



State of New Jersey

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PROGRAM POLICY BULLETIN #15-05

DATE: May 1, 2015

TO: N J Community Action Agencies

AFFECTED PROGRAMS: All Programs that Utilize CSBG Funds

SUBJECT: Frequency of Income Re-Determinations

POLICY SUMMARY: The income level of a client receiving CSBG-funded services should be re-determined at least annually following the initial determination of eligibility to ensure that the client remains eligible for CSBG funded services or benefits, i.e., income not exceeding 125% of the federal poverty line, as based upon household size. An eligible entity may choose, but is not required, to adopt its own policy to review income more often than annually upon the occurrence of certain specified events.

DISCUSSION: Neither the CSBG Act, nor applicable HHS regulations, specify how often a client's income should be re-determined. With this Program Policy Bulletin, NJDCA is requiring an annual redetermination of client income in order to ensure that client household income remains at or below the 125% federal poverty line then in effect. (see Program Policy Bulletin #11-01).

If it so desires, an eligible entity may review a client's income more often than annually upon the occurrence of certain income changing events or circumstances, for the purpose of determining continued program eligibility. An agency should, however, adopt a written policy describing when interim income redeterminations will be conducted, and prescribing when and under what conditions the client must report a change in family income or composition in order to ensure consistency in application and to provide notice to clients. For example, agencies policy could:

- *Require clients to report all increases in income
*Require clients to report only increases in excess of a certain dollar amount
*Allow clients who experience an increase in income to wait to report it until their next annual reexamination.

Signed: Patricia Swartz
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