

.01 Direct to Participant

When a budgetary unit receives direct utility reimbursement payments, complete the following:

- Subtract the payment amount from the heating and cooling expenses.
- Key the remaining heating and cooling expenses. (See [Utility Expenses](#))

NOTE When there is an amount in excess of the heating and cooling expenses, subtract the remainder from other existing utility expenses. When the payment is in excess of all utility expenses, see [Energy Assistance](#) Payments for keying unearned income.

(See Example [Negative Rent](#))