



Iowa Department of Human Services

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GENERAL LETTER NO. 7-F-90

ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 7, Chapter F, **BUDGETING**, pages 10 and 12,
revised.

Summary

Chapter 7-F is revised to:

- ◆ Increase maximum gross monthly income limit amounts for household sizes of one through six.
- ◆ Increase maximum net monthly income limit amounts for household sizes of one through five.

NOTE: There are no changes to the following amounts:

- ◆ Gross and net income limits for households larger than those listed above.
- ◆ Maximum net monthly allotment amounts.
- ◆ Minimum monthly allotment for eligible one-member and two-member households (\$16).

Effective Date

October 1, 2016

Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter F:

<u>Page</u>	<u>Date</u>
10, 12	September 25, 2015

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

3. For households that do not have an elderly or disabled member or are not categorically eligible, compare the household's total gross monthly income with the maximum allowable for the applicable household size. Do not include ineligible members when determining household size.

<u>Household Size</u>	<u>Maximum Gross Monthly Income</u>
1	\$1,287
2	\$1,736
3	\$2,184
4	\$2,633
5	\$3,081
6	\$3,530
7	\$3,980
8	\$4,430

For each additional person, add \$451

4. Go on to compare income to the net income limit if:
 - ◆ The household's income is equal to or less than the gross income limit, or
 - ◆ The household has an elderly or disabled member.

If neither of these conditions is met, the household is ineligible.

Deductions

Legal reference: 441 IAC 65.23(1)

Policy:

For policies on handling deductions, see [7-E, DEDUCTIONS](#).

Procedure:

1. Estimate the household's monthly expenses for each month of the certification period.
2. If the household has expenses that are billed on a weekly or biweekly basis, convert them to a monthly amount. To convert the expenses, follow the same method as you do to convert weekly or biweekly income. See [Conversion of Weekly and Biweekly Income](#).

Subtract the excess shelter costs from the result in Step 7. (If the household is subject to the maximum shelter deduction, subtract the excess shelter cost up to the allowed maximum. If the household is not subject to the maximum shelter deduction, subtract the total excess shelter cost.) See [7-E, Shelter Expenses](#).

9. Net monthly income. This final amount is the household's net monthly income. For households that are not categorically eligible, compare this amount to the maximum allowable for the applicable household size. Do not include ineligible members when determining household size.

<u>Household Size</u>	<u>Maximum Net Monthly Income</u>
1	\$ 990
2	\$1,335
3	\$1,680
4	\$2,025
5	\$2,370
6	\$2,715
7	\$3,061
8	\$3,408

For each additional member, add \$347

10. Go on to determine the household's benefit level as directed under [Calculating Benefit Level](#) if:
 - ◆ The household's income is equal to or less than the net income limits, or
 - ◆ The household is categorically eligible

If neither of these conditions is met, the household is ineligible.

Changing Income Guidelines

Legal reference: 7 CFR 273.10(e)(2)(v)

Policy:

When a household member becomes 60 or begins receiving SSI or a disability payment or an elderly member moves out, this change may affect which income guidelines the household must meet.

Procedure:

Start using the new income guidelines at the next recertification or whenever action is taken on the case.