Federal Poverty Income Guidelines (FPIG): measure of income used by the U.S. Government to determine who is eligible for subsidies, programs and benefits (attached is the current year FPIG table).

HAP Client: any individual/household that has been deemed eligible for HAP services and enrolled in a program.

HAP Providers: all providers/agencies that are under contract with Dauphin County to provide HAP services.

Income: monetary resource received by the HAP applicant. May include but is not limited to wages/salaries, alimony, child support, university scholarships, dividends, government employee pension, private pension, family allotment, federal earned income tax credit, interest, military compensation, net gambling/lottery winnings, receipts from estates or trusts, profit from self-employment, railroad retirement, Social Security Income (for both adults and children), strike benefits from union funds, TANF, training stipends, unemployment compensation, veterans' payments

Proof of Income: documentation provided by client to determine monthly/annual income. May include but is not limited to paystubs, award letters, bank statements, wage inquiry, etc.

Procedure:

1. At the time of intake or prior to enrollment, the HAP provider should make every effort to obtain proof of income from the HAP client.
2. The HAP provider must calculate annual income to ensure that participant is below 200% of the Federal Poverty Income Guidelines (FPIG).
3. If HAP client is above 200% of the FPIG, then he/she may not be enrolled in the HAP Program.
4. If HAP client is unable to provide third party documentation verifying proof of income, then a Self-Declaration of Income Statement may be completed and signed by the HAP client.
5. Dauphin County will disseminate the FPIG Table to HAP Providers as it is updated annually.