

**01 VEHI - Purpose**

VEHI is used to key participant vehicle resource information. (See [Use of Vehicles](#)) AZTECS counts or does not count the value of the keyed vehicle of each participant.

For treatment of vehicles, see [Vehicles Overview](#).

**02 Vehicles - Overview**

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Vehicles may be determined COUNTABLE or NOT COUNTABLE, depending on the program. The resource amounts for each program are as follows:

- [CA Resource Limit](#)
- [NA Resource Limit](#)

Consider all countable vehicles that are available to the budgetary unit when determining eligibility.

Policy and procedures for treatment of vehicles are outlined as follows:

- [Vehicle Ownership and Availability](#)
- [Determining Current Market Value \(CMV\)](#)
- [Vehicle Appraisal](#)
- [Determining Equity Value\(g\)](#)
- [Treatment of Vehicles](#)
- [Vehicle Resource Exclusion Amount](#)
- [Use of Vehicles](#)
- [Vehicle Sale or Transfer](#)
- [Vehicle Verification](#)
- [Vehicle Changes](#)

**A Vehicles - Ownership and Availability**

Determine the ownership of the vehicle to establish whether the resource is available to the participant. Consider the resource as available to the participant, from the point in time that the participant becomes aware that the resource is legally available.

The various combinations of ownership and availability are outlined as follows:

- [Joint Ownership](#)
- [Sole and Separate](#)
- [Inaccessible Resources](#)
- [Combined Resources](#)
- [Resources of Categorically Eligible Participants](#)
- [Resources of Ineligible Non-Citizen Parents With CA Children and Siblings](#)
- [Resources of Noncitizen Sponsors](#)
- [Resources of SSI Recipients](#)
- [Resources of Stepparents](#)

## **B Vehicles - Current Market Value (CMV)**

The [Current Market Value\(g\)](#) (CMV) of any vehicle is the amount the vehicle is worth on the current market. The CMV of vehicles, both licensed and unlicensed, is either of the following:

- WHOLESALE value as listed in the most recent edition of the Kelly Blue Book (KBB) without adjustments.
- TRADE IN value as indicated in the [KBB web site procedures](#).

The value listed in the KBB is for the basic vehicle only. Attachments such as [trailers](#), campers, and [recreational vehicles](#) are NOT included. The [equity value\(g\)](#) of such attachments is COUNTABLE, and must be determined separately.

Consider the following when determining the CMV using the hard copy KBB:

- The hard copy KBB used to determine CMV must not be over six months old.

- Do not make adjustments to increase or decrease the CMV (e.g., optional equipment, mileage, etc.)  
Do not increase the value of a vehicle specially equipped for the handicapped.
- Document the [case file\(g\)](#) with the KBB page number that was used to obtain the wholesale value.
- When a vehicle is too new to be in the hard copy KBB or KKB web site, contact a dealership to verify the wholesale value. Document the name and title of the person contacted, the date of the contact, and the wholesale value of the vehicle.

When a vehicle is too old to be listed in the current hard copy KBB, or KBB web site, accept the participant's estimate of the value.

#### **.01 Vehicle Appraisal**

A participant may state, or there may be a reason to believe, that a vehicle meets one of the following:

- Less than average, or not in good, condition, due to any of, but not limited to, the following:  
Body damage  
Inoperability  
High mileage
- Licensed or registered as, or believed to be, an historical, classic, or antique vehicle.

When this occurs, complete the following:

- Request the participant provide an appraisal from a reliable source, such as a dealership, auto mechanic, or body repair shop.

The appraisal must be at the participant's expense.

The appraisal must include the following information:

- Description of the vehicle
- Wholesale value
- Date of the appraisal
- Name of the dealer
- Give the participant ten calendar days to provide the appraisal.

When a participant lives in a remote area and indicates that an appraisal cannot be obtained without difficulty or added expense, complete the following:

- Accept a [participant statement](#). The statement must include the following information:

Description of the vehicle.

