

MAINE MUNICIPAL ASSOCIATION

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To: Municipal Officials/Welfare Directors/General Assistance Administrators

From: Amanda A. Meader, Staff Attorney

Re: 2011-2012 General Assistance Ordinance Appendices A, B and C

Date: September 26, 2011

Enclosed please find the following items:

- MMA's new (October 1, 2011–October 1, 2012) “**General Assistance Ordinance Appendices**” (A, B and C).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA maximums adoption form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS in the self-addressed envelope provided with this packet (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendices A, B & C

The enclosed Appendices A, B and C have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices dated October 1, 2010–October 1, 2011. Even if you have already adopted MMA’s model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices A-C yearly**. The various maximum levels of General Assistance set forth in Appendices A-C are established as a matter of state law based on certain federal values that are made effective on the first day of October each year.

Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2011-2012 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2011. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and cannot be altered by action of the municipal officers.

Because HUD may have reorganized certain localities, municipalities should first check to see in which locality they have been placed.

The following abbreviations may assist in your review of the maximums:

Abbreviations:

Department of Housing and Urban Development (HUD)

Fair Market Rent (FMR)

HUD Metro FMR (HMFA)

Metropolitan Statistical Area (MSA)

Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2011-2012 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2011-2012 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost.

What should your municipality do if the housing maximums contained in this packet are unreasonably low (or high) given the rental rates in your area? The preferred option is to conduct a local rental survey. Municipalities exploring this option should contact DHHS for guidance on conducting such a survey.

Another option is to forego adopting housing maximums (the law does not actually require housing maximums—the other two maximums, i.e., Appendix A and B, are required). If you are a municipality that has to perform "emergency analysis" each and every time an applicant requests housing assistance and you are not planning to perform a market survey (although you probably should), then perhaps working without housing maximums is an option.

Emergency analysis should be an exception, not the rule. If it has become the rule in your municipality, then the adoption of artificially low housing maximums is of no service to you (or your clients) and you might be better off with no housing maximums. Municipalities choosing to forego housing maximums must still adhere to the overall maximum and work an applicant's

budget accordingly. Such municipalities might choose to utilize the actual FMR provided by the federal government as a guide.

The Adoption Process

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit our web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS has made it easier by enclosing a self-addressed envelope for your use. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

Finally, all general assistance forms and notices that the municipality intends to use must also be submitted to DHHS. If it is your intention to use MMA forms, and you have not already done so, simply state that intention to the Department when you submit your ordinance for DHHS filing. Remember, if you intend to use locally developed forms or notices, those forms should be submitted with your adopted ordinance. DHHS's GA Unit address is:

The Department of Health and Human Services
General Assistance Unit
#11 State House Station (Whitten Road)
Augusta, Maine 04333

By way of a reminder, municipalities that have not already seen or used MMA's "interactive" GA forms on MMA's web site are strongly encouraged to visit our site. GA forms (including MMA's model GA ordinance) and other materials are all available online at www.memun.org.

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A-C
2011-2012**

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2011—Oct. 1, 2012. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

GA Overall Maximums

Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---|------|------|------|------|------|
| Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie | 611 | 712 | 909 | 1155 | 1304 |
| Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville | 623 | 625 | 751 | 939 | 1151 |
| Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales | 523 | 655 | 800 | 1013 | 1122 |
| Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach | 812 | 964 | 1249 | 1573 | 1686 |
| York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York | 1013 | 1020 | 1222 | 1781 | 1940 |
| Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago | 674 | 794 | 1024 | 1223 | 1567 |
| Brunswick | 676 | 808 | 1043 | 1322 | 1585 |

Appendix A

Effective: 10/01/11-10/01/12

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|--|-----|-----|------|------|------|
| Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich | 803 | 804 | 965 | 1217 | 1671 |
| York County HMFA: Acton, Alfred, Arundel, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Shapleigh, Waterboro, Wells Biddeford, Saco, Sanford | 734 | 764 | 970 | 1161 | 1268 |
| | 742 | 827 | 1042 | 1322 | 1563 |

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---------------------------|-----|-----|-----|------|------|
| Aroostook County | 475 | 586 | 701 | 915 | 1013 |
| Franklin County | 589 | 635 | 773 | 924 | 1199 |
| Hancock County | 643 | 742 | 913 | 1215 | 1250 |
| Kennebec County | 510 | 611 | 760 | 1037 | 1107 |
| Knox County | 582 | 770 | 879 | 1190 | 1373 |
| Lincoln County | 703 | 756 | 912 | 1101 | 1242 |
| Oxford County | 491 | 653 | 753 | 1002 | 1256 |
| Piscataquis County | 611 | 697 | 861 | 1093 | 1170 |
| Somerset County | 489 | 608 | 702 | 1016 | 1078 |
| Waldo County | 686 | 735 | 887 | 1088 | 1157 |
| Washington County | 589 | 636 | 759 | 940 | 1025 |

* Please Note: Add \$75 for each additional person.

Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2012, those amounts are:

| Number in Household | Weekly Maximum | Monthly Maximum |
|----------------------------|-----------------------|------------------------|
| 1 | 46.51 | 200 |
| 2 | 85.35 | 367 |
| 3 | 122.33 | 526 |
| 4 | 155.35 | 668 |
| 5 | 184.42 | 793 |
| 6 | 221.40 | 952 |
| 7 | 244.65 | 1,052 |
| 8 | 279.53 | 1,202 |

Note: For each additional person add \$150 per month.

GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY consider adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

Non-Metropolitan FMR Areas

| <u>Aroostook County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-------------------------|--------|-----------------|--------|---------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 66 | 285 | 84 | 362 | |
| 1 | 80 | 343 | 103 | 445 | |
| 2 | 90 | 385 | 122 | 526 | |
| 3 | 120 | 517 | 161 | 693 | |
| 4 | 120 | 517 | 173 | 745 | |
| | | | | | |
| <u>Franklin County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 95 | 408 | 108 | 465 | |
| 1 | 97 | 418 | 115 | 493 | |
| 2 | 114 | 491 | 139 | 596 | |
| 3 | 134 | 578 | 165 | 708 | |
| 4 | 172 | 741 | 216 | 930 | |
| | | | | | |
| <u>Hancock County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 105 | 451 | 119 | 512 | |
| 1 | 117 | 503 | 135 | 582 | |
| 2 | 130 | 557 | 155 | 668 | |
| 3 | 191 | 820 | 223 | 959 | |
| 4 | 191 | 820 | 223 | 959 | |
| | | | | | |
| <u>Kennebec County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 79 | 339 | 92 | 394 | |
| 1 | 93 | 399 | 110 | 471 | |
| 2 | 113 | 484 | 136 | 584 | |
| 3 | 159 | 685 | 189 | 811 | |
| 4 | 159 | 685 | 197 | 848 | |

Appendix C

Effective: 10/01/11-10/01/12

Non-Metropolitan FMR Areas

| <u>Knox County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------|--------|-----------------|--------|---------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 94 | 405 | 107 | 460 | |
| 1 | 126 | 541 | 143 | 614 | |
| 2 | 137 | 590 | 161 | 691 | |
| 3 | 191 | 821 | 220 | 948 | |
| 4 | 209 | 899 | 252 | 1083 | |
| <hr/> | | | | | |
| <u>Lincoln County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 119 | 513 | 132 | 568 | |
| 1 | 123 | 528 | 140 | 601 | |
| 2 | 144 | 619 | 167 | 720 | |
| 3 | 172 | 741 | 202 | 868 | |
| 4 | 172 | 741 | 202 | 869 | |
| <hr/> | | | | | |
| <u>Oxford County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 75 | 321 | 88 | 378 | |
| 1 | 101 | 434 | 118 | 509 | |
| 2 | 110 | 472 | 134 | 577 | |
| 3 | 151 | 648 | 181 | 778 | |
| 4 | 184 | 792 | 227 | 978 | |
| <hr/> | | | | | |
| <u>Piscataquis County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 96 | 413 | 111 | 479 | |
| 1 | 103 | 441 | 125 | 539 | |
| 2 | 123 | 527 | 154 | 663 | |
| 3 | 157 | 675 | 196 | 844 | |
| 4 | 157 | 675 | 205 | 881 | |
| <hr/> | | | | | |
| <u>Somerset County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 74 | 319 | 87 | 376 | |
| 1 | 91 | 393 | 109 | 468 | |
| 2 | 103 | 443 | 127 | 548 | |
| 3 | 154 | 661 | 184 | 791 | |
| 4 | 154 | 661 | 191 | 821 | |

Non-Metropolitan FMR Areas

| <u>Waldo County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|----------------------------|--------|------------------------|--------|----------------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 116 | 497 | 128 | 552 | |
| 1 | 119 | 510 | 136 | 583 | |
| 2 | 139 | 597 | 162 | 698 | |
| 3 | 170 | 729 | 199 | 856 | |
| 4 | 170 | 729 | 207 | 892 | |

| <u>Washington County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------------|--------|------------------------|--------|----------------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 93 | 402 | 108 | 463 | |
| 1 | 95 | 410 | 113 | 488 | |
| 2 | 108 | 465 | 134 | 575 | |
| 3 | 134 | 575 | 166 | 713 | |
| 4 | 134 | 575 | 176 | 756 | |

Metropolitan FMR Areas

| <u>Bangor HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------|--------|------------------------|--------|----------------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 96 | 413 | 111 | 476 | |
| 1 | 106 | 455 | 127 | 548 | |
| 2 | 132 | 569 | 162 | 698 | |
| 3 | 170 | 730 | 207 | 891 | |
| 4 | 176 | 756 | 230 | 988 | |

| <u>Penobscot County HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-------------------------------------|--------|------------------------|--------|----------------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 99 | 424 | 114 | 491 | |
| 1 | 99 | 424 | 114 | 491 | |
| 2 | 100 | 429 | 131 | 565 | |
| 3 | 125 | 538 | 164 | 707 | |
| 4 | 145 | 622 | 201 | 865 | |

| <u>Lewiston/Auburn MSA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-----------------------------------|--------|------------------------|--------|----------------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 83 | 357 | 96 | 412 | |
| 1 | 103 | 445 | 120 | 518 | |
| 2 | 123 | 528 | 146 | 629 | |
| 3 | 157 | 673 | 186 | 800 | |
| 4 | 160 | 687 | 203 | 871 | |

