**Weatherization Assistance Program**

**Guidance WX-018-01**

**Subject: DOE Income Calculation Guidance**

**Effective Date: October 1, 2018**

**Release Date: August 23, 2018**

Beginning October 1, 2018, as part of the intake process, Weatherization staff must now ensure that the Weatherization client’s income is recalculated to subtract payments for foster care, as well as child support.

* When foster children are counted as part of the household, the Energy Assistance Program (EAP) counts this income; the Department Of Energy no longer considers this income.
* EAP requires child support payments to be deducted from a client’s income when determining eligibility; the Department Of Energy does not want these payments deducted.

The EAP staff should do this calculation upon request from Weatherization staff. However, EAP and Weatherization staff must clearly communicate which households receive payment for foster care or payment, and/or receipt of child support. These notes must be included in the client file.

In cases where the EAP Local Service Provider is not the same as the Weatherization provider, the

Weatherization provider may send the request for income re-calculation to IHCDA. The income re-calculation documents must be included in the Weatherization file, and should be scanned and uploaded into the IWAP Weatherization database.