Reason the vehicle is worth less than the **KBB** value.

Participant's estimate of the true value of the vehicle.

Signature of a nonparticipant who does not live with the participant, and who confirms the participant's statement.

**NOTE** This includes a tribal leader, an EI, or other DES staff who has witnessed the condition of the vehicle.

- Document in the [case file\(g\)](#) and on **CADO** that no reliable source is available to provide the appraisal.

Key the current market value in the CURR MKT VALUE field.

## **.02 KBB Web site Procedures**

When using the [KBB web site](#), select the TRADE-IN VALUES (for vehicles only) or MOTORCYCLE section, and select or key in the following areas:

- Select a VALUE (for motorcycles only, select TRADE-IN).
- Select a YEAR.
- Select a MAKE.
- Select a MODEL.
- Key either of the following in the MILEAGE field, whichever is GREATER:

Participant's statement of the vehicle's mileage

12,000 miles per year multiplied by the vehicle's age

**NOTE** This field is not applicable for motorcycle values.

Key the participant's ZIP Code in the ZIP Code field. When the participant is homeless, key the local office ZIP Code in this field. (This field is not applicable for motorcycle values.)

**WARNING**

DO NOT key or change any information that is indicated in the optional equipment section located between the MILEAGE/ZIP CODE and SELECT VEHICLE CONDITION sections.

Select GOOD in the SELECT VEHICLE CONDITION field. (This field is not applicable for motorcycle values.) When the participant states the vehicle is LESS THAN GOOD condition, request the participant provide a vehicle appraisal. (See [Vehicle Appraisal](#))

For vehicle values only, select the GET PRICING REPORT indicator.

Print PRICING REPORT (for motorcycles, BLUE BOOK TRADE-IN REPORT) and place in the [case file\(g\)](#).

**C Vehicles - Equity Value**

The [equity value\(g\)](#) of a vehicle is the [Current Market Value](#) (CMV) minus any liens or amount owed.

Use the Verification of Loan (FA-063) form to verify loan balances. The lien must be recorded on the vehicle title.

The amount keyed in the AMOUNT OWED field can be equal to, but not more than, the amount keyed in the CURR MKT VALUE field.

NOTE When the amount owed is greater than the CMV, key the CMV amount in the AMOUNT OWED field.

AZTECS calculates the equity value of each vehicle based on the amount keyed in the CURR MKT VALUE field minus the amount keyed in the AMOUNT OWED field.

Vehicles are NOT COUNTABLE in the resource determination. However, when the vehicle is available to the budgetary unit, vehicle information MUST be keyed on **VEHI**.

#### **04 Vehicles - Vehicle Use**

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Determine what the participant uses each vehicle for, and key the Vehicle Use Code that describes the use in the VEHICLE USE field.

**AZTECS** does not use the Vehicle Use Code to determine resource eligibility. The Vehicle Use Code is for statistical purposes only.

(See [Treatment of Vehicles](#))

The Vehicle Use Codes are as follows:

- AD  
[Licensed vehicle](#) for use by an adult.
- AV  
Licensed additional vehicle for which no other Vehicle Use Code applies.
- CU  
Licensed vehicle for use by a child.
- FW  
Licensed vehicle necessary for carrying the primary source of fuel for heating, or water, for home use.

This includes participants who meet either of the following:

- Do not have heating fuel or water piped into their home.
- Are hooked up to public utilities, such as heat and water, but are unable to use the utilities for any reason, including nonpayment.

