

## .01 Utility Allowance Verification

**REVISION 23**  
(01/01/13 – 03/31/13)

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.

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

- Landlord statement
- Lease
- Utility bill
- LIHEA payment
- A [participant statement](#) when documented verification is not available at the interview

### **EXCEPTION**

The participant statement is not acceptable verification when either of the following occurs:

- The utility expense is in another person's name that is outside the budgetary unit.
- The participant statement is [questionable](#).

When the utility expense is BILLED to someone not in the budgetary unit, the participant must provide a signed statement from that person. The statement must include both of the following:

- The type of utility expense
- That the budgetary unit has the responsibility to pay the utility expense

Do NOT request verification of the nonparticipant's separate billing statement or separate residential address.

Only one utility expense that is not a telephone expense must be verified using [documented](#), [collateral contact](#) or [participant statement](#) verification for the [standard utility allowance](#).

NOTE Key ALL expense types and amounts on EXNS. This information is displayed on HOSU and is used to assist the EI in tracking [Expenses Exceed Income](#) (EEI) cases.

**WARNING**

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