Appendix C

Effective: 10/01/11-10/01/12

Metropolitan FMR Areas

| <u>Portland HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-------------------------------------|--------|-----------------|--------|---------------|---------|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 142 | 611 | 154 | 666 | |
| 1 | 166 | 715 | 183 | 788 | |
| 2 | 214 | 922 | 238 | 1023 | |
| 3 | 271 | 1165 | 300 | 1292 | |
| 4 | 274 | 1180 | 318 | 1367 | |
| York/Kittery/S. Berwick HMFA | | | | | |
| <u>York/Kittery/S. Berwick HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 170 | 729 | 182 | 784 | |
| 1 | 170 | 729 | 182 | 784 | |
| 2 | 191 | 823 | 215 | 924 | |
| 3 | 289 | 1241 | 318 | 1368 | |
| 4 | 300 | 1289 | 343 | 1473 | |
| Cumberland County HMFA | | | | | |
| <u>Cumberland County HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 111 | 479 | 124 | 534 | |
| 1 | 131 | 563 | 148 | 636 | |
| 2 | 167 | 720 | 191 | 821 | |
| 3 | 198 | 850 | 227 | 977 | |
| 4 | 250 | 1073 | 293 | 1260 | |
| Sagadahoc County HMFA | | | | | |
| <u>Sagadahoc County HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 140 | 603 | 153 | 658 | |
| 1 | 140 | 603 | 153 | 658 | |
| 2 | 155 | 667 | 179 | 768 | |
| 3 | 186 | 798 | 215 | 925 | |
| 4 | 271 | 1167 | 314 | 1351 | |
| York County HMFA | | | | | |
| <u>York County HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | Monthly |
| 0 | 126 | 541 | 139 | 596 | |
| 1 | 126 | 541 | 141 | 608 | |
| 2 | 156 | 672 | 180 | 773 | |
| 3 | 185 | 795 | 214 | 922 | |
| 4 | 188 | 807 | 231 | 992 | |

**GA MAXIMUMS SUMMARY SHEET
(Oct. 1, 2011-Oct. 1, 2012)**

**APPENDIX A
OVERALL MAXIMUMS**

| <u>County</u> | <u>Persons in Household</u> | | | | | |
|---------------|-----------------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |

NOTE: For each additional person add \$75 per month.
(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

**APPENDIX B
FOOD MAXIMUMS**

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|----------------------------|-----------------------|------------------------|
| 1 | 46.51 | 200 |
| 2 | 85.35 | 367 |
| 3 | 122.33 | 526 |
| 4 | 155.35 | 668 |
| 5 | 184.42 | 793 |
| 6 | 221.40 | 952 |
| 7 | 244.65 | 1,052 |
| 8 | 279.53 | 1,202 |

NOTE: For each additional person add \$150 per month.

**APPENDIX C
HOUSING MAXIMUMS**

| <u>Number of Bedrooms</u> | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------|-----------------|----------------|---------------|----------------|
| | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

UTILITIES (Appendix D)

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$14.00 | \$60.00 |
| 2 | \$15.70 | \$67.50 |
| 3 | \$17.45 | \$75.00 |
| 4 | \$19.20 | \$82.50 |
| 5 | \$21.00 | \$90.00 |
| 6 | \$22.70 | \$97.50 |

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$16.30 | \$70.00 |
| 2 | \$18.60 | \$80.00 |
| 3 | \$21.00 | \$90.00 |
| 4 | \$23.30 | \$100.00 |
| 5 | \$25.60 | \$110.00 |
| 6 | \$27.90 | \$120.00 |

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

HEATING FUEL (Appendix E)

| <u>Month</u> | <u>Gallons</u> | <u>Month</u> | <u>Gallons</u> |
|--------------|----------------|--------------|----------------|
| September | 50 | January | 225 |
| October | 100 | February | 225 |
| November | 200 | March | 125 |
| December | 200 | April | 125 |
| | | May | 50 |

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

PERSONAL CARE & HOUSEHOLD SUPPLIES
(Appendix F)

| <u>Number in Household</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|----------------------------|----------------------|-----------------------|
| 1-2 | \$10.50 | \$45.00 |
| 3-4 | \$11.60 | \$50.00 |
| 5-6 | \$12.80 | \$55.00 |
| 7-8 | \$14.00 | \$60.00 |

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

| <u>Number of Children</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|---------------------------|----------------------|-----------------------|
| 1 | \$12.80 | \$55.00 |
| 2 | \$17.40 | \$75.00 |
| 3 | \$23.30 | \$100.00 |
| 4 | \$27.90 | \$120.00 |

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