

Policy Clarifications

LIHEAP - All

PLA14997603

Submitted: 10/23/09

Agency: CAOs

Citations:

Subject: Processing Social Security Income in e-CIS

The LIHEAP Procedural Manual instructs CAOs not to import child support income from CIS. Does this instruction also apply to Social Security (SS) benefits or Supplemental Security Income (SSI)? If yes, how should income be entered?

Response By: BOP/Division of Federal Programs/LIHEAP **Date:** 10/23/09

Yes, the instruction regarding child support income applies to SS or SSI benefits. CAOs should enter the gross monthly benefit into the Gross Amount field in e-CIS. If the applicant pays a Medicare Part B or D premium, the CAO should enter this deduction in the Expense Type field. CAOs should not enter a deduction if the applicant is a Medical Assistance recipient whose Medicare premiums are paid by the Department of Public Welfare under the Buy-in Program.

Example A:

Mrs. Smith applies for LIHEAP and the CAO verifies that she receives a monthly SS disability benefit of \$1840. This is the net amount after the Medicare Part B premium of \$96.40 is deducted. The CAO enters gross income of \$1936.40 in the e-CIS Gross Income field and \$96.40 in the Expense Type field.

Example B:

Mr. Michaels is a Medical Assistance recipient who applies for LIHEAP. He receives a monthly SS benefit of \$760. The CAO checks IEVS Exchange 3 to verify Mr. Michaels' SS benefit. The Exchange shows a buy-in status code 390. The CAO enters the gross income of \$760 in the e-CIS Gross Income field and nothing in the Expense Type field.

Reminder: Income that is recouped from a SS or SSI benefit to repay an overpayment is not an allowable deduction.