

.01 Utility Allowance

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 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 who resides with the budgetary unit, verification is required.

A statement from the person not in the budgetary unit MUST indicate both of the following:

- The budgetary unit has the responsibility to pay for utility expenses.
- The utility expense is for heating or cooling costs.

DO NOT request verification of the nonparticipant's 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 [wood](#) or [coal](#) expenses when documented or collateral verification is not available.