

<b>Program:</b> HEAP Fuel Assistance	<b>MHPN #</b> 2023-HEAP-014
<b>Action:</b> Program Guidance Clarification	<b>Effective Date:</b> 09/19/2023
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Notice is being issued to provide clarification regarding over income calculations and the use of Medical Deductions.**

## 1. Over Income Amount and Medical Deduction Clarification

If an Applicant is over income they must be provided with two options for the amount of medical deductions required in order to make the Household income eligible, including the time frames in which the medical expenses are required to have been paid.

The two options that an Applicant must be provided with are the amount they are over income annually and the amount they are over income monthly. An applicant must submit medical deductions totaling \$1.00 more than the amount they are over income annually **OR** \$1.00 more than the amount they are over income monthly.

To calculate the annual and monthly over-income amounts to complete the Denial Notification, CAAs must first subtract the Income limit for the household size from the Gross Annual Income listed in the HEAP system of record. This will provide the annual over-income amount. Next, the annual over-income amount must be divided by twelve (12) which will provide the monthly over-income amount. CAA's will add \$1.00 to each figure in order to determine the amount of medical deductions necessary to make the Household income eligible.

If an Applicant chooses to submit medical deductions totaling \$1.00 more than the amount the Household is over income annually, the medical expenses must have been **paid during the 12 calendar months prior** to the Create Date Non-Online/Application Intake Date. The CAA will enter the medical deductions in the HEAP system of record using the Income Frequency of annually.

If an Applicant chooses to submit medical deductions totaling \$1.00 more than the amount the Household is over income monthly, the medical expenses must have been **paid during the income verification period** (one month or 30 days). The CAA will enter the medical deductions in the HEAP system of record using the Income Frequency of monthly.

In the following examples:

- The Household's Create Date Non-Online/Application Intake Date is September 10, 2023.
- The 12 months prior is September 2022 to August 2023
- The income verification period is August 2023.
- The household is over income \$4,000 annually **OR** \$333.33 monthly.
- They would need to provide medical deductions of \$4,001.00 paid between September 2022 and August 2023 **OR** \$334.33 paid in August 2023.
- CAA must enter medical deductions in the HEAP system of record as -\$4,001.00 annually **OR** -\$334.33 monthly.

**Example for a Household of 3:**

Household's Gross Income-Monthly :	\$4,731.50
Household's Gross Income-Annually :	\$56,778.00
FPL Income limit for HH of 3 in HEAP Cloud:	\$52,778.00 Annually
Over Income By:	\$4,000.00 Annually <b>OR</b> \$333.33 Monthly

Household must provide either:

- \$4,001.00 in paid medical expenses for the 12 calendar month period prior to the Create Date Non-Online/Application Intake Date; **OR**
- \$334.33 in paid medical expenses for the income verification period (one month or 30-days).

The Denial Notification for this Household:

**Your application for the Home Energy Assistance Program (HEAP) has been denied for the following reason(s):**

**OVER INCOME:** The Household's income exceeds guidelines by:

**Monthly** \$ 333.33 / **Annually** \$ 4,000.00

To bring your household's income under the income guidelines amount, you must provide receipts for paid Medical/Dental expenses that have not been reimbursed for one of the income time periods listed below:

\$ 334.33 Paid in prior 1 month or 30 days **Income Period Dates:** 8/1/23 to 8/31/23

**OR**

\$ 4,001.00 Paid in prior 12 Month Period **Income Period Dates:** 9/1/22 to 8/31/23

**OTHER MISSING DOCUMENTATION:**

Medical Deductions entered in the HEAP system of record for this household:

Income				
Income Period*	Annual Income	Poverty Level		
1 Month	52776.96	248		
Family Member	Income Type	Income Amount	Income Frequency	Income Monthly
Jane 01/01/1980	Wages and Salary	\$4,731.50	Monthly	\$4,731.50
Jane 01/01/1980	Expense: Medical	-\$4,001.00	Annually	-\$333.42

**OR**

**Income**

Income Period\* 1 Month Annual Income 52766.04 Poverty Level 248

Family Member	Income Type	Income Amount	Income Frequency	Income Monthly
<input type="checkbox"/> Jane 01/01/1980	Wages and Salary	\$4,731.50	Monthly	\$4,731.50
<input type="checkbox"/> Jane 01/01/1980	Expense: Medical	-\$334.33	Monthly	-\$334.33

## 2. Notice Contact

Genevieve Soucy, Director of Energy and Housing Services ▪ (207) 626-4600 ▪ [liheap@mainehousing.org](mailto:liheap@mainehousing.org)

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*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,  
Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

