

## **Low Income Home Energy Assistance Program**

**Guidance LI-019-01**

**Subject: Drastic Loss of Income**

**Effective Date: October 1, 2018**

**Release Date: January 18, 2019**

If a household is originally over the income threshold but indicates that there has been a drastic change in income due to the sudden loss of earnings, within the three (3) months prior to application, the client is within the drastic loss period.

Examples of drastic loss may include but are not limited to plant or business closing, company downsizing, or lost employment income due to a medical condition that prohibits employment.

This does *not* include:

- Difference between an individual's part-time wages and what the person would have received for full-time wages
- Regular self-employment income (full time or main income source)
- Irregular self-employment income (part-time/occasional side work)

### **Income Calculation**

Intake workers should treat these clients as having zero income, but the rest of the household income, if any, should be calculated as laid out in the manual and any other guidance issued by IHEDA.

### **Documentation**

Documentation can include a statement from the employer, union, or workforce development that the person's employment has been terminated or interrupted. If the client is unable to provide this, the agency should make an attempt to verify. A Zero Income Affidavit should be completed, but a wage inquiry is not necessary.