

.01 Utility Allowance Verification

REVISION 22
(10/01/12 - 12/31/12)

Verification for [utility allowance](#) eligibility is required when ANY of the following occur:

- New application.
- Three years from the date the expenses were last verified. When the three year period expires before the approval period ends, verify the utility expense at the next renewal.
- A change of address is reported.
- A change in the type of utility expenses being billed is reported.
- Information is questionable.
- When the budgetary unit reports a new living arrangement.

WARNING

Place the most current verification of the utility allowance in the [case file\(g\)](#).

Acceptable verification includes, but is not limited to, the following:

- Landlord statement
- Lease
- Utility bill
- LIHEA payment

When the utility expense is BILLED to a person not in the budgetary unit, the participant must provide both of the following:

- Verification of the expense.
- A statement from the person not in the budgetary unit that indicates the budgetary unit has the responsibility to pay for utility expenses.

DO NOT request verification of the nonparticipant's separate billing statement, residential address, or means of heating or cooling.

Do not use participant statement to verify utility expenses.

EXCEPTION

A participant's statement is acceptable verification for the following utility expenses when documented or collateral verification is not available:

- [Coal](#)
- [Wood](#)
- Prepaid phone

WARNING

DO NOT upload verification of expenses that show the actual address of an [Address Confidentiality Program \(ACP\)](#) participant into OnBase.