

ELIGIBILITY WORKSHEET GUIDELINES

To determine eligibility, check the **Food Stamp** certification letter. **If they receive any amount of food stamps, they are automatically eligible.** Circle 'YES'. It is not necessary to compute income and expenses.

If the applicant does not receive food stamps at all, use the **worksheet** to determine eligibility by listing total **NET** income and deducting allowable expenses:

Rent: Deduct only the amount the client pays.

Utilities: Gas, electric, water, sewer, heating oil, basic telephone bill.

Food: The amount should be limited to the average amount a family would spend for food per month. (Use Food Stamp Guide on page 12).

Other Expenses: Other expenses may be deducted only if they are a necessity and contribute to a hardship for the family, e.g., medical expenditures, child care, a reasonable car payment on one vehicle and collision insurance. **Consumer loans such as charge accounts and furniture payments are not deductible.**

If the remaining spendable income falls below the allowable amounts (see page 12), the family or individual **is eligible** for Christmas assistance.

Special Cases: If you want to certify a family that does not meet the guidelines, explain the circumstances. Please be clear. Attach a note when you send the application in to the Christmas Bureau. **FINAL DECISION** is made by the **PROVIDER**. Provider agencies may deny applications that they feel are not justified.

Certifiers: Write your code on the application. Do not write in provider for food or toys unless your organization is providing. If applicant is being denied, use the code DENY. If applicant is not applying for food or toys, use code NOAP, No Application.