## FAA4.C Vehicles (VEHI)

- HO  
Licensed vehicle used as the participant's home.
- IV  
Licensed or unlicensed vehicle determined inaccessible for any of the following reasons:
  - When sold would generate a net profit of \$1,500 or less.
  - [Jointly owned](#) and inaccessible.
  - The participant is listed as sole owner on the vehicle title, and any of the following apply:
    - The vehicle has been sold and the title has not been transferred.
    - The vehicle is in the participant's name but the participant does not have access to or possession of the vehicle.
    - The vehicle has been repossessed.
- LE  
Leased vehicle.
- PI  
Licensed vehicle used to provide either of the following:
  - Income, when the vehicle is necessary for any of the following:
    - To produce income (e.g., taxi, freight truck, tractor, etc.).
    - For long distance travel essential to employment, other than daily commuting (e.g., traveling sales person, migrant farm worker, etc.). This includes periods not in use because of temporary unemployment (i.e., strike, temporary layoff, illness).
  - Food through hunting or fishing

- SI  
Licensed or unlicensed vehicle owned by an [SSI recipient](#). (Also see [Joint Ownership - Participant and SSI Recipient](#))
- TR  
Licensed vehicle necessary to transport physically disabled participants, regardless of the purpose of the transportation.
- UN  
Unlicensed vehicle. Vehicles with license plates are considered licensed ONLY when they are currently registered.

**05 Vehicles - Sale or Transfer**

Policy and procedures regarding sale or transfer of vehicles are outlined as follows:

- Sale or Transfer - No Effect
- Sale or Transfer - Disqualification
- Disqualification Procedures
- Disqualification Period - CA
- Disqualification Period - NA

**06 Vehicles - Verification**

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Verify the value of vehicles as follows:

- For CA, the value of all countable vehicles must be verified at the following:
  - New application
  - Renewal application
  - When a [change in resources](#) is reported
- For MA and NA, resource verification is not required

**NA EXCEPTION**

Use the client's verbal or written statement for vehicle verification when one of the following applies to the NA budgetary unit:

- Any participant is disqualified for voluntary quit or failure to comply with NA E&T requirements
- Any participant is disqualified for drug conviction, fleeing felon status, Intentional Program Violation or NA trafficking
- The budgetary unit refuses to cooperate in providing information necessary to determine eligibility and benefit level
- The budgetary unit is ineligible due to striker provisions

NOTE Request documented verification only when the participant's statement is [questionable](#).

Verification of vehicles is outlined as follows:

- [Required Verification for Vehicles](#)
- [Vehicle Sources of Verification](#)
- [Vehicle Methods of Verification](#)

(Also see [Verification / Cooperation](#))

**A Vehicles - Required Verification**

Verification required for vehicles is as follows:

- [Ownership and Availability](#)
- [Vehicle Current Market Value](#)
- Amount Owed
- [equity value\(g\)](#)

**B Vehicles - Sources of Verification**

The following are possible sources of verification:

- Auto registration form
- Vehicle lease agreement documents
- Auto title

- Motor Vehicle Department (MVD) report
- [Participant statement](#)

Verify the [vehicle current market value](#).

Verify the amount owed on a vehicle, the following sources are acceptable:

- Finance agreement and payment books
- Verification of Loan (FA-063) form
- Participant statement

### **C Vehicles - Methods of Verification**

Methods of verification of vehicles may include any of the following:

- A [collateral contact](#) when the participant provides the name of the contact.
- The Verification of Loan (FA-063) form may be sent to a bank, finance company, or private party to verify the loan balance amount. Clearly identify the vehicle on the FA-063.
- The Request for Motor Vehicle Registration.
- Information (FA-054) form may be forwarded to designated region staff. The FA-054 may be used to verify with [Motor Vehicle Department](#) ownership of a specific vehicle or all vehicles owned by a participant.
- [Participant statement](#).

When verification has not been received by the processing deadline and the participant is continuing to cooperate, complete the case using the best available information with supervisory approval.

### **07 Vehicles - Changes**

When **VEHI** is used to update any information as a result of change to the case, the resource determination screen for the registered program must be processed and benefits reauthorized. (See [AFRD](#), [FSRD](#), and [MARD](#))

For policy and procedures regarding changes in other assets, see [Resources - Changes](#).