

G Telephone Expense

REVISION 48
(01/01/20 - 12/31/20)

Telephone expenses billed separate from or itemized with rent or mortgage are allowable for NA only. (See [Utility Expenses](#))

Key the total amount of the bill for current service. When the telephone amount is itemized with the rent or mortgage payment, remove the expense amount from the shelter payment total.

Allow a telephone expense when the participant is responsible for the charges (even when it is billed to another person).

NOTE When the participant uses a cell phone document the name of the cell phone service carrier.

Some acceptable forms of verification are as follows:

- The telephone bill or proof of payment for minutes attached to a specific device.
- A receipt from the cell phone service carrier.
- A screenshot from the cell phone (when the customer only makes payments through the device).
- An e-mail from the cellular phone service provider verifying the expense.
- A participant statement.

Key the expense on EXPC or EXNS using the TL Expense Code.

Key shelter expenses and utility expenses separately on EXPC.